

# RAYVILLE ELEMENTARY SCHOOL

#1 Learning Place  
Rayville, La. 71269

## 2021-2022 Student Handbook

**Mrs. Elycia Hill, Principal**  
**Mr. Lent Bursey, Assistant Principal**



This student handbook is intended to serve as a guide to policies, procedures, and the daily operation of Rayville Elementary School. Please take the time to read the handbook and become acquainted with its entries. If you have any questions, or are unclear on any portion of this handbook, please contact any member of the leadership team.

**RES Leadership Team Contact Information:**

Principal: [eshill@richland.k12.la.us](mailto:eshill@richland.k12.la.us)  
Assistant Principal: [lbursey@richland.k12.la.us](mailto:lbursey@richland.k12.la.us)  
Instructional Coach: [ccasey@richland.k12.la.us](mailto:ccasey@richland.k12.la.us)  
Parental Engagement Facilitator: [mwhite@richland.k12.la.us](mailto:mwhite@richland.k12.la.us)  
[mclark@richland.k12.la.us](mailto:mclark@richland.k12.la.us)

### **Principal's Message**

*Welcome to Rayville Elementary School! I am extremely honored to have the opportunity to serve your child and the Rayville Elementary community! 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 with teachers, parents, students, & community stakeholders. We also 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 instructional decisions*
- (e.) Address state content standards through consistent implementation of Tier 1 curriculum in a rigorous manner*
- (f.) Using technological devices as a tool*

*As your Principal, it is important to me that every member of our RES family feels welcome to share in the mission & vision of our precious school! This attitude enables us to meet the challenges of "Reaching Academic Excellence" in an inclusive and nurturing environment.*

*Please feel free to email me at [eshill@richland.k12.la.us](mailto:eshill@richland.k12.la.us) at anytime for any questions. 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! Go Hornets!*



*Best Regards,  
Elycia Hill, Principal*

### **Vision Statement:**

**Rayville Elementary School...Reaching Academic Excellence for all Students!**

**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 & Good Health  
Active Supervision  
Effective Communication  
Relationships  
Accountability

**Motto**

High Expectations for All!

**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.

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 Gaggle.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: \_\_\_\_\_

\_\_\_\_\_

**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. See-through shirts, or tank tops shall not be worn.
3. Neatly trimmed facial hair may be worn as determined by the administration.
4. Sideburns shall not extend below the bottom of the ear lobe.
5. 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 insure children's privacy. In a family with children in school where the father and mother do not live together, the father would register a login ID and the mother would register a login ID if both wish to be able to log into the system to track each child's progress.

### Using the Parent Command Center:

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

2) Register a New User.

➤ Enter information asked for by the registration form (required information is highlighted in red).

➤ Click the Submit button to continue with the registration process.

➤ **Information must match the record at school.**

3) Register login and password

✦ Enter a username and a password that will be used to log into the Parent Command Center.

✦ Enter 2 security questions and answers.

✦ Click the Submit button to continue with the registration process.

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

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

5) Click the login button.

6) Log in using the username and password you just created. Your child's name and student number should be seen.

NOTE: *The student number is randomized within our school district and is not used anywhere else for any purpose. Therefore, it is not private information.*

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

✦ Click the Link Students button on the student select screen of the Parent Command Center.

✦ Enter the first name, last name, SSN, and birthday of the student you want to add to this account (All information must match the information reported to the school). Click the Submit button to continue.

✦ Once a student with the entered information is found click the Link To Student button to link this student to your account.

✦ A page saying "Successfully linked parent to student" will be displayed. Click the Close Link Page button to return to the student select screen of the Parent Command Center.

✦ In order to see the new student that has been linked to this account you must click the Logout link at the bottom of the screen to log out of the Parent Command Center.

✦ Log back into the Parent Command Center and now you will be able to see all students that have been added to this account.

### Navigating the Parent Command Center:

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

➤ Attendance information includes all years that the student has been in the JPAMS system.

➤ The *Grades* tab gives the current grade average.

➤ The *Progress* button is where you view the detailed list of graded assignments. Each time a teacher adds a grade, it can immediately be viewed here.

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

### Frequently Asked Questions:

#### I can't create a login:

*Make sure you are using the first name, last name, and 5-digit Parent Security Number given to the school. If you are sure*

*it is correct, contact the school(s) to verify.*

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

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

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

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

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

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

How often is the Parent Command Center information updated?

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

## 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.

***Rayville Elementary School***

***2021-2022***



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

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

### **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:**

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

*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:

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

- How to work with educators to improve the achievement of their child.

*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 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 be recognized and rewarded during our Scholar's Breakfast each 6 weeks for good conduct, honor roll, iReady award, and perfect attendance.
- 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 make all A's and A/B in conduct all year will have the opportunity to participate in a specially planned 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.

**Minor Infraction**

1<sup>st</sup> Offense- Verbal Warning

2<sup>nd</sup> Offense – 1 Day Loss of privilege and Parental Contact (Documented)

3<sup>rd</sup> 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 insure 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. 3<sup>rd</sup>.

Please review these expectations & procedures with your child.

**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 co-operatively**

**with us to make your child's success in school possible.**

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 administering 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:

- |                         |  |
|-------------------------|--|
| 1. Detention            | 4. Corporal punishment   |
| 2. In-school suspension | 5. Other disciplinary measures considered necessary <sup>7</sup> |
| 3. Suspension           |  |

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

- |   |  |
|---|--|
| 1. are guilty of willful disobedience   | 8. cut, deface, or injure any part of public school buildings, any property belonging to the buildings or any school buses |
| 2. treat with intentional disrespect any school personnel                                 | 9. write profane or obscene language or draw obscene pictures on school property   |
| 3. make against any school personnel an unfounded charge                                  | 10. throw objects liable to injure others  |
| 4. use profane language   | 11. instigate or participate in fights while under school supervision  |
| 5. are guilty of unmoral or vicious practices or of conduct injurious to their associates | 12. violate traffic and safety regulations   |
| 6. use tobacco, tobacco products, or who possess or use alcoholic beverages or drugs      | 13. leave the classroom during class hours or detention without permission   |
| 7. disturb the school and habitually violate any rule                                     |  |

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li>14. leave the school grounds without permission</li> <li>15. are habitually tardy or absent</li> <li>16. violate school policies on grooming and dressing</li> <li>17. steal from classmates or from school personnel</li> </ul> | <ul style="list-style-type: none"> <li>18. attend a school function when intoxicated</li> <li>19. are convicted of a violation of any city, parish, or state law</li> <li>20. possess, use or operate any electronic telecommunication device, such as pagers or beepers</li> <li>21. commit any other serious offense</li> </ul> |
|---|---|

**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.

## 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 Committee 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 2:50. 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 2:15pm.**

- **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 7:50. **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.

### **\*\*\*NO BUS CHANGES ALLOWED\*\*\***

Due to the extreme over-crowding 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 Wednesday. When the folder comes home, please check for academic progress, 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 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.

## 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 3<sup>rd</sup> grade - 5<sup>th</sup> 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

**RES CALENDAR OF EVENTS- DATES TBA**

Back to School Parent Night

Grands & Grits

Fall Pictures

Red Ribbon Week

Fall Festival

Veterans' Day Program

Picture Retakes

Christmas Program

Moms & Muffins

Spring Family Night

Dads & Donuts

All A Field Trip

A/B Field Trip-

Field Day

Pre K Graduation

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## Kindergarten Graduation

## What is a School-Parent Compact?

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

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

### How can you get involved?

- Join the Parental Action Committee. Meetings are held four times each year where parents and staff can review the school's improvement plan, family engagement policies, and parent nights.
- Attend our annual Back to School Night. At this meeting, you can find out about the requirements of the Title 1, Part A program. An explanation of this policy is also included in the school's handbook.
- Attend our parent nights twice each semester to learn about the school's goals and objectives for our students, the various curricula and assessments used by the school, the Louisiana State Student standards, and the LEAP 2025 state assessments.

## "RHS Academic Nights"

You, as a parent of a student at RHS, have the opportunity to learn about our school through the

### "RHS Academic Nights" Program

Twice each semester, Rayville Elementary School will host a family engagement event that will provide parents with the opportunity to gain a better understanding of the curriculum, the state standards, their child's progress, and the school and state assessments. They will also learn curriculum "How To's" presented by knowledgeable students and faculty members.

We will have a great time set aside for learning and fellowship!

## Communication about Student Learning

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

- Newsletters and flyers
- Website
- Facebook Page
- Progress Reports/Report Cards
- Individual student report about your child's performance on the State assessment. WebPAMS for each student.

## Our Goals for Student Achievement

The Richland Parish School Board and Rayville Elementary School are committed your child's learning.

### District Goals

Richland Parish will provide:

1. rigorous, state-approved curricula
2. certified instructors
3. positive learning environment

### School Goals

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

1. an improved, standards-aligned curriculum for students that meets the criteria to be the highest rated curriculum in the state
2. training for our teachers on the use of this curriculum
3. skillful curriculum use
4. high expectations
5. demonstration of student learning

## Parent Responsibilities:

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

*Education is the key to success in life, and teachers make a lasting impact in the lives of their students.*

*- Solomon Ortiz*

## Student Responsibilities:

1. Bring all materials and completed assignments to class each day and actively participate in my learning process.
2. Ask for help when I need to and participate in activities offered to support my learning.
3. Study regularly and complete required assignments to the best of my ability.
4. Deliver to my parents all school communications that concern my academic progress.

## School Responsibilities:

1. Ensure quality classroom instruction aligned to Louisiana Student Standards
2. Provide students an individualized plan of study that puts them on a pathway to post-secondary success
3. Monitor student academic progress to guarantee successful high school completion
4. Nurture students' intellectual, moral, and physical growth

# Rayville Elementary School



**School-Parent  
Compact  
for  
Achievement**

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

*124 Learning Place  
Rayville, LA 71269  
(318) 728-3296*

*Principal: Elycia Smith-Hill  
Assistant: Lent Bursey  
Secretary: Elisa Mack*

