

RAYVILLE ELEMENTARY SCHOOL

#1 Learning Place

Student Handbook

2023-2024



Mrs. Elycia Hill-Principal

Mr. Lent Bursey-Assistant Principal



Vision Statement:



**Rayville Elementary School...Reaching for Academic Excellence for all Students.
Every Child, Every Day- Whatever it Takes!**

Mission Statement:

The mission of Rayville Elementary School is to **Reach for Academic Excellence
For All Students...Every Child, Every Day- **Whatever It Takes!****

Principal's Principles:

Safety
Active Supervision
Effective Communication
Relationships
Accountability

Motto

High Expectations for All!
#thejourneycontinues
Forever a Hornet

General Objectives

Promote a safe, nurturing and positive learning environment for all students.

To ensure that every student strives to meet and exceed academic standards and increase proficiency levels.

To provide programs that will build positive school, family and community partnerships.

Rayville Elementary School Pledge

Today I will do my best.

I will listen.

I will follow directions.

I will be honest.

I will respect the rights of others.

I can learn.

I will learn.

You see, it's all up to me.

A message to parents from Principal, Mrs. Elycia Hill.

Welcome to Rayville Elementary School! I am extremely honored to have the opportunity to serve your child and the Rayville Elementary community in the capacity of principal! I am excited and eager to work with you as a partner in education to ensure your child's success.

Along with the teachers and staff, I will be an advocate for your child, and work very hard to build partnerships between parents, students, & community stakeholders. We will work heavily this year on the following initiatives:

- (a.) school safety and active supervision measures***
- (b.) maintain effective communication between school, home, & community***
- (c.) build positive relationships***
- (d.) use data to drive instruction***
- (e.) Address state content standards through consistent implementation of Tier 1 curriculum in a rigorous manner***
- (f.) accountability***

We will continue to provide academic experiences for our students that are rigorous, relevant, and help build relationships while making real-world connections.

As your Principal, it is important to me that everyone who steps through our doors-teachers, students and parents-are excited to be here! This attitude enables us to meet the challenges of academic excellence in a positive, fun, and nurturing environment. My mind, heart, & soul will be open to your thoughts, ideas, & concerns. Please feel free to email me at eshill@richland.k12.la.us. You may also contact me at the school to share or discuss any concerns you might have throughout this school year at (318) 728-2029.

*The Rayville Elementary School staff is committed to **Reaching for Academic Excellence for all Students...Every Child, Every Day- **Whatever it Takes!*****

Let's make this the best year ever! Welcome to RES!!



*Best Regards,
Elycia Hill, Principal*

We ask that you would please review this handbook with your child and/or children. Expectations & procedures are necessary to ensure a safe and secure learning environment is maintained. We are devoted to providing a place where all children can learn and grow.

Please sign a copy of this letter, the Rayville Elementary Compact, the Classroom Rules and Consequences, and the Opt-Out Form (if you choose) and return them to the school.

Please do not tear any of the forms apart. Your child's teacher will return the appropriate copies to you to keep. Your signature will indicate that you have received and reviewed this handbook with your child and that you understand all of the policies and procedures in the handbook with special attention given to the following policies and procedures:

Use of Internet Regulations (Handbook)

Use of Gagggle.Net Email (Handbook and Separate Form)

Rayville Elementary School Compact (Handbook and Separate Form)

Rayville Elementary School Family Involvement Policy (Handbook)

Family Educational Rights and Privacy Act (Handbook and Separate Form)

School Bus Rules and Consequences (Handbook and Take Home Folder)

Discipline in Richland Parish Schools (Handbook and Take Home Folder)

Discipline/Codes of Conduct at Rayville Elementary School (Take Home Folder)

Rayville Elementary School's Classroom Rules and Consequences (Handbook and Separate Form)

Pupil Progression (Handbook)

Attendance (Red Folder and Handbook)

Rayville Elementary School's Dress Code (Take Home Folder and Handbook)

Your signature below indicates that you have reviewed the policies and procedures in this handbook and in your child's red folder. The Take Home folder is the R.E.S. School-to-Home communication folder that your child's teacher will send home each Wednesday.

Thank you for your support,

Parent's Signature

Date

Student's Signature

Teacher's Signature

Comments: _____

Title I Right to Know

Notice to Parents

To: All parents of students attending Rayville Elementary School

From: Richland Parish School Board

As a parent of a student attending a school receiving Title I Funding, you have the right to know the professional qualifications of the classroom teachers who instruct your child.

Federal law allows you to ask for certain information about your child's classroom teachers, and requires us to give you this information in a timely manner if you ask for it. Specifically, you have the right to ask for the following information about each of your child's classroom teachers:

- Whether the Louisiana State Department of Education has licensed or qualified the teacher for the grades and subjects him or her teaches.
- Whether the Louisiana State Department of Education has decided that the teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances.
- The teacher's college major; whether the teacher has any advanced degrees and, if so, the subject of the degrees.
- Whether any teachers' assistants or similar paraprofessionals provide services to your child and, if they do, their qualifications.

If you would like to receive any of this information, please contact the school principal.

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.

Rayville Elementary School 124 Learning Place 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

Please sign and return

STUDENT DRESS CODE

The dress code of the Richland Parish School Board will be to monitor a viable ordered learning environment and to prepare our students to cope with the business standards of the community.

It is a known fact that a person's appearance affects his/her attitude and behavior. Each student is entitled to an educational climate in which teaching and learning can take place, free of disruption of any kind, including distracting forms of dress and/or grooming. Therefore, the School Board feels a responsibility concerning the appearance of students in the classroom, participating in school activities, and on school trips. Traditionally, in appearance and in behavior, Richland Parish students have represented their schools with pride. To ensure continuance of such a tradition, the following requirements have been established by the School Board.

In questions regarding student dress and grooming, the principal of each school shall make the final decision as to what is considered proper or improper dress according to the guidelines provided.

The following guidelines are required:

ALL STUDENTS

1. Walking shorts may be worn in junior high through grade 12. Walking shorts must reach the middle of the knee when worn at the proper waistline. Shorts which do not create disturbances and substantially interfere with the work of the school may be worn in elementary grades.
2. Jogging suits and sweat pants shall not be worn in grades 4-12. Warm-ups with pockets, straight or flared bottoms may be worn.
3. 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.
4. 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.
5. 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.
6. 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.
7. Clothing with holes, rips, or tears may be worn if skin is not exposed.
8. All buckles and laces shall be fastened or tied. Laces shall be worn in shoes with eyelets.
9. Students shall not wear clothing (including buttons, patches, and badges) advertising alcoholic beverages, tobacco products, or drugs and/or containing inappropriate or controversial 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.

10. Hair must be neat, clean and well groomed. Scarves, rollers, pins, nets, sweatbands or other similar head apparel shall not be worn on the head.
11. 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.
12. Only mesh or clear book bags can be brought to school in grades K-12.
13. No pajama pants may be worn to school.
14. Footwear shall be part of the regular attire. Shoes shall be without metal tips or cleats. Shoes with wheels shall not be worn.
15. The neck opening of a shirt shall not exceed the equivalent of the second button of a dress shirt.

MALES

1. Oversized pants are not permitted. No sagging.
2. Pierced jewelry shall not be worn.
3. See-through shirts, or tank tops shall not be worn.
4. Neatly trimmed facial hair may be worn as determined by the administration.
5. Sideburns shall not extend below the bottom of the ear lobe.
6. Hair, including braids, cannot exceed the length of a collared shirt or hang longer than the eyebrow.

FEMALES

1. Leggings may only be worn under a regular dress or skirt of appropriate length.
2. All skirts and dresses must reach two inches above the knee when worn at the proper waistline.
3. Strapless dresses, low cut dresses, blouses, tank tops, tube tops, see-through clothing, or halters shall not be worn. Clothing which reveals cleavage shall not be worn. Dress straps shall be 2" wide.
4. Pant skirts and pant dresses may be worn provided they meet the dress length requirement.
5. Pierced jewelry shall not be worn other than in the ear.
6. Midriff shall not be exposed.

DRESS CODE VIOLATIONS

Students who violate the dress code shall be disciplined in accordance with the *Student Code of Conduct*.

A student enrolled in grades prekindergarten through five shall not be suspended or expelled from school or suspended from riding on any school bus for a uniform violation that is not tied to willful disregard of school policies.

Directions to Check Student Grades Online

The 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 Parent Command Center 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 ensure 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.

Student/Parent Signature Forms

Rayville 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 2023-2024 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

Please sign and return



School Parent and Family Engagement Policy

In support of strengthening student academic achievement, Delhi Middle 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.

Rayville 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 school wide 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 school-wide program plan under Section 1114(b) of ESSA is not satisfactory to the parents of participating children, submit any parent comments on the plan when the school makes the plan available to the local educational agency.
- Be governed by the following statutory definition of parent and family engagement and will carry out programs, activities, and procedures in accordance with this definition:
 - *Parent and family engagement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring:*
 - Parents play an integral role in assisting their child's learning,*
 - *Parents are encouraged to be actively involved in their child's education at school,*
 - *Parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child, and Other activities are carried out, such as those described in Section 1116 of ESSA.*

Required School Parent and Family Engagement Policy Components

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

- **Jointly Developed**

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

- **Annual Title I Meeting**

Rayville 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 school wide plan, and the school-parent compact.

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

- **Communications**

Rayville Elementary School will take the following actions to provide parents of participating children the following:

- o Timely information about the Title I programs,

- o Flexible number of meetings, such as meetings in the morning or evening
- o 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.

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

● **School-Parent Compact**

Rayville 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.

Rayville 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 (only applicable to districts with Title I allocations of \$500,000 or more)**

If applicable, Rayville 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**

Rayville 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:

Rayville Elementary School will coordinate with Delta Head Start, Richland Parish Pre-K Program, Rayville Junior High, and the ULM Trio Program to facilitate smooth transitions for both parents and students from Pre-K to elementary and from elementary to middle school by working collaboratively with these outside agencies.

● **Building Capacity of Parents**

Rayville 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:

- o 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;
- o 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
- o 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.

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

● **Building Capacity of School Staff**

Rayville 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*

Rayville Elementary

RAYVILLE ELEMENTARY SCHOOL



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 Rayville 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:

- Ongoing data analysis structures
- Guarded job embedded data analysis time for teacher teams
- Engage parents in ongoing data analysis and action plans for improvement

STUDENT GOALS

- Student led parent teacher data conferences

PARENT GOALS

- Track student's weekly ELA & Math data at home
- Attend all parent/student/ teacher conferences

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

Rayville 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

School

Parent(s)

Student

Date

Date

Date

Please sign and return

Title I Program Eligibility

2023-2024

School Year

Rayville Elementary School

Dear Parent/Guardian:

We have been notified that our school qualifies to receive federal funds under the *No Child Left Behind Act of 2001, 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,

Elycia Hill, Principal
Rayville Elementary School
Ph. 728-2029
Fax 728-5227

RAYVILLE ELEMENTARY SCHOOL

DISCIPLINE POLICY

Our Commitment at Rayville 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:

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

Our School-Wide Positive Behavior Support Expectations are:

Be Responsible

Be Respectful

Be Safe

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 show good behavior, manners, and respect to others will receive Hornet bucks to spend in the Hornet store at the end of each six weeks.

-Students who receive an A in conduct in their red folder each week will be allowed to participate in planned activities and will also receive a cookie coupon.

-Students who make all A's and A/B in conduct all year will have the opportunity to participate in a field trip at the end of the year.

- Students whose names are drawn weekly from star jar will win prizes.

RES Star Students

Students will be recognized and rewarded during the school year for demonstrating

“Quiet hands”

“Quiet feet”

“Quiet mouth”

Consequence Plan:

PARENT CONTACTS AND CONFERENCES are vital in reducing discipline problems.

Students should be sent to the office for habitual minor infractions only after the classroom management plan has been followed,

Major/Severe Infraction

Students may be immediately referred to the office for committing severe offenses such as **cursing, fighting, bullying, willful disobedience, and classroom disruptions**. 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. The school guidance counselor may be used prior to or in addition to an office referral.

CORPORAL PUNISHMENT**Option #1**

I give Rayville Elementary permission to paddle my child this 2023-2024 school year.

Child's Name

Parent Name

Parent Signature

Date

Minor Infraction

1st Offense- Verbal Warning

2nd Offense – 1 Day Loss of privilege and Parental Contact (Documented)

3rd Offense – Office referral, written recommendation from teacher pending administrative investigation

* All infraction forms *MUST* be written behaviorally.

* 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.

- Incidents of referral must be investigated by the office to ensure all students receive due process.
- **There should be a procedure for handling incomplete homework assignments included in the teacher's management plan**
- Students who do not follow playground rules should be placed on the sidewalk to sit during recess.
- Severe offenses such as fighting should be sent to the office along with a completed office referral (Completed either teacher, Assistant Principal or Principal).

All discipline reports will be listed on JPams and tallied by the number of referrals per student, teacher, grade, and for the entire school.

Classroom behavior management plans should be followed and are the responsibility of each teacher.

A copy of the plan *MUST* be on file in the office & submitted to Mr. Bursey by Sept. 4th.

Please review these expectations & procedures with your child.

OPTION 2: 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. Thank you for working with us to make your child's success in school possible EVERY DAY!.

Principal

Parent Signature

Lent Bursey, Assistant Principal

Student Signature

If you prefer your child to be suspended from school instead of receiving corporal punishment (paddling), sign and date below: Failure to sign gives your permission for the administration of corporal punishment at school.

Parent Signature _____

Date _____

Please sign and return

Discipline in Richland Parish Schools

A safe and orderly environment is necessary for students to learn to their full potential. Students will be expected to maintain appropriate behavior in classes, on school grounds, and at any school-related event. All school personnel have the right and the responsibility to expect such behavior for students. Teachers will employ sound classroom management techniques to enable students to modify their behavior. Frequent and more serious infractions of the school rules will warrant disciplinary measures such as the following:

- | | |
|--|---|
| <ol style="list-style-type: none"> 1. Detention 2. In-school suspension 3. Suspension | <ol style="list-style-type: none"> 4. Corporal punishment 5. Other disciplinary measures considered necessary⁷ |
|--|---|

Principals may suspend from school or suspend from riding on any bus pupils who

- | | |
|---|--|
| <ol style="list-style-type: none"> 1. are guilty of willful disobedience 2. treat with intentional disrespect any school personnel 3. make against any school personnel an unfounded charge 4. use profane language 5. are guilty of unmoral or vicious practices or of conduct injurious to their associates 6. use tobacco, tobacco products, or who possess or use alcoholic beverages or drugs 7. disturb the school and habitually violate any rule 8. cut, deface, or injure any part of public school buildings, any property belonging to the buildings or any school buses 9. write profane or obscene language or draw obscene pictures on school property 10. throw objects liable to injure others 11. instigate or participate in fights while under school supervision | <ol style="list-style-type: none"> 12. violate traffic and safety regulations 13. leave the classroom during class hours or detention without permission 14. leave the school grounds without permission 15. are habitually tardy or absent 16. violate school policies on grooming and dressing 17. steal from classmates or from school personnel 18. attend a school function when intoxicated 19. are convicted of a violation of any city, parish, or state law 20. possess, use or operate any electronic telecommunication device, such as pagers or beepers 21. commit any other serious offense |
|---|--|

Automatic recommendation for expulsion from school will occur after the following:

1. The fourth suspension
2. Possession of a weapon, such as a knife or gun
3. Possession with intent to distribute drugs

This document is condensed from File: JD in the Richland Parish School Board Policy Manual. A complete copy of this policy may be obtained from the principal's office.

Internet Use Regulations

The Richland Parish School Board provides access to the Internet to students, teachers, staff, and administrators. The Internet is a very exciting educational tool, which can greatly benefit schools. Research, collaborative learning, and exchange of educational ideas and information are regularly pursued on the Internet. The Board believes that there are appropriate regulations to maximize effective educational use of the Internet and minimize abuse of the opportunity being provided to our schools. Ethical, efficient, and legal use of any network is the key to a successful linkage with the internet. Accordingly, regulations for participation by anyone on the Internet shall include but not be limited to

the following:

1. Users must demonstrate honesty, integrity, and respect for others at all times. Appropriate manners and language shall be required.
2. No individual student shall be permitted to have an email account. Only teachers and classes as a whole may be permitted to use e-mail. E-mail is not guaranteed to be private on the Internet. Therefore, only appropriate teacher or class messages shall be allowed.
3. No photographs, personal addresses, personal phone numbers, or last names will be permitted in student use of the Internet.
4. Illegal activities, including copyright or contract violations shall not be permitted. The Internet may not be used for financial or commercial gain.
5. Threatening, profane, or abusive messages shall be forbidden.
6. No activities shall be allowed which may damage or interrupt equipment or any networking system.
7. Any attempt to alter, harm, or destroy the data of another user of the Internet, or any network on the Internet shall be forbidden.
8. No user shall be permitted to upload, or create, a computer virus on the Internet or any networking system.
9. A user shall not attempt to access any Internet resources or entities not previously authorized by the teacher.
10. Invading the privacy of another user, or using their mail account, shall not be tolerated.
11. Posting personal messages without the author's consent shall be forbidden.
12. Sending or posting anonymous messages shall be forbidden.
13. Perusing or otherwise accessing obscene or pornographic materials, or using profanity in messages shall be forbidden.
14. Perusing or otherwise accessing information on manufacturing bombs or incendiary devices shall be forbidden.
15. Product advertising, political lobbying, or sending messages involving illegal activities shall not be permitted.
16. Any subscriptions to list servers, bulletin boards, or on-line services shall be approved by the Superintendent or his/her designee prior to any such usage.
17. When a security problem is detected, it shall be reported immediately to the teacher. The problem shall not be demonstrated to other users.
18. Only school software and disks shall be permitted in the Internet lab.
19. Authorized student usage of the Internet shall be under the direct supervision of the school personnel.

Parent Waiver

I, _____ understand that my child has been given an email account Richland Parish. This account is provided by Gaggle.Net, and supports the Children's Online Privacy Protection Act (COPPA) and the Children's Internet Protection Act (CIPA). I understand that the district has determined what features my child has access to, which may include email, homework drop boxes, message boards, chat rooms, blogs, and digital storage lockers. I understand that all email messages and postings will be automatically filtered for inappropriate words and images, and that any messages determined to be questionable will be diverted to my student's email administrator for review. Consequences for misuse of email will be determined by the district, and may include restrictions, loss of privileges, or other disciplinary action. I further understand that my student's administrator can view my student's email account and digital locker at any time. While Gaggle and the district use a variety of measures to protect its users, no system will stop 100% of inappropriate content. Gaggle and the district accept no responsibility for harm caused directly or indirectly by its use.

By signing this agreement, I and my son/daughter agree to use the provided email account in an appropriate manner and abide by the district's policies for use.

Student Name (**PRINT**):

_____ Date: _____

Student Signature:

_____ Date: _____

Parent/Guardian Signature:

_____ Date: _____

School: _____

Grade: _____

Please sign and return

Parental/Guardian Consent for Publicity and Photo Release Form

Rayville Elementary's school site may be found 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,

Mrs. Elycia Hill

Student's Name: (please print) _____

Student's Grade: _____

Print name of Parent/Guardian: (print) _____

Signature of Parent/Guardian: (sign) _____

Relation to Student: _____ Date: _____

Please sign and return

Emergency Data Sheet

It is very important that parents fill out an emergency data sheet at the beginning of each school year. This enables us to immediately contact family in the event of accident or injury to a student. Any changes in address, phone number, workplace, etc. should be reported to the school office in order for us to keep these files current. Current information is also necessary for the phone system to make correct contacts.

Breakfast and Lunch

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.

School Board Employees	Breakfast \$2.00	Lunch \$ 3.00
Guests	Breakfast \$3.00	Lunch \$ 5.00

Field Trips

All field trips must be educational. All chaperons for field trips must be approved by the principal and provide their own transportation. Some trips may require a fee, but attendance will not be mandatory. Student attendance on field trips can be denied due to discipline issues. All fees are non-refundable.

Parent's Night

Meetings are held periodically at the school in order for the parents to become more informed about their child's education. You will be notified of dates and times as they occur. Please make every effort to attend these sessions.

Parent Center

The RES Leadership Team has established a "parent center" where parents will be able to check out materials pertinent to their child's study. You may call the school office for information concerning this center or contact your child's teacher.

Traffic Rules

The volume of traffic around Rayville Elementary is extremely heavy. Our first priority is always for student safety.

The following rules are for the safety of everyone.

- Our pick-up areas are CELL FREE ZONES.
- Pull up under the awning to load/unload.
- Car riders will not be dismissed until 2:55. Picking students up before the dismissal time disrupts class instruction time. Please wait for dismissal rather than checking out your child through the office.
No checkout will be allowed after 2:30 pm.
- Please DO NOT pass other cars in line.
- Exiting vehicles must exit to Julia Street.

DO NOT park your car in the afternoon and walk through traffic to get your child from the waiting area. This is dangerous, slows traffic, and also suggests to our children that it is okay to break the rules.

Students absolutely cannot be dropped off before 7:10 am. At this time, there are very few people on campus or outside the classrooms, and having students here unsupervised (and at certain times, in the dark) is a huge safety concern.

A student is tardy after the bell rings at 7:40. The only excused tardy is a medical note. Students must report to the office when arriving after the morning assembly has been dismissed. According to Act 745 of the Louisiana State Legislature, 5 tardies constitutes a child as being truant and subject to the penalties of the law.

Bell Dismissal

2:55- Car Riders

3:00- First Bus Load Students

3:02- Second Bus Load Students

3:09- Third Bus Load Students

After the buses leave- Walkers are dismissed

*Due to safety issues, early checkouts should be limited to emergencies only. Habitual checkouts will be monitored and documented. The parish truant officer will be involved if this is abused. Do not abuse early checkouts. All dismissal changes to walker or car rider must be done with written notification. Check-outs will not be allowed at 2:30pm.

*****NO BUS CHANGES ALLOWED******

Due to the extreme overcrowding of our buses, there will not be any bus changes allowed. The safety of your child(ren) is of utmost concern for us and unfortunately we are unable to approve anyone to ride a bus other than their assigned bus at this time. The only exception is for students who attend after school tutoring, walking, and car riders. We apologize for any inconvenience this may cause.

Please make other arrangements for your child's transportation should the need arise. Please do not send in bus notes by your child. These will not be able to accommodate these changes. Bus changes/additions for riders will NOT be allowed.

Honors and Awards

All A's- Student must have only A's.

Honor Roll- A student must have only A's and B's.

Honorable Mention- A student must have an A for every C.

Perfect Attendance- A student must have ZERO absences for the entire school year.

Perfect Conduct- A student must have all A's for the entire school year

Good Character Award for the Six Weeks- This award is chosen by a teacher every Six 6 Weeks.

*A special award will be given at the *End of the Year Award Program* to students who have maintained Honor Roll, Perfect Conduct or Perfect Attendance each Six Weeks.

Safety Drills

We will conduct fire, tornado, and intruder drills. The school may even practice evacuation of campus. Please be aware that mock disaster situations may be practiced. These drills will help prepare the staff and students in case of an emergency.

Take Home Folders-HORNET FOLDER

HORNET FOLDERS will be sent home every Monday & Wednesday. Monday's Folder will include a weekly Newsletter from your child's teacher to inform you of topics being covered for the week, material to study, upcoming test, & homework assignments. When the folder comes home on Wednesday, please check for academic grades & conduct grades.

In addition, student achievement, conduct, and school events or announcements will also be located in this folder. Please ask your child for this folder each Monday & Wednesday.

Parents must **sign and return** the next school day. This communication is vital to maintaining effective communication between school and home.

*See monthly school calendar for dates report cards are sent home.

Special Occasions

Please do not send special occasion, birthday, or Valentine's Day gift items to the school for your child. Balloons or glass vases cannot be sent home on the bus or housed at the school. Your child must enjoy these special day items at home.

Richland's Rockin'Rockets Tutoring Program

Out of the dire need to empower the citizens of Richland Parish, as stakeholders in the education of our children, birth has been given to Richland's Rockin' Rockets.

Richland's Rockin' Rockets is a tutoring program which merges both the Richland Parish Schools and the surrounding Richland Parish community. This program is designed to enrich students in the areas of math and reading. Community volunteers will volunteer only one day a week of their choosing, for 45 minutes. The grades available for tutoring are 3rd grade - 5th grade.

The launching of Richland's Rockin' Rockets will take place at Rayville Elementary School. The launch pad will be filled with a morning of information and fun activities for all, as we blast off in the reading and math capsules. To celebrate the success of our mission, there will be a touchdown flight reception at the end of the year for the students and tutors.

****To be eligible to participate in the tutoring program, a student must be performing 2 grade levels below his/her current grade placement in reading and math, as documented from standardized test scores reported from the previous school year. The number of students who can participate in the program is governed by the number of volunteers or tutors. Parents must give permission for their child to participate by signing a parent permission form. Parents will be notified by letter or phone call, that their child has been selected to receive the extra academic assistance. The program starts in September and ends two weeks prior to the administration of state testing.**

Inquiries may be made to the following responsible parties:

Elycia Hill	Principal	(318) 728-2029
Joyce Smith	Supervisor	(318) 728-5964 x 243
Katie Bennett	School Psychologist	(318) 728-5964 x 251

RICHLAND PARISH SCHOOL BOARD

Important Dates to Remember:

2023-2024 School Calendar

[Link to Calendar](#)

2023-2024 PD Calendar

W 23-24 Summer PD.docx

District Family Engagement Meeting

September 26 at Richland Arts Center

Community Engagement Advisory Panel Meeting Dates

July 25

September 26 – held in conjunction with District FE Meeting

November 28

January 30

March 19

Preschool/Kindergarten Graduation Programs

May 20

High School Graduation Dates:

DHS - May

MHS - May

RES CALENDAR OF EVENTS

Back to School Event Parent/Teacher Conference	August
Family Reading & Math Nights	October, December, February
Veteran's Day Program	October
Christmas Program	December
Spring Family Night	March
Daddy & Daughter Dance	February
Mother and Son Dance	April
Field Day	May
Pre K Graduation	May
Kindergarten Graduation	May
Awards Day	May

Testing Schedule: Spring 2024

Grade Level	Assessment	Delivery Method	Test Date
K-2	End of the Year Literacy Assessment	Computer Based	Tentative: April - May
3rd	LEAP, ELA, Math, S.S	Computer Based	ELA/MATH April 26-28; Science/Social Studies May 1-2
3rd-8th	LEAP, ELS, MATH, SS	Computer Based	April 18- May 24 (window)