

RAYVILLE JUNIOR HIGH SCHOOL

225 Hwy 3048

Rayville LA 71269

Nettie J. Ranel, Principal

Mrs. Amanda Stein, Assistant Principal

Phone: (318) 728-3618 Fax: (318) 728-9374

“Every day is a day of Great Expectations!”

2020-2021

Mission Statement: Every child is important NOW! Our mission at Rayville Junior High School is to provide an educational experience that will enable each student to become a productive, responsible, culturally aware citizen, in an ever changing, technological global society.

Vision Statement: The Learning transfers to life beyond the Richland Parish School District experience, enabling each student to flourish as a responsible citizen in the global world.



“You must see it first, Catch the vision...Everybody is Somebody!”

Statement from the Principal

2020-2021



The future is in the hands of the next generation, the young. We, as educators, have a moral responsibility, to pass on, to our youth all the skills, resources, strategies, tools, and preparation we possess. We must empower them to begin the navigation of life with confidence and hope.”

~Dr. Nettie Ranel

I am a visionary and I dare to dream big! I have great expectations for the Rayville Junior High School students, parents, faculty and community. It is with this enthusiasm; I greet each of you.

Our school reopens in the midst of a pandemic. There is much uncertainty about how education will look in the future. However, there is one thing we can all agree on. Education will not look the same from this point on. Therefore, I am committed to ensure each student and staff member is safe. They will be provided with the necessary guidelines, best practices, equipment, and support necessary, to protect them, while they are on our campus.

If you cannot see where you want to go, then, you will most likely not get there. One of my favorite quotes, “If you can believe it, you can achieve it!” (*Rev. Jesse Jackson, 1984, Rainbow Coalition*) I strongly believe in what our school stands for. Each member on our staff has a passion for education and a great love for children. Great attention and “on purpose” dedication has been given in selecting staff that possesses the necessary skills, training, and certification to best serve our students. As a parent and grandparent, I would be confident and proud to have a teacher from RJHS staff as my child’s (grandchild’s) teacher.

As stated earlier, this new school year brings a with it thoughts of excitement, anticipation and even frustration, because of things we do not understand. It is one of our goals to minimize most of your concerns, especially, when it comes to providing a safe and productive environment for academic achievement and excellence.

Another one of our goals is to have parents involved in our school activities and projects. It will be helpful for parents to share their interests and level of involvement with their child's teacher during back to school night or set up a time to meet with the teacher. I want every parent to know, we need you. Our school's success depends on you! Please note many of our meetings will be set up virtually. Each meeting will maintain the level of passion, commitment, support, and sincerity, our parents have been accustomed to.

Also, I know I can expect each parent/guardian to support our efforts, by encouraging our students to obey school rules, guidelines, best practices; to work hard, giving rise to a positive learning experience. I expect this year yielding great rewards and enriched academic, moral, and social outcomes.

I embrace the idea that the students, parents, teachers, staff, administration, and the community are willing to do all that is necessary, to accomplish this collaborative task. We will show, together we can accomplish much!

In conclusion, our students will have the best educational experience, we can offer at RJHS. The learning is definitely a continuous process. We believe all students can learn. The curriculum should address the unique needs and learning styles for each of our students.

We are committed to teaching high academic standards empowering our students to meet the needs of the 21st century. We collectively believe the following:

- Students should be given opportunities to learn in meaningful ways
- Freedom of expression and creativity enhance learning
- A cooperative learning environment encourages self-esteem, personal responsibility, and respect for others
- Concerned teachers provide positive influence
- Effective discipline and attendance must be consistently applied throughout the school system
- Positive interaction between school, parents, and community is essential
- School should provide a safe, clean, and properly equipped environment in which to learn

At Rayville Junior High School equal treatment and positive reinforcement strengthens morale in both students and staff. Developing an environment where social and cultural awareness is emphasized. This helps to create the institution of higher learning, where everyone is somebody!

Lastly, we want to motivate and inspire our students to learn and to achieve far above what we know. In other words, we want to empower our students to use resources, equipping them, to strive for excellence, in all they attempt. Together, we can make this happen.

Thank you in advance for a productive and exciting school year. On behalf of our staff, we are grateful for the opportunity to serve.

~~Serving with Great Expectations “I love what I do, encouraging, building, and empowering others to believe, they can succeed.”

Nettie Ranel, Principal

August 7, 2020

Richland Parish Public Schools
Directory Information Opt-Out Form

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.

Principal- Nettie Ranel

Rayville Junior High School

225 Highway 3048

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 members 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:

_____ US 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 that 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

_____Signature Date_____

The Family Educational Rights and Privacy Act (20 U.S.C. § 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. FM-6479E Rev. (08-03)

I. Daily Decorum at Rayville Junior High School:

In our daily activities at Rayville Junior High School, there are a few things we must pay particular attention to so as to assure that we do not create problems. If students will obey the following instructions, then they will be able to get to school, stay at school, and return home safely after school on a daily basis. Those that fail to obey will be addressed according to the Parish/School discipline policy and procedures. RJHS will hold a **morning assembly at 7:30 A.M.** and **afternoon assembly at 3:05 P.M.** *(In lieu of COVID-19, assemblies will be held virtually and shown in the classrooms)*

It is our desire that a child’s experience at Rayville Junior High School be one that will be looked at in the future, having been a pleasant experience. Therefore, the students’ and teachers’ safety at Rayville Junior High School shall preempt any and all things.

II. CLOSED CAMPUS:

Once a student arrives on campus, they are not to leave the Junior High campus unless they are checked out by the appropriate person. Unless students are supervised by a teacher/administrator, they are not to enter the Rayville High School campus at any time, before, during, or after school. ***Rayville High School students will not be allowed on our campus without proper authorization.***

III. RIDING THE BUS TO SCHOOL:

It is understood that riding the bus to school is a privilege, not a right. Students are required to obey the bus driver and follow all rules that she/he have for safely riding the bus. Failure to obey the bus driver, or her/his substitute, will result in disciplinary actions and could result in losing bus riding privileges on a temporarily basis or permanently. When your bus arrives at school, you are to immediately report either to the cafeteria for breakfast or to the gym. You can not wander around the grounds.

****During COVID Phases I, II, & III – Students must enter building at designated area and report directly to the RJHS campus building and report to their homeroom teacher.***

In the afternoon, students will leave the building through the designated areas. Students that ride the bus home must gather at the appropriate place where buses load/unload. Students can not horse-play. They must remain behind the post/yellow line until their bus comes to a complete stop. Failure to obey safety rules and regulations at the bus loading/unloading area will result in discipline actions. For more information on transportation during **COVID-19** see appendix.

IV. WALKING STUDENTS:

Students that live within one mile of the school are expected to walk, or provide their own transportation to and from school. Students that walk should leave home properly dressed in time to make it to school so as not to be tardy. Students must remain on the sidewalk and must use the white-striped crossing area between the sidewalk and the gym front entrance to cross the parking lot. ***Students that do not cross the parking lot in the correct place will be subject to disciplinary action.***

V. CAR STUDENTS:

Students being picked up by car are to report directly to the front lobby outside the office, on the car bell. Car students are to remain in the lobby until their ride stops to pick them up. ***Do not walk out into the parking lot to get into a car at any time!*** Students who do not enter cars in proper loading area will be subject to disciplinary action. This is a safety violation.

VI. CAFETERIA BEHAVIOR:

Students that enter into the cafeteria must maintain proper behavior or they will be forced to leave. Students will be assigned a table to eat by the duty teacher. ***During COVID-19 students will report to homeroom for breakfast and eat lunch in the classrooms.***

Teachers will sit with their class. Students will form single file lines. Students that break line will be required to go to the end of the lunch line and will be served last.

Students who continue to break in the lunch line will be subject to disciplinary action. Although talking is permitted in the cafeteria, loud noises are not allowed and will not be tolerated. Misbehavior in the lunch room will not be tolerated.

VII. BOOK BAGS AND JACKETS:

Students are allowed to bring clear or mesh book bags only. Jackets are to be worn only when weather dictates such. At no time can a student wear a jacket or sweater tied around their waist. No extra-large jackets/sweaters or other clothing will be allowed. ***No hoodies are to be on heads inside of school buildings. ONLY clear/mesh book bags can be taken from class to class all day.***

VIII. VISITS TO THE OFFICE

Visits to the office are discouraged during academic time. Only in the case of an emergency will students be allowed to come to the office during class time, and only with an approved hall pass. Students in the office without a valid hall pass will be subject to disciplinary actions. The use of the phone in the office by students will be for emergencies only. No student will use the phone without a valid hall pass.

IX. ELECTRONIC DEVICES:

Electronic devices are prohibited at school. Students will pay \$5 for 1st offense, \$10 for 2nd offense, \$20 for 3rd offense, and \$40 for 4th offense. If students bring them to school, the device will be confiscated. EXCEPTION: Principal reserved right to not return devices to students after the 4th offense. All electronic devices will be returned to the offenders or their guardians on the last day of school. The

school will make sincere efforts to maintain these devices until they are picked up. **However, the school does not assume responsibility for items brought to school against school rules.**

X. 8th GRADE GRADUATION/CELEBRATION IS STRONGLY SUPPORTED:

All 8th graders successfully completing the academic school year will be celebrated at the end of the school year in a formal ceremony in the school's auditorium (Arts Center).

XI. FIELD TRIPS are an option (Sponsorship required):

Rayville Junior High School students will have the opportunity to participate in various field trips throughout the year. To be selected for a field trip, students will have to meet or exceed the requirements set forth by the field trip sponsor. These requirements can include, but are not limited to: (1) attendance, (2) infractions/referrals, (3) grades, (4) school/classroom goals, (5) good financial standing with the school (no monies owed), etc. Students that meet or exceed the requirements of a field trip may be selected. If the field trip has a designated maximum number of participants and the number of students that qualify exceeds the maximum, students will be placed in a lottery. *During COVID-19 Phases I, II, & III fieldtrips will be discouraged or on limited basis, depending on the phase.* *Virtual fieldtrips are encouraged.

XII. 7th and 8th GRADE PROM:

The 7th Graders and 8th Graders will be allowed to have a prom in the spring semester. The prom will be a collaborated effort between the PTO and the 7th Grade class sponsors. Any students with major referrals in the spring semester will not be able to attend the prom. All details and plans must be approved by the principal before they can take place.

XIII. ACADEMIC PLACEMENT:

Rayville Junior High school reserves the right to place students into the academic setting that best suits the need of both the student and the school.

Teachers from each academic team will meet a minimum, *once a six week* grading period, to continually monitor the academic achievement, of each student, to ensure their academic success. Students who are moved from one section to another section must be approved by the school building administrator and or SBLC (School Building Level Committee).

XIV. STUDENT IDENTIFICATION CARDS:

Rayville Junior High School gives students the option to purchase a student identification card. The I.D. cards will **enhance school security** (allows the faculty and staff to quickly identify students, staff, and visitors, and track attendance and student movement while on campus), **foster personal connections** (encourages student and staff to learn names, builds self-esteem by calling students by name, and keeps students from feeling invisible), and **improves the day to day operations** (check attendance, check out books in the library and gain access to extracurricular activities {pep rallies, field trips, Fun Day, etc.}) at Rayville Junior High School. There are two types of student I.D. cards. The **Basic I.D. Card**, for \$10, accesses all of the above stated amenities. The **Activity I.D. Card**, for \$20, accesses all of the above stated amenities and gains FREE admission to all Rayville Junior High School athletic events at home.

XV. GENERAL INFORMATION:

AA. SCHOOL PURPOSE:

Rayville Junior High School exists to provide the maximum growth and development of every student in order that he or she will demonstrate mastery of skills needed to be a life-long learner and useful citizen. In a democratic society, effective education is both a right and a responsibility that family, students, and teachers must work together and individually to achieve. Routine cooperation and communication between these three groups/individuals clearly maximizes the effectiveness of the school meeting the needs of each child. Family, students, and teachers are earnestly invited to work together at Rayville Junior High.

The highest standards possible will be established for the development of quality character traits in every Rayville Junior High student. Attitudes such as respect, honesty, courage, confidence, determination, responsibility, reverence, courtesy, cleanliness, kindness, and obedience will be the expectations and standards by which all student behavior will be measured. These attitudes will also be modeled by all adults and will be thematic to school programs, activities, and all adult interaction with students. A combination of high academic standards and healthy attitudes will provide students the greatest chance for success in high school and life thereafter.

BB. THE SCHOOL TEAM:

The “school team” includes many people. At the center of this team are the students, parents, teachers, and the school staff. Each of these central team members must be daily involved in the educational processes, for the maximum growth of the student. With positive and respectful relationships, these central sections of this handbook are devoted to parents, and the section devoted to students for helpful information on what each can do to ensure great success.

Local churches, civic organizations, parent volunteers, retired teachers, businesses, social services, law enforcement, emergency personnel, libraries, various professionals, and untold numbers of taxpayers and concerned citizens, all combine, to form the community support network, for our school. With strong community support Rayville Junior High will reach its greatest potential to serve the needs of its students and the greater academic community.

CC. SCHOOL ACCOUNTABILITY:

In accordance with the Louisiana State Legislature, Governor’s Office, Board of Elementary and Secondary Education, and the State Department of Education, Rayville Junior High must dramatically improve over the next 3 to 5 years. One of the most demanding aspects of this accountability program states that eighth grade students that perform unsatisfactory on the LEAP/Common Core test will not be promoted!

Parents and students are urgently advised to become familiar with this program and diligently prepare for this test. The eighth grade LEAP/Common Core test measures what a student should have learned

through the fifth, sixth, seventh, and eighth grades. Daily attendance, participation, and preparedness in each class should be monitored in each home on a daily basis.

Without the involvement of parents/guardians in the education of students, a commitment by the students and a commitment by the school, the chance of student success will greatly diminish. It is imperative that all parties take care of their responsibilities so as to assure the academic success of each and every student at Rayville Junior High School.

Rayville Junior High is measured for improvement in the following categories:

1. LEAP 2025 Test Scores
2. Attendance
3. Dropout rate
4. Interest & Opportunities

DD. SCHOOL DESCRIPTION:

Rayville Junior High contains 6th, 7th and 8th grades. School enrollment is between 1 150 to 200 students throughout the year. Courses include Reading, Language Arts, Math, Science, Social Studies, Physical Education (P. E.), Social and Emotional Education, Jobs for America Graduates (JAG) and three Computer Labs. Enrollment includes regular education, Special Education, and gifted. Experiences such as the Vocational Lab, DARE, & Job Shadowing are included in the schedule when feasible. Many extracurricular programs are available for students that meet the academic and conduct requirements. Our facilities are relatively new and offer a reliable, modern, and pleasant atmosphere. Our faculty is composed of many veteran teachers with established reputations for fairness and thorough instruction. Our newer teachers bring with them great energy and ideas. The administrative team includes the principal, principal intern, department lead teacher, and instructional coach/mentor. The school secretary, coaches, and custodial staff contribute critical support to the entire school.

EE. SCHOOL FUNDING:

The school operates with primary funding coming from state, local, and federal sources. Federal Title 1 funds are provided to the school as determined by the high percentage of at-risk students. These funds are used for improvement in school wide discipline, guidance and counseling, computer instruction and equipment, library books and supplies, after-school tutoring, and parental involvement. State and local funding cover most other expenses. Fundraisers, school concessions, and local donations help to enrich special school programs.

FF. SCHOOL STAFF

ADMINISTRATION

Nettie J. Ranel, Principal
Amanda Stein, Assistant Principal
Sharon Gee, Clerk/Secretary

SUPPORT STAFF

Heather Chappell, Instructional Coach

Antuwan James- Athletic Director/ELA (Long Term Substitute)
 Penny Manguson- 6th, 7th, 8th Math Lab
 Lola Roberts—8th Sp. Ed./social Emotional
 Amanda Stein- Social Studies
 Kimberly Thornhill —8th ELA Writing
 Shonette William- 6th, 7th, 8th Science
 Tammy Wilson- Social Studies/P.E./ Social Emotional

FACULTY

Nancy Absher—7th Sp. Ed.
 Andrea Bailey—JAG
 Torrie Britton-8th Grade ELA Content
 Jennifer Cardin—6th 7th & 8th Math/Curriculum Coordinator
 Heather Chappell—7th ELA

Custodians:

Derek Wilhite- Head Custodian
 Sharon Lawson

Paraprofessionals:

Kathy Brown- Students with Disabilities
 Joanne Dunn- Child Specific
 Debra Sharp- Child Specific/Braille

FF. SCHOOL & COMMUNITY PARTNERSHIPS:

Rayville Junior High considers all relationships with citizens and community groups an extremely important part of the successful school program. We are always interested in ways to strengthen these ties to the community. Currently there are several agencies, businesses, and organizations that routinely work with Rayville Junior High. This list is by no means everyone that helps us from time to time. We thank everyone for the countless times you have contributed to making RJH a better place. Here are a few of the partners that are also a privilege to work with each year.

Brookshires

The Care and Share Ministry
 Families In Need of Service, FINS
 Rayville Police Department
 Richland Parish Sheriff’s Office
 Drug Awareness Resistance Education, DARE
 District Attorney’s Office
 Richland Mental Health Office
 The Louisiana Cooperative Extension Office
 The Rayville Sonic Drive-In
 Cognitive Development Counseling
 Popeye’s
 Northeast Louisiana Counseling

M. Hales Law

Richland State Bank
 Bancorp South Bank
 Wal-Mart Stores, Inc.
 Cross Keys Bank
 The Christian Learning Center
 The Rayville Mayor’s Office
 The Rayville Recreation Department
 The Richland Parish Police Jury
 University of Louisiana Monroe
 Healthy Minds and Family Services
 Sonic
 University of Louisiana at Monroe TRIO

Cornell University Education/Social Research PhD.
 Ithica, New York

XV. ESPECIALLY FOR PARENTS:

Parents are encouraged to join the Parent Teacher Organization that meets the first Tuesday of each month in the school's library. Each child benefits from parent participation. Please know that a parent center is set up in room 201 with resources and materials to help support you and your child. **During COVID-19, meetings will be held following all guidelines issued by the Center of Disease Control and Louisiana State Department of Education.**

AA. CAMPUS SECURITY:

Challenges for school safety and security multiply across our nation each day. Rayville Junior High has made significant efforts to improve and maintain the safest possible environment for your child. Through carefully planned routines, cooperation, and communication parents, students, and school employees can achieve and maintain a safe and secure campus. With this in mind parents can help the school maintain the highest possible protection by following several important routines. Please carefully review the guidelines below:

1. Upon entering the building all persons will walk through a metal and temperature detector
2. Make sure your child wears proper school attire each day.
3. Make sure your child arrives to school promptly and check in at the office.
4. Be aware of any unusual behaviors with your child and if noticed please schedule a meeting with the school administration as soon as possible.
5. Be aware of who your child spends time with.
6. Discourage unnecessary absences, check-outs, & tardiness. **Please come in personally to check-in or check-out your child. Avoid sending other persons to check-out your child. Remember that only officially designated adults will be allowed to check-out or check-in your child.**

BB. PARENTS VISITING CAMPUS:

Parents are always welcome and encouraged to visit RJHS. For the safety of your child, please check in at the office when you arrive. If you need to meet with your child, the office staff will call for your child to come to the office lobby to meet with you. If you just need to leave something for your child, we will gladly see that they receive it. **Please note: the best place for your child is in the classroom, where learning takes place, and the fewest possible interruptions will maximize learning for all students.**

II. STUDENT ABSENCES AND TARDIES:

Absences and tardiness should be prevented and avoided! All absences and tardiness are precisely monitored via computer by the State Department of Education. Whole day absences, check-outs, check-ins, and tardiness are compiled daily. *(If a student checks-in or checks-out the time out of school is included in the student's attendance record!)* Students should not miss school unless it is absolutely necessary due to illness and/or a death in the immediate family. Notes from parents that are signed, dated, and include an explanation and a phone number are very helpful for the school to prevent students from skipping school, but ***only doctor's excuses and funeral programs are considered legal excuses.*** Repeated violations of the attendance rules are subject to referral to the ***F.I.N.S.*** (Family in Need Services) program. Parents will receive a letter from the school when a student acquires **3, 5, 7, 10 or more absences.**

CC. STATE LAW REGARDING JUNIOR HIGH ATTENDANCE:

1. **All school age children must attend school.**
2. A child must attend school 167 days. Since there are only 177 student days possible, a student can not miss more than 10 days per year.
3. Proof of an excused absence should be:
 - A. A dated copy of a death certificate &/or a copy of a funeral program or an obituary.
 - B. A signed and dated doctor's excuse clearly stating that the child should not attend school for the listed days.
4. Excused absences are still counted as an absence toward the maximum of 10 possible absences. The Supervisor of Child Welfare and Attendance will determine if absences beyond 10 are allowable.
5. Parents are responsible for making sure their child attends school regularly.
6. Schools are responsible for notifying parents concerning absences that total 3,5, 7, 10+ **(automated call goes out daily when a student is absent, checks in late or is checked out early)**
7. A student absent more than 10 days can be retained. Unexcused and excused days count toward the limit of 10 absences per year.
8. ***During COVID-19 those students participating virtually must log in daily and complete assignment to be recorded as present for that day.***

DD. CHECKING-IN AND CHECKING-OUT STUDENTS:

It is extremely important that we are sure a parent knows who is checking-out or checking-in their child. Our daily duty to care for and protect each student exists as a huge responsibility that we take very seriously. Please help us protect your child by following these guidelines:

1. **Only the parent(s) or other official designee of any individual student, properly noted at the beginning of school shall be able to check out a student. Parents must make written designations in person in the office if anyone else can check a student out of school.**
2. **NO CALL-IN CHECK-OUTS ALLOWED!**
3. All notes from parents must be handwritten by the parent including the date, reason, and phone number to reach the parent, and the parent's signature.
4. **Parents or designated persons must come in to the office and sign-in or sign-out the student. (All check-ins and check-outs are video recorded.)**
5. Rayville Junior High students are not encouraged to be check-out of school to attend programs at the high school.

Your Child's Education and Safety Come First!!

EE. PARENT CONTACT INFORMATION:

Parents are responsible to update contact information as soon as the change occurs. The school should be able to contact parents at all times. This requires correct phone numbers and addresses.

Thank you for keeping this information current. *Please note, this is one of our major areas that has been targeted for improvement.*

FF. Richland Parish 2019-2020 School Board Members

Mr. Sheldon Jones
Superintendent

President
Mrs. Marie Lewis

District I- Mr. Billy Calvert
District 3 -Mr. Moses Wilkins
District 5- Dr. Georgia Ineichen
District 7- Mr. Joe Chapman
District 9- Mr. Chris Pruitt

District 2- Mr. Eugene Young, Jr.
District 4- Mr. James Hough
District 6- Mrs. Marie Lewis
District 8- Mr., Kevin Eppinette

GG.

Regular Bell
2020-2021

*All teachers and students are required to meet in the Gym by 7:30 A.M.

7:30-7:40	Virtual Morning Assembly/During COVID-19 Phases I, II, & II (Homeroom)
7:44-8:42	1st Period
8:44-9:42	2nd Period
9:44-10:42	3rd Period
10:42-11:10	Lunch (Classroom during COVID Phases 1, II, & III)
11:12-12:10	4 th Period
12:12-1:10	5th Period
1:12-2:10	6th Period
2:12-3:04	7th Period
3:05-3:10	Evening Virtual Assembly

*(406 instructional minutes each day)

***Teachers will accompany their class to the lunch room. Teachers will eat with their class each day.**

HH. PARENT'S ROLE IN MEDICATION ADMINISTRATION:

Louisiana laws regarding medication administration in the school system are requiring our immediate attention. In order for your child to receive medication at school, the following must be on file:

1. The physician's completed order on the Medication Order Form (FOR PRESCRIPTION AND OVER THE COUNTER MEDICATIONS). Any change in orders requires a new ORDER FORM. If the doctor orders that the child MUST keep an inhaler or Epi-pen on his/her person at all times, then an additional form will be provided for completion by the physician and parent.
2. A Release of Liability
3. Consent and general information
4. Emergency Information

WHAT TO DO IF A CHILD NEEDS MEDICINE AT SCHOOL:

1. Go to the child's school office and pick up a Medication Packet or get one at the child's doctor's office (if available).
2. Take the Doctor's Order Forms to the child's doctor to be filled out.
3. Have the prescription filled at the pharmacy. Let them know the medicine will need to be given at school. **Tell them that a separately labeled bottle for the school is needed.**
4. Call the School Nurse at the School Board Office for an appointment (728-5964)
5. Bring to the appointment:
 - The child that will be taking medicine
 - The medicine in the labeled bottle
 - The Medication Packet
 - Completed Doctor's Order Form

The child's parent or guardian must be at the appointment.

The school nurse must see the parent or guardian and the child before any medicine can be given at school!

6. After the nurse has met with the parent or guardian and all papers have been filled out, the child will be able to receive his or her medicine at school.

XVII. STUDENT INSURANCE:

All students participating in athletics are required to provide proof of insurance to be eligible to play. Parents are encouraged to take out additional insurance just in case one insurance provider cannot meet all the medical expenses. Parents and guardians of all students are expected to have their own medical coverage.

XVIII. PARENT TEACHER ORGANIZATION (PTO):

Parents are highly encouraged to establish a PTO.

There are quite a few things that a PTO can do for the students and the school. A few of these things are:

1. Organize a reward time for students that have remained out of trouble at school. Possibilities might include a special recess with free ice cream, hot dogs, drinks, chips, and music.
2. Organize a “Penny Drive” to raise money for needy families, or to buy books.
3. Sponsor a booth at the Livestock Show or other events to generate funds for purchase of materials/books for the school.
4. Organize a call-a-thon to remind parents about parent conference night.

XIX. HELPFUL AGENCIES AND SERVICES:

Families In Need of Services, FINS
Tim Fife, Coordinator

The Christian Learning Center
Mary and David Plain
728-0031

Richland Parish Sheriff’s Office
728-2071

Richland Parish Mental Health Unit
728-6456

Division of Family Services
Child Protection Agency
728-3253

Parish Library
728-4806

Health Unit
728-4441

Richland Parish Narcotics
728-3348

The Rayville Recreation Center
Norman “Preacher” Wilson
728-7505
Care and Share Ministries
728-2381

Rayville Police Department
Chief Willie Robinson
728-4431

YMCA Counseling & Family
1-800-716-7233

Palmetto Addiction Recovery
728-2970

School Board
728-5964

Family Literacy Center
728-9119

School Based Health Clinic
728-4252

XX. ACADEMICS:

At Rayville Junior High School there is nothing as important as our students' academic gains. After all, that is one of the main purposes of school. Our mission statement is "At Rayville Junior High School all students shall learn both academic and life skills to help them succeed in life." We pride ourselves in holding students to high standards in life skills and academics.

AA. GRADING POLICY:

The following numerical values shall be used to determine letter grades in Richland Parish Schools.

100 – 92.5	A (Excellent)
92.4 – 84.5	B (Above Average)
84.4 – 74.5	C (Average)
74.4 – 66.5	D (Below Average)
66.4 – 0F	(Fail)

BB. REPORT CARDS:

Report cards are issued each six weeks. Parents are advised to thoroughly review each report card and discuss these grades with their child offering praise and/or encouragement as needed. Rayville Junior High issues a report card to each student for the 2nd, 3rd, and 5th six weeks. Parent-Teacher Conference Days are scheduled for October 2, 2017 & February 26, 2018. The final report card will be mailed to the address on file in the office.

CC. PROGRESS REPORTS:

Progress Reports are sent home with the child every six weeks. Parents are encouraged to set up a time at the mid-point of each grading period to visit their child's teacher. We hope parents will come to learn the progress of their child in the middle of the six weeks. This mid-six week's conference will give the parent and student three more weeks to improve their grades. Understanding that it is not always possible for parents to visit the school frequently, RJHS will make every effort to supply a written progress report to parents that submit a written request to the principal.

DD. TUTORING:

Various tutoring programs are underway at Rayville Junior High. Recess tutoring is conducted by various teachers with students that are behind or weak. Teachers may require a student to come in during recess for extra help. When funding is available, we offer after school tutoring for students in danger of failure in math and/or reading. ***During COVID-19 Phases 1, II, & III, after school tutoring has been suspended.***

EE. ACADEMIC/ATHLETIC PROBATION:

Any student that fails ANY SUBJECT on either their progress report or report card will be placed on academic probation. Academic probation means the student ***will not*** be able to participate in ***any*** extracurricular activities with GPA lower than 1.8. In this situation it is advisable that students spend the extra time on studies until such academic deficiencies are corrected and documentation is provided. To participate in athletics is a privilege and we want our students to have this opportunity.

XXI. STUDENT CONDUCT:

AA. RESPONSIBLE CHARACTER

Rayville Junior High School in holding students to a high standard of conduct and responsibility. This means each child will be responsible for his or her own actions. Students should strive for the following character traits: **Respect, Honesty, Diligence, Helpfulness, Friendliness, Courtesy, Obedience, Cleanliness, Reverence, and Courage.** Self-control and respect for yourself and others are main ingredients for success in school and all of life. School should be a peaceful, safe and enjoyable place for everyone. The Administration will work hard to maintain such an environment for students and faculty.

BB. CORRECTION, DISCIPLINE & CORRECTION:

Students at Rayville Junior High School will be held to high standard of personal conduct, while at school or during school sponsored functions. It is the purpose of the administration to supply a safe and well disciplined learning environment for all students at RJHS. Consequently, disruptions of the learning process will not be tolerated. The administration of RJHS supports the discipline policies of the Richland Parish School Board and will operate within the guidelines of the policy and procedure manual of the Richland Parish School Board. Such actions of correction, and discipline will be administered, to offenders of the learning process, as prescribed by the Louisiana Department of Education, Free Appropriate Public Education (FAPE), Richland Parish School Board (RPSB), and at the discretion of the administration of Rayville Junior High School (RJHS).

CC. Detention

Detention shall be used as a means to remediate minor infractions of the discipline policy. The number of days per infraction that a student is placed in detention will be left to the discretion of the RJHS administration.

1. Detention will be held daily and parents will be notified of *each* action.
2. Students having a valid excuse can make up missed detention.
3. Students that attend detention in the afternoon must provide their own transportation home.
4. Students that do not complete their assigned detention within the limited time ascribed will be placed in either In-School Suspension or Out-of-School Suspension for the number of days that were not attended in detention without a valid excuse.
5. The purpose of detention is to remediate behavior so as not to have to administer a **more severe punishment, such as suspension.**

***Teachers writing infractions can be the detention teachers**

DD. SUSPENSION

According to the Richland Parish School Board's Policy and Procedure manual, a student can not be suspended for school on the first offence for a tardy, skipping class or skipping school. Any other infraction of school conduct can result in a recommendation for expulsion on first offence.

Suspensions are for serious offences. Habitual offences of minor things will result in suspension also. The normal due process for students will be:

1. First suspension can be for 3 days, except for fighting which can be for 5 days
2. Second suspension can be for up to 5 days, except for a second fight which can be 9 days

3. Third suspension can be for up to 7 days, except for a third fight which will be 9 days and a recommendation for expulsion.
4. Fourth suspension **WILL BE** for 9 days and a recommendation for expulsion in accordance with state law.
5. The actual number of days on the first three suspensions will be left to the discretion of the administration and the severity of the offence committed.

Students suspended from school will not participate in events sponsored by the school during their suspension. Females suspended from school prior to homecoming shall not be considered for Homecoming Court. Males that have been suspended prior to homecoming shall not be allowed to serve as escorts for homecoming.

There will be NO EXCEPTIONS...

EE. Expulsions

1. Students that bring weapons such as knives, guns, or other items that are normally associated as weapons will be recommended for expulsion on the first offence.
2. Students in possession of drugs or drug related materials will be recommended for expulsion on the first offence
3. On a student's fourth suspension, in accordance with the Board's policy and state law, the student shall be recommended for expulsion.

Students expelled from RJHS will not attend any event at the school for the remainder of the year

XXII. DRESS CODE FOR ALL STUDENTS:

Student pride in appearance is an important life skill. Therefore, students at Rayville Junior High School are expected to conform to the following dress code:

1. Students can wear sweat pants, jogging suit, or wind suit that fit properly.
3. **All pants, slacks, and skirts will be worn at the normal waistline.**
4. Girls can wear capris
5. Mid drifts will not be exposed.
6. Shower caps, or stockings will not be allowed.
7. Appropriate cultural head wraps maybe worn hijabs, African, etc.
7. All clothing should be in good condition. **Clothing that is dirty, has holes, rips, tears or excessively worn/faded will not be allowed.**
8. All buckles, belts, laces, and strings shall be tied and/or fastened.
9. **No offensive or profane advertisements, slogans, symbols, language, or pictures shall be worn. This includes buttons, pins, patches, badges, or tattoos.**
10. **Hair must be clean, neat and well groomed.**
11. **Rollers, pins, nets, combs, brushes, or picks are NOT allowed to be worn in the hair.**
12. **No distracting or unnatural colors shall be worn in the hair.**
12. Excessive jewelry will not be allowed. No more than 2 rings, 1 bracelet, 1 necklace, 1 earring in each

ear worn in the lobe.

13. Shoes must cover the entire foot. No open toe or open heel shoes may be worn (only on special occasions may girls wear dress/formal shoes with open toe or heel).

14. **No slippers, flip-flops, (Sliders can be worn on spirit days)**

16. No see through, netted, or opaque clothing will be allowed.

17. All clothing is to be worn right side out.

18. **No tight, form fitting lycra, hip huggers, leggings, or stirrup pants will be allowed.**

19. Only the top button of any shirt may be left unbuttoned.

20. Hoods are not to be worn on heads in the buildings.

21. Blue Jeans with holes in them must not have holes near intimate areas of the body.

AA. SHOES:

Boys and girls at Rayville Junior High School are required to wear the following footwear:

1. Shoes requiring laces must be laced up.
2. Sandals can be worn with strap across the back.
3. No Flip Fops!
4. No High Heels!
5. Boots are allowed. It is suggested to be seasonal appropriate.
6. Cowboy boots are allowed

BB. BOYS UNIFORM DRESS CODE:

1. Braids can be worn (neatly and clean)
2. No tight or see through clothing
3. Belt must be worn with pants requiring a belt
4. No oversize/sagging pants
5. No hair picks or combs in hair
6. Sun shades cannot be worn inside school buildings
7. No hood on heads while in the building

CC. GIRLS UNIFORM DRESS CODE:

1. No jacket or sweat top can be worn tied around the waist.
2. Capris are acceptable.
3. Girl are allowed to wear braids (clean and well maintained)
4. Girls are not allowed to wear tight clothing, see through clothing or low top blouses. Only one button can be unbutton on shirts/blouses
5. **Large/oversized purses and bags are not allowed!**
6. No combs/picks allowed in the hair.

7. Sun shades cannot be worn inside school buildings.

DD. SPECIAL DRESS DAY:

The principal or her designee may on special instances reward the student body or selected students by allowing on certain days a variation in colors, college day, NFL day, etc. The principal or her designee will determine if any dress code concern is a disruption to the school environment and thus not be allowed.

Students that violate the code of proper conduct and dress will not be allowed to participate in the Special Dress Day. Teachers will advise a student of a dress code violation and expect immediate correction. If the correction is not or cannot be made immediately, the student will be sent to the office. Parents will be called to bring appropriate attire when needed.

Corrective action will be implemented when the student refuses to conform to the dress code and if the student habitually violates the dress code. Dress code consequences will grow in severity for each repeated violation.

XXIII. Extracurricular Activities, Clubs, and Sports:

It cannot be emphasized strong enough that participation in extracurricular activities, clubs, and sports is a privilege. **At Rayville Junior High School academics come first!**

Any part of participation or total participation in extracurricular activities/events can and will be denied or suspended due to serious behavior violations and /or failure to maintain acceptable academic standings.

Being a Rayville Junior High School Hornet has a long tradition of excellence in behavior and respectfulness toward others. The green and gold that you wear shows people who you are and where you are from. Students should remember the excellent tradition of our school and represent themselves, our school, town, and community by upholding this proud traditions.

AA. PEP SQUAD: All students are eligible for the Pep Squad as long as they passed academically the previous year. To maintain participation on the Pep Squad the following criteria must be met: Student must maintain at least a 2.0 GPA

1. Student cannot have an F in math or ELA
2. Students suspended from school for disciplinary actions will be disqualified for the remainder of the school year from participation in the Pep Squad and may NOT attend Cheerleader tryouts in the spring.

BB. CHEERLEADERS: Cheerleaders are considered to be leaders in the school. Therefore, students that choose to participate in cheerleading will be held to high standards both academically and socially. To participate the following criteria must be met:

Try Outs:

1. Grades must be 2.0 GPA with no more than one F the entire year.
2. No disciplinary actions that lead to an Out-of-School suspension.
3. No more than three behavior referrals that resulted in detention.

Selection to Squad

1. Student Must meet all try out criteria.
2. Student Must return signed consent form that will detail information concerning cost for equipment and supplies, etc.
3. Student Must meet judging criteria. This will be supplied to students and parents before try outs.
* Judges
4. Decisions concerning selection to the squad will be final.
5. The number of cheerleaders on the squad will be determined on a natural numerical break on the judges score.

CC. BASKETBALL, FOOTBALL, SOFTBALL AND TRACK: Participation on an athletic team is a competitive selection and honor. Players are selected upon the following criteria:

1. The limited supply of equipment and coaching personnel.
2. Physical approved health and sound body.
3. Proper proof of insurance, parental permission, and proper age via birth certificate.
4. Athletic ability, size, coordination, and endurance.
5. Sportsmanship, determination, and respect.
6. Parents and Students will follow all procedures and guidance given by the Athletic Director

DD. SCIENCE/EXPLORER CLUB ;

The science/ex club is for students that show interest in the world of science. The science/explorer club meets each month to plan fundraisers, experiments, field trips, and the end-of-the-year trip. Members are expected to meet and maintain strict conduct and academic requirements. Some financial requirements are part of the club activities. See Ms. Shonnette Williams for official rules, guidelines and requirements. Parental support and communication are required for participation in the club.

EE. BETA CLUB : Beta Club is a very selective honor and service organization in many schools across America. Rayville Junior High School host one of the strongest Beta Clubs in the State. Students are selected based on their outstanding academic achievements, character, and conduct. Club meetings are held each month to plan public service projects. Very strict requirements are set for selection and active membership. The ceremony for induction into the Beta Club is a closed ceremony for only the selected students and their families. Please contact Mr. Torrie Britton for information.

FF. 4-H CLUB:

The 4-H club meets once each month. This organization is a character building program that promotes leadership, animal hobbies, crafts, and teamwork. Members elect officers that help plan activities and meetings. Please contact Mrs. Tammy Wilson for further information.

GG. STUDENT AMBASSADORS:

Students will be selected by their homeroom teachers to be school ambassadors. They will serve as ushers, greeters, and student spokespersons for the school. Please contact Mrs. Amanda Stein for information.

HH. FIELD TRIPS:

All students in good standing will be considered for field trips. Parental permission forms are always required. Usually a fee for transportation, admission and meals are required. Parents are encouraged to volunteer as chaperones. Students that are not in good standing with the school and/or sponsoring teacher(s) will not be allowed to participate in Field Trips sponsored by RJHS. *Please note: During the COVID-19 Phases I, II, & III, field trips are encouraged to be virtual.*

XXIV. SCHOOL PERFORMANCE The overall success at Rayville Junior High School is dependent upon each component giving its best each and every day. These include students, parents, teachers, staff, bus drivers, community and civic leaders. Together we can strive for excellence and make it a reality each and every day! We are counting on each of you to help us meet our school's expectations. *Due to school closures in the Spring of 2019, there is not a school performance for the past academic year.*

XXV. CHALLENGES:

- Improve Student Attendance
- Reduce Number of Student Being Late to School
- Increase School Performance Scores
- Increase Parental Involvement
- INCREASE ENROLLMENT

XXVI. COMMITTEE ASSIGNMENTS/COACHES

SCHOOL LEADERSHIP TEAM

NETTIE RANEL
AMANDA STEIN
HEATHER CHAPPELL
JENNIFER CARDIN
HEATHER CHAPPELL
NANCY ABSHER

PRINCIPAL
ASSISTANT PRINCIPAL
INSTRUCTIONAL COACH/ELA
MATH LEAD TEACHER
ELA LEAD TEACHER
SPED LEAD TEACHER

TURANCY
SBLC/504
PBIS
LIBRARIAN

AMANDA STEIN
JENNIFER CARDIN
TAMMY WILSON
SYLVIA JONES

COACHES

ATHLETIC DIRECTOR

ANTUWAN JAMES

GIRLS BASKETBALL
BOYS BASKETBALL
FOOTBALL
TRACK/BOYS/GIRLS
CHEERLEADERS

A. JAMES/
ANTUWAN JAMES
ANTUWAN JAMES/DEREK WILHITE
DEREK WILHITE
JENNIFER CARDIN

PTO PRESIDENT

ELLA MASSEY

APPENDIX:

SCHOOL SUPPLY LIST
RJHS PARENT COMPACT
COVID-19 GUIDELINES/BEST PRACTICES
SOCIAL ISOLATION/QUARANTINE RECOMMENDATION
SCHOOL BASE HEALTH CLINIC FORM
LSHAA SPORTS PHYSICAL FORM
STUDENT ENROLLMENT FORM



*RAYVILLE JUNIOR HIGH SCHOOL IS COMMITTED...
GOING FROM
"GOOD TO GREAT!"*

**"Together WE can Achieve Great Success!"
"Yes, We Can!"**