

# **HOLLY RIDGE ELEMENTARY STUDENT HANDBOOK**

**2023-2024**



**Eagles Soar  
with the 3 R's:**

**Respectful**

**Responsible**

**Ready**

**Reagan R. Holloway - Principal  
Ernest Hill- Principal Intern**

**Vision Statement: Holly Ridge Elementary School will prepare students to be responsible citizens who are respectful, compassionate, and strive to do their best to improve themselves and their community.**

## TO OUR PARENTS AND STUDENTS

Welcome to Holly Ridge Elementary School!

Our first priority is student achievement. To accomplish this we envision:

- A true partnership between parents, staff, the Richland Parish School System, and community members.
- A highly-qualified, dedicated staff that puts students first, exhibits a passion for learning and a commitment to student success.
- A curriculum based on research and best practices that allows ALL students to demonstrate knowledge through a variety of activities.
- Facilities that provide a safe and developmentally appropriate environment for student growth.

We hope that you will be involved in your child's education and be part of the many activities scheduled for this school year. Please take note of the opportunities to join in your child's education. You are a vital part of your student's success, whether it is through helping them with homework, supporting the teacher in their learning, volunteering at school, or attending extra-curricular activities.

I am proud to serve as Principal of Holly Ridge Elementary School. Holly Ridge has a long tradition of providing both a strong academic foundation for children as well as a safe, caring atmosphere in which to learn. Many of my family members, friends, and previous students have attended this close-knit school and stand as a testament to its commitment to excellence. I am determined that our students will meet and exceed the high academic standards we have set for them, and that Holly Ridge will continue to grow along with our wonderful community.

Please review this handbook with your child and/or children. Holly Ridge Elementary School and the Richland Parish School Board have teamed together to create a handbook that is inclusive of the many policies and procedures that are important to you as a parent. Other policies that are not included in this handbook are available in print at our school or the Richland Parish School Board office.

Thank you for your support,

A handwritten signature in black ink, reading "Reagan R. Holloway". The signature is written in a cursive, flowing style.

Reagan R. Holloway , Principal  
Holly Ridge Elementary School

# Richland Parish 2023-2024 Calendar

JULY '23						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

4 Independence Day

JANUARY '24						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

1-3 Holidays  
4 Classes resume  
15 M.L. King Day

AUGUST '23						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

10-11 Professional Development  
14 First Day for students

FEBRUARY '24						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

2 Professional Development Day/Stockshow Day  
19 Presidents' Day  
23-26 Winter Break

SEPTEMBER '23						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

4 Labor Day  
29 Parent Teacher Conference Day

MARCH '24						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

1 Parent Teacher Conference Day  
25-29 Spring Break/Good Friday  
31 Easter Sunday

OCTOBER '23						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

9-11 Fall Break  
31 Halloween

APRIL '24						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

1 Spring Break/Easter Break

NOVEMBER '23						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

10 Veterans Day Observed  
20-24 Thanksgiving Holidays

MAY '24						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

23 Last Day for students  
27 Memorial Day  
28 Professional Development Day

DECEMBER '23						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

1

Professional Development Day

20

Dismiss at noon

21-29

Christmas Holidays

JUNE '24						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

19

Juneteenth

**\*\*\*Dates are subject to change; parents will be notified in advance of changes.\*\*\***

## **ATTENDANCE REQUIREMENTS**

The Louisiana Department of Education requires students to attend school for a certain number of days to be promoted to the next grade and earn credit for a course. Under the law, students must attend school from ages 7 to 18 or until they graduate from high school. Students are required to attend school regularly and must attend at least 167 days to earn credit and be eligible for promotion to the next grade. For more information, please visit: <https://www.louisianabelieves.com/courses/attendance-requirements>

When a student misses school, their absence falls under one of these four categories:

**Exempted and Excused:** The student is allowed to make up the missed work and the absence is not counted against the attendance requirement. Examples are extended illness documented by a doctor or to celebrate religious holidays. There is no limit to these absences.

**Non-Exempted and Excused:** The student is allowed to make up the missed work but the absence is counted against the attendance requirement. An example is personal or family illness documented by a parent's note. The number of non-exempt and excused absences is based on the number of school days offered. Schools are required to offer 177 days of school, which means a student can be absent ten days. If more school days are offered, then the number of absences also increases.

**Unexcused:** The student is not allowed to make up the missed work and the absence is counted against the attendance requirement. An example is skipping school.

**Suspensions:** The student is allowed to make up the missed work but the absence is counted against the attendance requirement.

HRES students are required to attend 63,720 minutes a school year. HRES offers 68,000 minutes each school year. This makes it seem that students can miss up to 11 days and pass, but parents should keep in mind that we have minutes built in for occasions such as inclement weather, playoff games, shortened school year, emergencies, etc. If we have to use those extra minutes, it will decrease the amount of time a student can miss and still pass. Also, be mindful that we move quickly through our curriculums and your student can get behind if they miss too many days.

We know that there are times when students must miss school. This could be due to illness, doctor visits, family problems, etc. It is very important that you send in excuses when your student misses school. Richland Parish School Board policy states that HRES can only exempt those absences that have the proper documentation (doctor excuses, court documentation, funerals, etc.). For a student to be eligible to receive credit and make up work following an absence, the student shall be required in each instance to submit parental confirmation of the reasons for the absence. If a student is tardy or absent, the parent or guardian must submit a written excuse, signed and dated, to school authorities upon the student's return to classes, stating the reason for the student's absence from school. A parent's note only excuses the child's attendance for the purpose of making up work; **it does not exempt them from the state's mandatory attendance requirements.** If a student requires outside services, a one-time excuse can be provided to the office by the attending therapist or doctor outlining the times and days for the service. Contact the school for information on proper documentation.

Please do not wait until the end of the year to resolve absences. Richland Parish School Board Policy states: **All excuses for a student's absence must be presented within five (5) school days of the student's return to school or the absence shall be considered unexcused and the student is not allowed to make up work.**

Our JCALL service will notify parents/ guardians by phone when their student's name appears on the absentee list. After three absences, a letter explaining Act 745 will be sent home in your student's weekly folder. Read the letter carefully and review the attached list of absences. Please sign your letter and return it to the school with any excuses you may have. HRES will monitor student attendance and will alert parents when their student is in danger of being retained. If you have questions, you may call or make an appointment with the principal to discuss your child's attendance.

## STUDENT RECORDS AND ENROLLMENT

**It is the parent's responsibility to update any address or phone number changes in their student's records. Incorrect mailing addresses or phone numbers may result in missing vital information from HRES regarding your student, academics, or extracurricular activities.**

If there is an address change, parents will need to bring in three proofs of residency just as they would if enrolling for the first time. The parish requires samples of 3 of the following:

- Rent receipt
- Voter registration card
- Vehicle registration
- Utility bill
- Homestead exemption
- Income Tax form

Each sample of address verification must have the parent's name and the new address to be acceptable as documentation.

Holly Ridge Elementary School shall provide for the transfer of student education records upon written request of any authorized person on behalf of an educational facility operated within any correctional or health facility or, for children in the custody of the state, an educational 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 not later 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 educational 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 educational record of that in accordance with the federal Family Education Rights and Privacy Act (FERPA).

Any student seeking admission to Holly Ridge Elementary 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.

Only the parents listed on the birth certificate and/or court papers will be allowed to view a student's records and will be required to show a picture ID for identification purposes.

## ARRIVAL AND DISMISSAL PROCEDURES

### Arrival

Duty teachers will be at their stations at 7:10; breakfast will begin at 7:10 in the cafeteria. For students who ride car load, parents will utilize the road around the playground to enter the back parking lot. Students will be dropped off at the sidewalk to the cafeteria door. A student is tardy after 7:30 and must report to the office for late admission. **The only excused tardy is a medical note.** According to Act 745 of the Louisiana State Legislature, 5 tardies constitute a child as being truant and subject to the penalties of the law.

### Dismissal

School will officially dismiss at 3:10; car line pickup will start around 3:05. For students who ride car load, parents will utilize the road around the playground to enter the back parking lot. Students will be picked up at the sidewalk to the cafeteria door. Once buses have loaded, the carline may be stopped temporarily to allow the buses to leave. Car-riders will wait in the cafeteria to be picked up at the cafeteria door. All other students are to board their buses as soon as possible. Students are not to loiter in the bus area. No student should be on the school campus after dismissal or after being checked out by a parent unless under the direct supervision of a faculty member or coach.

### Early Dismissal/Checkout

***We strongly discourage any checkouts at the end of the school day unless for medical reasons; therefore, students may not be checked out through the office after 2:40 unless a request has been received the morning of the dismissal.*** A request to have a student excused from class early should be sent with the student the morning of the dismissal. The time and reason for leaving should be included. The parent, or authorized person, must report to the office and sign the student out. The child will be summoned to the office via the intercom. Please do not go directly to the classroom to retrieve the student. This may be disruptive to the learning environment. Please avoid early checkout except in the case of an emergency

When possible, medical or dental appointments should be made after school so as to minimize the loss of instructional time. We do believe that any inconvenience this policy may cause is worth it for the safety of our students and the community. Checking students out early disrupts the school and creates a loss of instructional time. It is also considered a tardy by law and subject to penalties according to the truancy law.

### Carload Pickup/Drop-off

Students who ride in cars will be dropped off at the north cafeteria door and picked up at the north gym door. Three to four cars can be loaded at a time if everyone will pull up as much as possible alongside the duty teachers. Parents, please do not release children out on the road or in the teacher's parking area. ***If you commit to picking your student(s) up through car line, please be on time.***

### Rules that must be observed for carload pickup:

1. Drivers must use the road around the playground.
2. Do not park in front of or block a bus when getting in line for car pick-up.
3. Do not break line by pulling up in front of someone else.
4. Remain in your vehicle at all times; never leave your vehicle unattended while in the pick-up line.
5. Do not park in the No Parking Zone located at the entrance of the school grounds.
6. Parents that are dropping off or picking up Rayville High School students should use the left lane.

**Individuals who break the rules will be given a warning. If the infraction continues, you may be reported to the Richland Parish Sherriff's Office. Additionally, all car riders maybe required to provide a new proof of residency which supports that students who car ride actually live in the Holly Ridge School District.**

## **Change of Transportation**

Your child's safety is always a major concern at HRES. Consequently, please limit calling in transportation changes by phone unless it is an emergency. **If your child is to go home differently than they normally would, you must submit a written note the morning of the change that is signed and dated telling us to change your child's mode of transportation home.** Please include a phone number so we can call and verify the permission slip.

**We will NOT allow any changes based on what a student tells us. If there is no note or phone call confirming the changes, they will be sent home the way they would normally go home.**

## **BUS RULES AND REGULATIONS**

**Failure to comply with the rules and regulations will result in the following actions:**

### **First Infraction**

Written discipline reports by the bus driver are submitted to the principal of the school. The principal shall summon the student to the office for a warning and shall notify the parent or guardian of the incident. (Bus drivers should also attempt to contact the parent.) The principal shall make documentation of action taken and contact the parent. The principal shall also send a copy of the discipline report to the bus driver and the Transportation Department. The student may be suspended from the bus for a minimum of THREE (3) DAYS.

### **Second Infraction**

The student shall be suspended from the bus riding privileges for a minimum of THREE (3) DAYS, NO EXCEPTIONS.

### **Third Infraction**

The student shall be suspended from bus riding privileges for a minimum of ONE (1) WEEK. The principal may hold a conference with parent.

### **Fourth Infraction**

The student shall be suspended from bus riding privileges for **the remainder of the school term or a minimum of six weeks, whichever is greater.**

At any time, if the severity of the behavior warrants, the student may be suspended from the school bus for no more than three (3) days or from school on the first infraction. The following actions will be considered severe behavior and will be addressed accordingly by the principal:

- Fighting
- Possession of alcohol or illegal drugs
- Smoking
- Possession of any kind of weapon
- Assault
- Destruction of school board property
- Intentional disrespect (Ex: Cursing the driver)

As indicated above, school bus transportation is a privilege that may be withdrawn for inappropriate behavior. A student is to ride the bus to which he/she is assigned. Any emergency request to ride a bus or a different bus than assigned must be requested IN WRITING by the parent/guardian and submitted to the office for the principal's signature. Students will be allowed off the bus only at school, home, and locations requested in writing by parents. No students may ride two different buses (one in the morning and a different one in the evening.) The bus driver is in complete charge of the bus and its occupants at all times. Students riding the bus MUST comply with the requests of the driver.



## **RULES FOR BUS RIDERS**

### **Do:**

- Cooperate with the driver— your safety depends on it.
- Be on time—the bus will not wait.
- Cross the road cautiously when boarding and exiting the bus.
- Follow the bus driver's instructions when loading.
- Remain quiet enough not to distract the driver throughout the route.
- Have written permission and be authorized by the principal to get off at a stop other than your own.
- Be courteous, be safety-conscious, and protect yourself and others by following all bus rules.

### **Do Not:**

- Stand when a seat is available and the bus is in motion.
- Extend arms, head, or objects out of windows or doors.
- Throw objects inside of the bus or out of the windows or doors.
- Use the emergency door except for EMERGENCIES.
- Eat or drink on the bus.
- Damage the bus in any way.
- Use vulgar language (cursing) on the bus, either toward the driver or other riders.
- Use/possess the following items on the bus:
  - o Alcohol or other drugs
  - o Pets
  - o Glass objects
  - o Weapons
  - o Large objects (can't be held in hand, on lap, or under seat)
  - o Tobacco
  - o Matches
  - o Cigarette lighters
  - o Obscene materials

## ADDITIONAL POLICIES AND PROCEDURES

### Accidents/Illness

If a child becomes seriously ill or is seriously injured at school, the school will immediately contact the parent. It is imperative that each parent leave an emergency telephone number in the office in case such an event should occur. If your phone number changes for any reason, please call the office and update your contact information. Parents will be contacted to pick up their children who become ill at school.

**Students running a temperature should not come to school and be free of fever without the use of medication for 24 hours before returning to school, in order not to expose others and to speed their recovery.** A doctor's excuse will be necessary for an absence to be an excused absence.

HRES will provide supervision of students at all times, whether students are in class, on the playground, in the gym, or on field trips. However, even with supervision, accidents do occur. Parents will be contacted and an accident form sent home in the event that a student is injured. You may feel that your student needs to go to the doctor because of a school accident. We certainly understand and respect your decision as a parent to do so. Nevertheless, please know, HRES nor Richland Parish School Board will assume the responsibility for medical expenses you accrue as a result of your visit to the doctor. In no way do we state or in any manner infer that we will take care of such expenses.

### Items Not Permitted at School

The only time students should bring toys, games, or other non-instructional items to school is when their teacher instructs them to do so (for show and tell or field trips, for example). No radios, electronic games, tablets, cell phones, playing cards, water guns, sports equipment, etc., should be brought on campus. Items brought will be confiscated and a parent will be required to retrieve these items from school.

### Cell Phones

HRES realizes that sometimes a student will need to bring a phone to school because they are going home with someone or may have an after school activity. However, phones present an ever-present distraction from learning and continually lead to disciplinary problems. Therefore, students who bring a phone to school must turn that phone in to their homeroom teacher upon arrival in the morning. Phones will be returned prior to a student's departure from school. Any student who fails to turn their phone in upon arrival will have their phone confiscated and held in the office safe for a predetermined number of days. Each subsequent offense will double the previous offense's days of confiscation.

Offense Number	Number of days phone will be confiscated
1 <sup>st</sup> Offense	5 calendar days
2 <sup>nd</sup> Offense	10 calendar days
3 <sup>rd</sup> Offense	20 calendar days

For more information, please refer to Richland Parish School Board's policy on Cellular Phones and/or Other Telecommunication Devices.

### Student Use of the Office Telephone

Any student requiring the use of the office telephone must get permission from their teacher and from the office personnel. Students will not be called to the telephone except in cases of emergency. All students must have an emergency telephone number on file in the office. If your contact information changes at any time in the year, please contact the school immediately to update your information.

### Office Rules

The school office is a place where school business is transacted. Students should only be in the office when teachers or administrators send them. Upon entering the office, students should wait quietly in the reception area until the secretary is able to attend to their needs. Parents are to check in with the office immediately when entering the school. Parents are encouraged to call and make an appointment if they need to meet with the principal. Walk-ins are welcome but subject to the principal being available at that

time. She will see you as soon as possible or make an appointment with you if she is unable to meet at that time.

### **Student Novels/ Workbooks**

All Guidebook novels are provided by the Richland Parish School Board and are only loaned to the student for a period of time. The student shall be accountable for the loss of or unnecessary abuse to a book. Novels should be returned to school each day in order to avoid loss. Workbooks are provided at no cost for student use in all math classes. If a student loses their workbook, they will be expected to purchase a replacement workbook. The teacher will not make copies of a workbook for the student.

### **Student Papers**

Folders are sent home daily or weekly depending on the grade. The teachers ask that parents look over the work, sign folder, and return the papers on the next school day. This is an important process in communicating the progress that each student is making in their school work. If you would like to keep the papers for longer than the day, write a note to your child's teacher and place it in the folder.

### **Chromebooks**

Students may be issued Chromebooks for use both in school and at home. Students and their parents/guardians are reminded that use of technology is a privilege and not a right. **Everything done on any device, network, or electronic communication device may be monitored by the school authorities.** Inappropriate use of technology can result in limited or banned computer use, disciplinary consequences, removal from courses, receipt of a failing grade, and/or legal action. Students and their parents/guardians are responsible for reviewing and signing the Chromebook Agreement.

### **Ownership of Chromebooks**

HRES retains the sole right of possession and ownership of the Chromebooks. The Chromebooks are loaned to the students for educational purposes for the academic year. Moreover, HRES administrative staff and faculty retain the right to collect and/or inspect Chromebooks at any time, including via electronic remote access and to alter, add, and/or delete installed software or hardware.

### **Field Trips**

Field trips are an integral part of the total school experience and may be used as either a learning experience or as an end-of-the-year reward. As a student from HRES, while participating in a field trip, you are representing our school. Consequently, you must be on your best behavior at all times. Students who fail to consistently abide by established rules of conduct during school may lose their opportunity to accompany the class on trips.

**Students that have one Out-of-School suspension may not attend ANY field trip during the semester that they have received the Out-of-School suspension. No refunds will be reimbursed if a student cannot go on a field trip due to an Out-of-School suspension.**

### **Birthday Party Invitations**

Birthday parties are one of the highlights of childhood – for both the child celebrating and the guest. However, there are few that can invite an entire class to a birthday party or accommodate 25 or more children in our homes. There are inevitably some children who get left out. This is often followed by hurt feelings, envy, and tears. Therefore, please do not send any birthday invitations to be passed out at school, during recess, or on the way home. We ask that you mail them, hand-deliver them to the friend's home, or make phone invitations.

The school wants each student to feel equally special on their birthday, during the holiday season, and on Valentine's Day, as well as maintain a distraction-free learning environment, so balloons and/or flowers are not allowed at school. The school does not accept commercial delivery of food, flowers, balloons, candy or gifts and will not hold them in the office for students; deliveries will be directed to the student's home.

## CAFETERIA

**At no time and for no reason** shall students be allowed to bring and/or consume “energy” drinks on/off campus while attending school functions sponsored by Holly Ridge Elementary School.

**For students that bring their lunches, no carbonated drinks will be allowed in the lunchroom.** No food or drink advertising allowed in cafeteria. Bottled water (\$.50) and canned fruit juice (\$1.00) may be available for purchase in the cafeteria.

### Meal Prices

**All meals for Richland Parish Schools served to a student are funded through a federal program, therefore no student is charged to eat breakfast or lunch in the cafeteria.**

<b>School Board Employees</b>	<b>Breakfast</b> \$2.00	<b>Lunch</b> \$3.00
<b>Guests</b>	\$3.00	\$5.00

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability.

## SCHOOL CLUBS

### 4-H

HRES is proud to be able to offer our students the opportunity to participate in 4-H in conjunction with the LSU AgCenter. 4-H is an opportunity for our students to learn about leadership, citizenship, and life skills. Members of 4-H can participate in contests ranging from sewing to showing livestock. All students in 4<sup>th</sup> through 8<sup>th</sup> grades are eligible and encouraged to join. Club meetings are held once a month and facilitated by a representative from the 4-H extension office and an HRES teacher. Dues are announced at the first meeting each year. For more information, visit <http://www.lsuagcenter.com/en/4h/>.

### National Junior BETA Club

The HRES BETA club encourages the ideals of academic achievement, character, service and leadership. Membership is a privilege and not a right. The qualifications for student membership shall be: (a) worthy, moral and ethical character; (b) exemplary achievement, and (c) commendable attitude. The standards and means for appraising these qualities shall be determined by the administration of the school where the chapter is located. Since the purpose of the organization is to select, honor, and encourage students possessing these characteristics, it shall be within the province of the administration of each school to set up such local standards of membership which bring together students who merit distinction because of these qualifications. All students must be performing at or above grade level in order to be eligible for membership. Local school administrations are at liberty to limit membership to certain grades.

At HRES, students are selected for the BETA club by the school sponsor and principal based on academic achievement, attendance, and discipline referrals. HRES includes 4<sup>th</sup> graders in its BETA club but they are not eligible for National BETA membership. National BETA club membership is available to 5<sup>th</sup> through 8<sup>th</sup> graders. For more information on National BETA, visit their website at <http://www.betaclub.org>. Each spring, students who meet the criteria set forth in the BETA contract may participate in the annual BETA State Convention. For more information on the HRES BETA club and field trip, contact Katie Bolden, HRES BETA sponsor.

## DIRECTIONS TO CHECK STUDENT GRADES ONLINE

The Parent Command Center (PCC) allows parents to view their child's attendance, conduct, discipline, grades, progress reports, and transcripts (high school). To establish an account, parents are required to go to the PCC website and register as a new user. New users are asked for various pieces of information to verify their identity. The required pieces of information are highlighted in red and must be filled with the correct information as it was reported to the school. All information entered is information about the parent, such as the parent first/last name. The PSN should be given by the school.

Next, each parent or guardian must register a personal login ID. This is a security measure to insure children's privacy. In a family with children in school where the father and mother do not live together, the father would register a login ID and the mother would register a login ID if both wish to be able to log into the system to track each child's progress.

### Using the Parent Command Center:

**1)** Access the Parent Command Center for your district by using the link provided to you by your student's school.

**2)** Register a New User.

- Enter information asked for by the registration form (required information is highlighted in red).
- Click the Submit button to continue with the registration process.
- **Information must match the record at school.**

**3)** Register login and password

- Enter a username and a password that will be used to log into the Parent Command Center.
- Enter 2 security questions and answers.
- Click the Submit button to continue with the registration process.

**4)** A confirmation page will verify that your account was created successfully.

NOTE: Be sure you write down the information you entered, since it is completely private and cannot be retrieved, even by school personnel. However, if you do forget your password, then you can click *Forgo Password* on the initial login screen and the system will ask you the two secret questions you provided and allow you to make a new password.

**5)** Click the login button.

**6)** Log in using the username and password you just created. Your child's name and student number should be seen. *NOTE: The student number is randomized within our school district and is not used anywhere else for any purpose. Therefore, it is not private information.*

**To add additional children to the current account you must use the Link Students feature.**

- Click the Link Students button on the student select screen of the Parent Command Center.
- Enter the first name, last name, SSN, and birthday of the student you want to add to this account (All information must match the information reported to the school). Click the Submit button to continue.
- Once a student with the entered information is found click the Link To Student button to link this student to your account.
- A page saying "Successfully linked parent to student" will be displayed. Click the Close Link Page button to return to the student select screen of the Parent Command Center.
- In order to see the new student that has been linked to this account you must click the Logout link at the bottom of the screen to log out of the Parent Command Center.
- Log back into the Parent Command Center and now you will be able to see all students that have been added to this account.

**Navigating the Parent Command Center:**

Tabs include *Attendance* (absences, tardies, check-outs, etc. for the current school year), *Conduct* (conduct grades/teacher comments), *Grades*, *Progress*, *Transcript* information and more. Note: The Parent Command Center data is current information, constantly being updated. Attendance, conduct and grades also appear on printed progress reports and report cards, but are less current. You may log into the PCC anytime and as often as you'd like.

- Attendance information includes all years that the student has been in the JPAMS system.
- The *Grades* tab gives the current grade average.
- The *Progress* button is where you view the detailed list of graded assignments. Each time a teacher adds a grade, it can immediately be viewed here.

NOTE: The Command Center will only allow you to view information for one child at a time. In order to see another child's information, you have to click the link at the bottom of the page.

**Frequently Asked Questions:****I can't create a login:**

*Make sure you are using the first name, last name, and 5-digit Parent Security Number given to the school. If you are sure it is correct, contact the school(s) to verify.*

**I don't see all of my children enrolled at other schools:**

*Make sure that you have successfully completed the Link Students process in order to add other students to your Parent Command Center account. Contact the school(s) for further help.*

**Will other people see my child's information on the Internet?**

*No. Parents and Guardians see only the information for their own child.*

**Do the schools have access to my account?**

*No. Only the person who creates the account will know the login and password.*

**How often is the Parent Command Center information updated?**

*The information is "real time". When information is entered by the school, it is immediately available in the Parent Command Center.*

## **SCHOOL 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.

### **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. Pants legs shall not be rolled above the ankle, or cut or frayed above the ankle, and both pants legs shall be worn the same length. Belts shall be worn with all pants which have belt loops in grades 6-12.
5. 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.
6. Clothing with holes, rips, or tears may be worn if skin is not exposed.
7. All buckles and laces shall be fastened or tied. Laces shall be worn in shoes with eyelets.
8. Students shall not wear clothing (including buttons, patches, and badges) advertising alcoholic beverages, tobacco products, or drugs and/or containing inappropriate language or messages or inferences which create disturbances and substantially interfere with the work of the school or impinge on the rights of other students.
9. 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, patterns, 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.
10. Students are allowed to wear, carry, or possess bullet-resistant backpacks on school property or a school bus.
11. No pajama pants may be worn to school.
12. Footwear shall be part of the regular attire. Shoes shall be without metal tips or cleats. Shoes with wheels shall not be worn.
13. 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.
14. Neatly trimmed facial hair may be worn as determined by the administration.
15. Leggings, jeggings, sliders, or similar apparel may only be worn under a regular dress or skirt of appropriate length.
16. 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.
17. Pierced jewelry shall not be worn other than in the ear

## **SAFE SCHOOL PLANNING**

Holly Ridge Elementary 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.

Holly Ridge Elementary 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**

Holly Ridge Elementary 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. Holly Ridge Elementary 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).

Holly Ridge Elementary School shall seek training to facilitate mutual understanding of research based practices promoting positive relationships between parents, LEA personnel and community service providers. Holly Ridge Elementary 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).

## **INTER-AGENCY COOPERATION**

Holly Ridge Elementary 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.



## **VISITING TEACHER/CHILD WELFARE AND ATTENDANCE SUPERVISOR/FAMILIES IN NEED OF SERVICES (FINS) OFFICER**

It is the duty of all staff at Holly Ridge Elementary School to cooperate fully with the visiting teachers or supervisors of child welfare and attendance. Holly Ridge Elementary 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 the 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:

1. Ensure that his child attends school daily, except for school absences;
2. Ensure that his child arrives at school on time each day;
3. Ensure that his child completes all required homework assignments;
4. Attend all required parent/teacher or parent/principal conferences.

These expectations have been further developed into specific behaviors relating to the eight areas of the school: Classroom, Cafeteria, Hallway, Restroom, Playground, Bus, Car line, and All Settings. These expected behaviors will be taught through direct instruction, modeling, and role playing during the first two weeks of school. We will formally begin this program on the first day of school.

## **HRES SCHOOL-WIDE DISCIPLINE**

Every student at Holly Ridge Elementary School is entitled to a safe school environment in which to grow and learn. We believe all students can behave appropriately while at school. We will not allow any student to stop a teacher from teaching or prevent other students from learning. Each classroom establishes rules, rewards, and consequences. There are also guidelines for out-of-class conduct in the halls, restrooms, cafeteria, and playground. The choice of behavior is the student's. Corporal punishment is one of the disciplinary options we utilize at HRES. If you do not want your student paddled in the office, please contact the office for an official letter that requires your signature. Inappropriate behavior will result in disciplinary action and, if the behavior continues, could eventually lead to the suspension or expulsion of the student from school.

### **GENERAL SCHOOL-WIDE GUIDELINES**

1. Follow directions the first time they are given.
  2. Keep hands, feet, and objects to yourself at all times.
  3. Walk at all times while in the buildings, classrooms, or on the sidewalks.
  4. No fighting, karate, or wrestling.
  5. No throwing or shooting objects.
  6. No chewing gum while on campus.
  7. No use of or possession of any tobacco products.
  8. No tackle football on the playground.
  9. No use of regulation baseballs or metal bats. Rubber covered or other soft baseballs may be used.
  10. No student is to attempt to retrieve any item from the top of a building or from the road without permission from a staff member.
  11. No mean spirited teasing, bullying, name calling, or ethnic jokes.
  12. Classroom changes will be made quickly and quietly.
  13. Students will be considered tardy to class unless they are seated and working on the bell ringer activity when the tardy bell rings.
  14. After any two minor rule violations, students will begin to lose privileges (recess, detention).
  15. Students who do not follow the general guidelines will be corrected by the observing staff member.
- Students are expected to respond with respect and are not to be corrected repeatedly for the same offense.

### **HOLLY RIDGE ELEMENTARY SCHOOL SCHOOL-WIDE POSITIVE BEHAVIOR MASTER PLAN FOR POSITIVE BEHAVIOR SUPPORT**

In order to assure classroom management using positive behavioral supports and effective disciplinary tools, Holly Ridge Elementary School will identify data-driven academic, career and technical, discipline/behavioral performance results in the School Improvement Plan (SIP). Holly Ridge Elementary 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 Holly Ridge Elementary School to ensure that the policy is in compliance 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 Holly Ridge Elementary 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 the purpose of 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 Holly Ridge Elementary 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.

Holly Ridge Elementary School adopts the following clearly defined behavioral expectations in these three basic rules. They are:

### **Eagles Soar with the 3 R's**

**Respectful**

**Responsible**

**Ready**

It is our goal to make the understanding of these expectations as clear and easy for children as possible. What you will see on the matrix is what each of these expectations actually look like in the various places in the school and on the playground. In a positive manner, the matrix tells students what to do and how to behave in order to abide by these three rules in the various areas around the school. The matrix and portions of the matrix will be posted in the classroom and in areas around the school. Each teacher will then create the behavioral expectations for their classroom.

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

Please take time to go over this matrix with your children. It might be a good place to post the matrix someplace accessible in your home.

### **Lesson Plans Used to Teach the Behavioral Expectations**

One of the most important parts of the PBIS system is that behavioral skills and expectations be taught directly to students, this way students know exactly what is expected of them and how to behave. During the first few days of school, all students will be taught the expectations for the cafeteria, playground, hallways, bathroom, and buses.

# Holly Ridge School

## School Wide Expectations Matrix

Setting	Respectful	Responsible	Ready
<b>Arrival</b>	<p><b>Use</b> inside voice.</p> <p><b>Keep</b> hands, feet, and other objects to yourself.</p> <p><b>Always</b> face forward.</p>	<p><b>Arrive</b> on time</p> <p><b>Sit</b> quietly in designated area until dismissed to class.</p>	<p><b>Collect</b> all personal items before leaving bus or car.</p> <p><b>Go</b> directly to breakfast</p> <p><b>Take</b> all items from cafeteria to class with you when dismissed.</p>
<b>Assemblies</b>	<p><b>Listen</b> to speaker.</p> <p>Keep your <b>eyes on speaker</b>.</p> <p><b>Applaud</b> appropriately.</p>	<p>Keep <b>hands and feet to yourself</b>.</p> <p><b>Maintain</b> self-control.</p>	<p>Use restroom before entering assembly.</p> <p>Enter and exit quietly.</p> <p>Sit in assigned area.</p>
<b>Hallway</b>	<p>Follow all adult directions.</p> <p>Hands, feet, and objects to yourself.</p> <p>Travel quietly between classes. Voice volume = 0.</p>	<p>Walk in a single line on the Right side of the hall</p> <p>Put books and belongings in lockers or where they belong.</p> <p>Pick up all trash and other items.</p>	<p>Face Forward</p>
<b>Cafeteria</b>	<p>Voice Volume 1.</p> <p>Use good table manners.</p> <p>Enter/Exit cafeteria in a quiet straight line.</p> <p>Use "Please" and "Thank-you"</p>	<p>Pick up any items that may fall from your tray or table.</p> <p>Keep all food items in the cafeteria.</p>	<p>Know your lunch number.</p> <p>Make choices quickly.</p> <p>Get all items needed before you sit down.</p>
<b>Playground</b>	<p>Share equipment.</p> <p>Be kind to others.</p> <p>Hands, feet, and objects to yourself.</p>	<p>Stay in designated area.</p> <p>Rocks, sticks, and other such items should remain on the ground.</p> <p>Play safely.</p> <p>Dispose of litter properly.</p>	<p>Use restrooms before going outside.</p> <p>Line up promptly</p> <p>Take all personal items back inside with you.</p>
Setting	Respectful	Responsible	Ready

<b>Bus</b>	<p>Keep hands and feet out of aisle.</p> <p><b>Use</b> Voice volume 1.</p> <p>Use kind words with others.</p>	<p>Sit in assigned seat.</p> <p>Help Others.</p> <p>Keep hands, feet, and objects to yourself.</p> <p>No food or drinks on the bus.</p>	<p>Report to and load on the bus promptly.</p> <p><b>Face</b> forward, Backs to back, feet on the floor, book bags on your lap.</p> <p><b>Remain</b> seated until the bus stops.</p> <p><b>Know</b> your stop and <b>be ready</b> to exit the bus.</p>
<b>Bathroom</b>	<p>Quietly wait your turn.</p> <p>Give others privacy.</p> <p>Voice Volume= 0</p>	<p>Flush. Wash hands after using the restroom.</p> <p>Help keep restroom clean.</p> <p>Report any problems.</p>	<p>Quickly take care of your business.</p> <p>Use toilet and urinals correctly.</p> <p>Return to class promptly.</p>
<b>P.E./Gym</b>	<p>Stop and become silent when you hear the whistle or intercom.</p>	<p>Help keep the gym clean.</p>	<p>Sit in assigned area when you arrive.</p> <p>Enter and exit gym in a quiet straight line.</p>
<b>Computer Lab</b>	<p>Raise hands for questions.</p> <p>Leave your area clean</p> <p>Hang up your headphones.</p> <p>Push in your chairs.</p>	<p>Use computers appropriately.</p> <p>Complete assigned tasks.</p> <p>Listen and follow directions.</p> <p>Return pencils.</p> <p>Throw away trash.</p>	<p>Bring all necessary materials.</p> <p>Sit at assigned computer.</p> <p>Enter and exit quietly.</p> <p>Listen and follow directions.</p> <p>Visit only approved websites.</p>
<b>Library</b>	<p>Place returned books on counter.</p> <p>Wait quietly in line to return or to check out a book.</p> <p>Voice volume = 0.</p>	<p>Return your library books in the same condition you borrowed it.</p>	<p>Walk in quietly.</p> <p>Have other reading material available if you do not have a library book to return</p>
<b>Field Trips</b>	<p>Students must be respectful at all times of people and property and comply with all rules stated by staff and chaperones.</p>	<p>Students must report to adult leaders at designated times.</p> <p>Students must stay in groups or pairs at all times.</p>	<p>Students must have a signed permission slip to attend field trips.</p>
<b>Setting</b>	<b>Respectful</b>	<b>Responsible</b>	<b>Ready</b>

<b>Dismissal</b>	<p>Voice Volume = 0.</p> <p>Keep hands, feet, and objects to yourself.</p> <p>Allow kindergarten and first grade students to line up first, Walk to bus or gym.</p>	<p>Arrive in bus line or car pick up area on time.</p> <p>Car riders, listen for your name in the gym.</p>	<p>Have all necessary materials before leaving class.</p> <p>Go directly to appropriate area.</p>
<b>Car Line</b>	<p>Sit quietly and listen for your name to be called.</p>	<p>Keep hands, feet, and objects to yourself.</p> <p>Make sure you take all your items with you to your car.</p>	<p>Arrive in a timely manner.</p> <p>Voice volume = 0..</p>
<b>Bus Line</b>	<p>Wait your time in bus line.</p> <p>Respond to teachers' instructions.</p>	<p>Listen and follow directions.</p>	<p>Have all necessary materials before leaving school.</p> <p>Go directly to appropriate area.</p>
<b>Classroom</b>	<p>Eyes and Ears on teacher during instruction.</p> <p>Work quietly so as not to disturb others with your words or actions.</p>	<p>Follow directions.</p> <p>Clean work area before you leave.</p> <p>Turn assignments in to appropriate places.</p>	<p>Bring /Take all materials and assignments for class when you arrive/leave.</p> <p>Sit at assigned seat.</p> <p>Enter and exit quietly.</p> <p>Listen and follow directions</p>
<b>Office</b>	<p>Sit quietly and listen for your name to be called.</p>	<p>Clean your work area before you leave.</p> <p>Make sure you take all your items with you.</p>	<p>Sit quietly in designated area.</p> <p>Enter and exit quietly.</p>

### **EAGLE BUCKS– AN ACKNOWLEDGEMENT/REINFORCEMENT SYSTEM**

Another component of the PBIS system is the use of consistent positive reinforcement. All staff members who observe students demonstrating the behavioral expectation will issue Eagle Bucks. Students can

earn tickets in all areas of the school and from all staff members. Our goal is for each staff member to hand out at least 20 Eagle Bucks each week. Research shows us that positive reinforcement is one of the best ways to not only change poor behavior, but also to maintain appropriate behavior. Golden Eagle Bucks will be passed out by Mrs. Chisolm and Mr. Hill. A Golden Eagle Bucks worth 5 times the amount as a Blue Eagle Buck and can be redeemed in the same manner. Substitute teachers will be given Pink Eagle Bucks; these are double-value bucks and can be given out by the substitute to help maintain an environment conducive to learning.

Students will be allowed to purchase items from the Eagle Buck Store at the end of each six weeks. Students may also use Eagle Bucks to purchase pencils and erasers from the office.

Holly Ridge Elementary School implements several positive behavioral supports school-wide. Some school-wide supports include, but are not limited to, honor roll ice cream each six weeks, student of the month (submitted by each homeroom). Individual teachers also provide their own positive behavior supports in the classroom. Some classroom supports include, but are not limited to, free homework passes, treasure boxes, field trips/parties, etc., for those students who follow classroom discipline.

Holly Ridge Elementary 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 faculty will use the Minor Infraction Report (MIR) to help maintain order in the classroom, give students clear due process, and help track discipline issues. The due process is, but not limited to:

#### **First Behavior Infraction**

Results in a lowered conduct grade, A->B, Verbal Feedback via a Teacher-Student Conference in which the teacher will reteach and clarify the rules/consequences. The teacher will notify the parent via text message or phone call, and will record the incident on the Behavior Log.

#### **Second Behavior Infraction**

Results in a MIR, a lowered conduct grade B->C, a one-day loss of privilege (teacher's choice), and a phone call to parent. The MIR will be sent home to be signed and returned to the school. The teacher will record the incident on the Behavior Log.

#### **Third Behavior Infraction**

Results in a MIR and a lowered conduct grade C->D, a three-day loss of privileges, and a phone call to parents. The MIR will be sent home to be signed and returned to the school. The teacher will record the incident on the Behavior Log.

#### **Fourth Behavior Infraction**

Result in a MIR and a lowered conduct grade D->F. The teacher will send home a letter for a mandatory parent-teacher conference. The Parent/Teacher/Principal or Intern/and student sign that they attended the conference. Each MIR after the fourth report in any given semester will result in a habitual offender referral. If a parent fails to attend the parent-teacher conference or fails to make contact with the principal or principal designee, it will count as a 5<sup>th</sup> offense on the student's part.

#### **MIRs start over at the beginning of each semester. Conduct marks start over each week.**

Any conduct which is deemed serious enough by faculty and/or staff may by-pass the MIR and result in a Behavioral Referral. The principal of Holly Ridge Elementary School shall submit reports as needed to the district's Discipline Policy Review Committee.

### **HOLLY RIDGE ELEMENTARY SCHOOL OFFICE REFERRAL CONSEQUENCES PLAN**

Dear Parents:

Our Commitment at Holly Ridge Elementary School is to provide a sound educational experience for your child. This demands that we have an orderly school climate. The following discipline plan has been established and will be enforced.

**Classroom Rules:**

1. Be respectful to others and their property.
2. Listen to the teacher and others that have permission to talk.
3. Complete all assignments.
4. Keep hands, feet, body, and objects within their own assigned space.
5. Follow class, hallway, cafeteria, restroom, and playground rules.

Our **School-Wide Positive Behavior Support** Expectations are:

**Eagles Soar with the 3 R's:**  
**Respectful**  
**Responsible**  
**Ready**

**Classroom and school wide rewards will be used to increase desired behaviors.**

- Students will receive ice cream in the cafeteria for conduct honor roll, academic honor roll, and perfect attendance at the end of each six weeks.
- Students who make all A's on their report cards will have a pizza party in the library at the end of each six weeks.
- Students who show good behavior, manners, and respect to others will receive Eagle Bucks to spend in the Eagle Buck Store at the end of each six weeks.
- Students with no MIRs or office referrals will be recognized for their behavior each six weeks and participate in a PBIS Pizza party.
- At the end of the year students with less than 5 MIRs, no office referrals, and no more than one bus referral not related to fighting will participate in either a PBIS Fun Day or Field Trip.

**Consequence Plan:**

Students may be immediately referred to office for committing severe offenses such as **cursing, fighting, bullying, willful disobedience, and classroom disruptions**. Students should be sent to the office for habitual minor rule violations only after the classroom management plan has been followed. The following plan has been established upon the recommendation of teacher surveys and input. Because children in elementary school are learning new routines, the plan does afford the opportunity for students to improve and learn appropriate behavior. Additionally, parent contacts and conferences are vital in reducing discipline problems and therefore play an important role in this consequence plan.

<b>MIR</b>	<b>Conduct Grade Reduction</b>	<b>Procedure</b>
None	A -> B	Teacher-Student Conference. Use this time to reteach expectations. Phone call to parent.
1 <sup>st</sup> MIR	B -> C	1-day loss of privilege (teacher's choice: recess, extra work, separate from peers, etc.). Phone call to parent. Complete MIR.
2 <sup>nd</sup> MIR	C -> D	3-day loss of privilege (teacher's choice: recess, extra work, separate from peers, etc.). Phone call to parent. Complete MIR.
3 <sup>rd</sup> MIR	D -> F	Send letter home for mandatory parent-teacher-student conference. Complete MIR.
4 <sup>th</sup> MIR	N/A	Office with habitual offender documentation.

**Additional Information:**

- All office referrals *MUST* be written behaviorally.
- Incidents of referral must be investigated by the office to ensure all students receive due process.



- Severe offenses such as fighting should be sent to the office along with a completed office referral.
- The office may not follow the consequences listed if the student is not properly supervised or if the incident is not witnessed by an adult.
- Students who do not follow playground rules should be placed on the fence to sit during recess.
- Classroom behavior management plans should be followed and are the responsibility of each teacher.
- A copy of classroom behavior management plans for every teacher *MUST* be on file in the office.
- Incomplete homework assignments should follow the teacher's classroom behavior management plan.
- Teachers will submit a copy of their behavior logs to the office weekly

**All discipline reports will be listed on WebPAMS and tallied for the number of referrals per student, teacher, grade, and the entire school. This data will be used by the leadership team in improving school-wide behavior.**

Parents please review these rules with your child and let them know that you support our school and its effort to make the most of the learning opportunities available.

Thank you for working co-operatively with us to make your child's success in school possible.

**As the parent/guardian of a student in this school, I realize that I am responsible for keeping my phone numbers and address current at the school. I will notify the school of any changes.**

Reagan R. Holloway, Principal

Parent Signature

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Ernest Hill, Assistant Principal

Student Signature

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**Richland Parish School District Notice of  
School-wide  
Title I Program Eligibility  
2020-2021 School Year  
Holly Ridge Elementary School**

Dear Parent/Guardian:

We have been notified that our school qualifies to receive federal funds under the *Every Student Succeeds Act 2015, Title I, Part A*, for the above indicated school year.

Our school is eligible for the following:

**School-wide Title I Program:** Schools may consolidate and use funds under Title I, together with other federal, state, and local funds, in order to upgrade the entire educational program in schools in which not less than 40% of the children enrolled are from low-income families.

We look forward to your involvement in school activities and your child's education. You will receive notices and information throughout the school year to keep you informed about the progress of your child and the status of the school in making progress toward helping all children meet high academic standards. We also look forward to your attendance at school meetings when we will discuss the development, revision, and implementation of our School-wide Program Plan.

You are an important partner in our effort to provide the best education possible for your child. Please call the school if you have any questions or would like additional information.

Sincerely,

Reagan R. Holloway

Principal  
Holly Ridge Elementary School  
Ph. 728-6495  
Fax 728-6465



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

### ***HOLLY RIDGE ELEMENTARY SCHOOL***

### ***2023-2024***

In support of strengthening student academic achievement, **HOLLY RIDGE ELEMENTARY 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.

#### **HOLLY RIDGE ELEMENTARY 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**

- **Jointly Developed**

**HOLLY RIDGE ELEMENTARY 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 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 school website where they are available for parent comments and suggestions. This policy is a working document subject to review and revision. Parents play an integral role in the development of the school improvement plan and school policy. Parent committee meetings are held at least four times a year July, September, February and April.*

- **Annual Title I Meeting**

**HOLLY RIDGE ELEMENTARY 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.

*Parents are surveyed annually to determine whether parent engagement needs are being met effectively and appropriately through the implementation of the parent and family engagement programs. Parents are given the option to complete the survey via paper copy or electronically. The results of these surveys are 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. Copy of SIP will be placed in the Parent Library for parents to view parent policy and compact to make suggestions/changes and all provisions regarding Title I funding are discussed at the annual back to school open house, scheduled for August 16, 2021 at 6:00 p.m.*

- **Communications**

**HOLLY RIDGE ELEMENTARY 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, and may provide with Title I funds, transportation, child care or home visits, as such services relate to parent and family engagement, and
- 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.

**HOLLY RIDGE ELEMENTARY SCHOOL** will make the School Family Engagement Policy available to all parents by publishing the policy in all student handbooks and on the school website.

- **School-Parent Compact**

**HOLLY RIDGE ELEMENTARY 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.

**HOLLY RIDGE ELEMENTARY 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**

**HOLLY RIDGE ELEMENTARY 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**

**HOLLY RIDGE ELEMENTARY 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:

*Richland Parish Schools will coordinate with Delta Head Start and Pre-Kindergartens to facilitate a smooth transition for both parents and students from these programs to Richland Parish Primary Schools by working collaboratively with these outside agencies.*

*Holly Ridge Elementary maintains resources that can be checked out by parents to encourage and support parents to be fully involved in the education of their children.*

- **Building Capacity of Parents**

**HOLLY RIDGE ELEMENTARY 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.

**HOLLY RIDGE ELEMENTARY SCHOOL** will provide tips and ideas to parents on helping their children with core content subject areas. Parents are given the opportunity to check out a wide variety of resource materials from the Parent Resource Centers to use at home with their children.

*In addition **HOLLY RIDGE ELEMENTARY SCHOOL** will conduct parent /family nights that will focus on grade specific or content specific skill at least 3 times each semester.*

- **Building Capacity of School Staff**

**HOLLY RIDGE ELEMENTARY 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*

**Holly Ridge Elementary School** will provide other reasonable support for parent and family engagement activities under Section 1116 as parents may request by:

- Educate school personnel, specialized instructional support personnel, principals, and other school leaders, and other staff, with the assistance of parents, in the value and utility of the 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.
- Coordinate and integrate parental involvement 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 to fully participate in the education of their children.

### **Building Capacity for Involvement**

*The School Parent and Family Engagement Policy may include additional paragraphs listing and describing other discretionary activities that the school, in meaningful consultation with its parents, chooses to undertake to build parents' capacity for involvement in the school to support their children's academic achievement, such as the following discretionary activities listed under Section 1116(e) of ESSA. Indicate which of the following discretionary (optional) parent and family engagement policy components the school will implement improve family-school partnerships:*

- Involve parents in the development of training for teachers, principals, and other educators to improve the effectiveness of that training.
- Provide necessary literacy training for parents from Title I, Part A funds if the school has exhausted all other reasonably available sources of funding for that training.
- Train parents to enhance the engagement of other parents.
- Maximize parent and family engagement and the participation in their child's education, arrange school meetings at a variety of times or conduct in-home conferences with teachers or other educators who work directly with participating children and parents who are unable to attend conferences at school.
- Adopt and implement model approaches to improving parent and family engagement
- Establish a districtwide parent advisory council to provide advice on all matters related to parent and family engagement in Title I, Part A programs.
- Develop appropriate roles for community-based organizations and businesses, including faith-based organizations, in parent and family engagement activities.

### **ADOPTION**

The Holly Ridge Elementary School Family Engagement Policy has been developed jointly and agreed on with parents and family members of children participating in Title I, Part A programs, as evidenced by this document and the school parent meeting sign-in sheet.

This policy was adopted by the Richland Parish School District on July 16, 2019 and will be in effect for the period of the 2022-2023 school year. The school will distribute this policy to all parents of participating Title I, Part A children on or before August 16, 2021 by publishing it in all student handbooks and placing it on the school website.

Reagan R. Holloway  
Principal, Holly Ridge Elementary School

### **Opt-Out Form - Directory Information**

***If you do not want Richland Parish Public Schools to disclose directory information from your child (s) educational records in accordance with federal law\*, please mark the appropriate statements below and return this form to the school within 30 days after the first day of classes.***

Holly Ridge Elementary School    2306 Highway 183    Rayville, LA 71269

Student's Name \_\_\_\_\_

Birth Date \_\_\_\_\_

Directory Information is defined as the following student information: name, address, telephone number, date and place of birth, grade level, major field of study, participation in officially recognized activities and sports, weight and height of member of athletic teams, dates of attendance, degrees and awards received, most recent previous school attended and photograph or video.

\_\_\_\_\_ DO NOT DISCLOSE my child (s) directory information without my prior permission.

\_\_\_\_\_ DO NOT DISCLOSE my child (s) name, address, and telephone number to the entities checked below without my prior permission:

\_\_\_\_\_ U.S. Military (Army, Navy, Air Force, Marines, etc.)

\_\_\_\_\_ Colleges and other educational institutions

I understand that by completing and submitting this form, Richland Parish Public Schools will restrict the disclosure of this type of information from my child (s) educational records and the Richland Parish Public Schools has no further obligation to contact me on a case-by-case basis to request my consent for the disclosure of directory information.,

\_\_\_\_\_  
Parent/Guardian Name (Please Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\*The Family Educational Rights and Privacy Act (20 U.S.C. SS 1232g.), Section 9528 of the Elementary and Secondary Education Act (20 U.S.C. 7908), as amended by the No Child Left Behind Act of 2001 (P.L. No. 107-110), and the National Defense Authorization Act for Fiscal Year 2002, (P.L. 107-107) U.S.C. 503, as amended by Section 544.

***If you sign a copy of this letter, the school will not be able to publish your child's name in the paper or honor roll or any other outstanding accomplishments. Also your child's picture will not be in the paper when he/she is recognized.***

**Student/Parent Signature Forms**

**Holly Ridge Elementary School**  
**Receipt of Student Policy Handbook**  
**2023-2024**

***Directions: Please complete this page and return it to your child's school so that we may have a record that you received this booklet.***

Thank you,  
RICHLAND PARISH SCHOOL SYSTEM

This is to certify that I have received and read a copy of the Student Handbook for the 2018-2019 school year.

\_\_\_\_\_  
Parent/Guardian Signature

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Name (Please print)

**Parent or Guardian:**

My son or daughter, who has signed above, understands the rules that he or she is to follow in using the Richland Parish School Board Technology System at school. I have talked to him/her to make sure that the rules are understood. I understand that the use of the internet has opened up vast resources for school entities in Richland Parish and throughout the United States. I understand that students now have opportunities to access research databases that heretofore were unavailable to many schools. I understand that the Richland Parish School Board Technology System opens up the possibility of students having access to possibly defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material by "surfing through the Internet". The Richland Parish School Board will use its best efforts as required by the Children's Internet Protection Act (CIPA), including filtering software, in order to limit such access and to restrict it to only those areas of educational value. However, I understand that no matter how much supervision and monitoring the Richland Parish School Board can utilize, there will always be the possibility of my child coming into contact with these sites. Notwithstanding this fact, I recognize the importance of my child becoming technologically aware in an increasingly technological society, and I consent to the use of the Richland Parish School Board Technology System when my child uses it while on school property. I also understand that if I do not wish to consent to the use of my child's photos and/or work for publishing on the district's website or in district publications, I should contact the school to refuse consent.

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date



Dear Parents,

Holly Ridge Elementary is on the Internet at: <http://www.richland.k12.la.us>

We are sending you this parental consent form to both inform you and to request permission for your child's photo/image, videos, writings, art work and personally identifiable information to be published on the district Website, school Website, and the newspaper.

**As you are aware, there are potential dangers associated with the posting of personally identifiable information on a Website since global access to the Internet does not allow us to control who may access such information. These dangers have always existed; however, we as schools do want to celebrate your child and his/her work. The law requires that we ask for your permission to use information about your child.**

Pursuant to law, we will not release any personally identifiable information without prior written consent from you as parent or guardian. Personally identifiable information includes student names, photo or image, residential addresses, e-mail address, phone numbers and locations and times of class trips.

**Check one or more of the following choices:**

- € I/We GRANT permission for a photo/image that includes this student without any other personal identifiers to be published on the school and/or district's public Internet site, and in the newspaper.
- € I/We GRANT permission for this student's photo/image and name to be published on the school and/or district's public Internet site and the newspaper.
- € I/We GRANT permission for a District staff member to show my child's web-based projects at conferences, workshops and other educational functions.
- € I/We DO NOT GRANT permission for photo/image that includes this student to be published on the school and or district's public Internet site or in the newspaper.

Thank you,

**Principal Signature**

Student's Name: (please print) \_\_\_\_\_ Student's Grade: \_\_\_\_\_

Print name of Parent/Guardian: (print) \_\_\_\_\_

Signature of Parent/Guardian: (sign) \_\_\_\_\_

Relation to Student: \_\_\_\_\_ Date: \_\_\_\_\_

# HOLLY RIDGE ELEMENTARY SCHOOL

Reagan Holloway, Principal Ernest Hill, Assistant Principal

2306 Hwy 183, Rayville, LA, 71269

Phone: (318) 728-6495 Fax: (318) 728-6465



## School-Parent Compact 2023-2024

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.

### OUR GOALS FOR STUDENT ACHIEVEMENT

The Richland Parish School Board and Holly Ridge Elementary School are committed to your child's learning.

#### DISTRICT GOALS

Richland Parish will provide:

1. Rigorous, state-approved Tier 1 curricula
2. Certified instructors
3. A positive learning environment

#### SCHOOL GOALS

The key components of our plan that will lead to school improvement include:

- An improved, standards-aligned curriculum for the students that meets the criteria to be the highest rated curriculum in the state
- Training for our teachers on the use of this curriculum
- Skillful Curriculum Use
- High Expectations
- Demonstration of Learning

#### STUDENT GOALS

- Bring all materials and completed assignments to class each day and actively participate in my learning process.
- Ask for help when I need to and participate in activities offered to support my learning.
- Study and read at least 30 minutes every day outside of school time.
- Give to my parents all notes and information received by me from my school every day.
- Complete all Friday home learning activities and be ready to turn them in on the first day of the week to show my learning.

#### PARENT GOALS

- HRES 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:

- Flash cards for vocabulary, math facts, sight words, and other learning that needs to be memorized.
- Complete homework.
- Read 15-20 minutes each night. Have your student retell what he/she read. Keep a reading log and set goals.

## **HOW PARENTS CAN GET INVOLVED**

1. Join the Parent Action Committee. Meetings are held four times each year where the parents and staff can review the school improvement plan, family engagement policies, and parent nights.
2. 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.
3. Attend our parent nights twice each semester to gain a better understanding of the curriculum, the state standards, their child's progress, school and state assessments, learn curriculum "how to's" presented by knowledgeable teachers, and other community leaders.

## **COMMUNICATION ABOUT STUDENT LEARNING**

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

- Weekly/daily folders
- Newsletters and flyers
- Website
- Facebook Page
- Progress Reports
- Report Cards
- Individual student report about your child's performance on the state assessments