

# **RAYVILLE ELEMENTARY SCHOOL**

**124 Learning Place  
Rayville, La. 71269  
(318)728-2029**

## **Student Handbook 2024-2025**



**Elycia Hill  
Principal**

**Christina Casey  
Assistant Principal**

*#TagMeIn2LevelUp*



## **Vision Statement:**



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

## **Mission Statement:**

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

## **Principal’s Principles:**

Safety  
Active Supervision  
Effective Communication  
Relationships  
Accountability

## **8 Hornet Habits**

## **Motto**

High Expectations for All!  
#TagMeIn2LevelUp  
#Forever a Hornet

## **General Objectives**

- Promote a safe, nurturing and positive learning environment for all students.
- To ensure that every student strives to meet and exceed academic standards and increase proficiency levels.
- To provide programs that will build positive school, family and community partnerships.

## **Rayville Elementary School Pledge**

Today I will do my best.

I will listen.

I will follow directions.

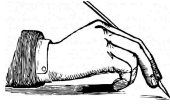
I will be honest.

I will respect the rights of others.

I can learn.

I will learn.

You see, it's all up to me.



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

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

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

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

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

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

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

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



*Best Regards,  
Elycia Hill, Principal*



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

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

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

- Use of Internet Regulations (Handbook)
- Use of Gagle.Net Email (Handbook and Separate Form)
- Rayville Elementary School Compact (Handbook and Separate Form)
- Rayville Elementary School Family Involvement Policy (Handbook)
- Family Educational Rights and Privacy Act (Handbook and Separate Form)
- School Bus Rules and Consequences (Handbook and Take Home Folder)
- Discipline in Richland Parish Schools (Handbook and Take Home Folder)
- Discipline/Codes of Conduct at Rayville Elementary School (Take Home Folder)
- Rayville Elementary School’s Classroom Rules and Consequences (Handbook and Separate Form)
- Pupil Progression (Handbook)
- Attendance (Red Folder and Handbook)
- Rayville Elementary School’s Dress Code (Take Home Folder and Handbook)

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

Thank you for your support,

\_\_\_\_\_

Parent’s Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Student’s Signature

\_\_\_\_\_

Teacher’s Signature

Comments: \_\_\_\_\_

\_\_\_\_\_

## **Title I Right to Know**

# **Notice to Parents**

To: All parents of students attending Rayville Elementary School

From: Richland Parish School Board

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

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

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

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



**Opt-Out Form - Directory Information**

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

Rayville Elementary School 124 Learning Place Rayville, LA 71269

Student’s Name \_\_\_\_\_

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

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

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

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

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

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

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

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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

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

**Please sign and return**

## **STUDENT DRESS CODE**

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

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

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

The following guidelines are required:

### **ALL STUDENTS**

1. Walking shorts may be worn in junior high through grade 12. Walking shorts must reach the middle of the knee when worn at the proper waistline. Shorts which do not create disturbances and substantially interfere with the work of the school may be worn in elementary grades.
2. Jogging suits and sweatpants shall not be worn in grades 4-12. Warm-ups with pockets, straight or flared bottoms may be worn.
3. Overalls shall be worn with all straps fastened over the shoulder and buttoned completely on all sides. Some type of shirt will be worn under overalls.
4. All skirts and pants shall fit at the normal waistline. Oversize clothing shall not be permitted; neither shall extremely tight clothing be permitted, as determined by the principal or his/her designee.
5. Pants legs shall not be rolled above the ankle, or cut or frayed above the ankle, and both pants legs shall be worn the same length. Belts shall be worn with all pants which have belt loops in grades 6-12.
6. Sunglasses, hats, or caps shall not be allowed at school. Hoods shall not be worn inside a building on a school campus. Caps may be brought to school as part of a school team uniform. These caps shall not be worn during the school day.
7. Clothing with holes, rips, or tears may be worn if skin is not exposed.
8. All buckles and laces shall be fastened or tied. Laces shall be worn in shoes with eyelets.
9. Students shall not wear clothing (including buttons, patches, and badges) advertising alcoholic beverages, tobacco products, or drugs and/or containing inappropriate or controversial language or messages or inferences which create disturbances and substantially interfere with the work of



the school or impinge on the rights of other students.

10. Hair must be neat, clean and well groomed. Scarves, rollers, pins, nets, sweatbands or other similar head apparel shall not be worn on the head.
11. Numbers, symbols, words, patterns, or phrases shall not be worn (cut) in students' hair if deemed offensive, obscene, gang-related, or cause a disruption of the learning environment by the administration.
12. Only mesh or clear book bags can be brought to school in grades K-12.
13. No pajama pants may be worn to school.
14. Footwear shall be part of the regular attire. Shoes shall be without metal tips or cleats. Shoes with wheels shall not be worn.
15. The neck opening of a shirt shall not exceed the equivalent of the second button of a dress shirt.

## **MALES**

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

## **FEMALES**

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

## **DRESS CODE VIOLATIONS**

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

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

## Directions to Check Student Grades Online

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

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

### Using the Parent Command Center:

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

2) Register a New User.

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

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

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

3) Register login and password

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

✦ Enter 2 security questions and answers.

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

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

NOTE: Be sure you write down the information you entered, since it is completely private and cannot be retrieved, even by school personnel. However, if you do forget your password, then you can click *Forgot 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 not sure if 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.*

**Rayville Elementary School  
Receipt of Student Policy Handbook  
2024-2025**

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

Thank you,  
RICHLAND PARISH SCHOOL SYSTEM

This is to certify that I have received and read a copy of the Student Handbook for the 2024-2025 school year.

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

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

Date

Student Name (Please print)

**Parent or Guardian:**

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

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

\_\_\_\_\_  
Date

Please sign and return

**School Parent and Family Engagement Policy**

In support of strengthening student academic achievement, 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.*

- **Parent Accommodations**



Rayville Elementary School will offer a flexible number of parent and family events. Rayville Elementary will also make home visits and provide childcare services (when available) during parent center events to enable parent involvement.

- **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*

## School-Parent Compact



2024-2025

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

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

## **OUR GOALS FOR STUDENT ACHIEVEMENT**

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

### **DISTRICT GOALS**

Richland Parish will provide:

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

### **SCHOOL GOALS**

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

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

### **STUDENT GOALS**

- Student led parent teacher data conferences

### **PARENT GOALS**

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

### **HOW PARENTS CAN GET INVOLVED**

1. Join the Parent Action Committee. Meetings are held four times each year where the parents and staff can review the school improvement plan, family engagement policies, and parent nights.
2. Attend our annual Back to School Night. At this meeting, you can find out about the requirements of the Title 1, Part A program. An explanation of this policy is also included in the school’s handbook.
3. Attend our parent nights twice each semester to gain a better understanding of the curriculum, the state standards, their child’s progress, school and state assessments, learn curriculum “how to’s” presented by knowledgeable teachers, and other community leaders.

### **COMMUNICATION ABOUT STUDENT LEARNING**

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

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

School

Parent(s)

Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**Please sign and return**

**Richland Parish School District Notice of School-wide**

**Title I Program Eligibility**

2024-2025

School Year

Rayville Elementary School

Dear Parent/Guardian:

We have been notified that our school qualifies to receive federal funds under the *No Child Left Behind Act of 2001, Title I, Part A*, for the above indicated school year.

Our school is eligible for the following:

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

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

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

Sincerely,

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

## ***DISCIPLINE POLICY***

*Our Commitment at Rayville Elementary School is to provide a sound educational experience for your child. This demands that we have an orderly school climate.*

*The following discipline plan has been established and will be enforced.*

*Classroom Rules:*

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

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

***Be Responsible***  
***Be Respectful***

### ***Be Safe***

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

- Students will receive ice cream in the cafeteria for conduct, honor roll, academic honor roll, and perfect attendance at the end of each six weeks.
- Students who show good behavior, manners, and respect to others will receive Hornet bucks to spend in the Hornet store at the end of each six weeks.
- Students who receive an A in conduct in their red folder each week will be allowed to participate in planned activities and will also receive a cookie coupon.
- Students who make all A's and A/B in conduct all year will have the opportunity to participate in a field trip at the end of the year.
- Students whose names are drawn weekly from star jar will win prizes.

#### **SWPBIS- DoJo points, concessions items, and game room privileges**

##### **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 – Written Assignment and B in Conduct Grade

2<sup>nd</sup> Offense – 1st Loss of Privilege and C in Conduct Grade

3<sup>rd</sup> Offense – 2nd Loss of Privilege, Parental Contact and D in Conduct Grade

4<sup>th</sup> Offense – Office Referral and F in Conduct

\* All infraction forms *MUST* be written behaviorally.

\* The office may not follow the consequences listed if the student is not properly supervised or if the incident is not witnessed by an adult.

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

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

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

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

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 with us to make your child’s success in school possible EVERY DAY!.**

**Student Signature**

**Parent Signature**

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## **Disruptive Behavior**

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.

Disruptive Behavior defined:

Anyclassroom behavior that prevents a teacher from teaching or students from learning.

### **Examples:**

Disrespectful behavior: Harassing, coercing, or abusing others

Threatening behavior: Physical threats, violence, or threats to harm property

Distracting behavior: Talking without being recognized, interrupting others, or engaging in other activities

Disobeying expectations: Not following classroom expectations or instructions, or refusing to comply with teacher directions

Frequent infractions of the school/classroom expectations will warrant disciplinary measures such as the following:

Detention

1. In-school suspension
2. Suspension
3. Corporal punishment (with written parent approval)
4. Other disciplinary measures considered necessary

Students exhibiting these behaviors may be removed from the classroom environment. After removal of a student three times, a parent-teacher conference may be required before the student is allowed to return. Classroom removal may lead to lost learning and ultimately affect overall student academic performance.

**Principals may suspend from school or suspend from riding on any bus students who:**

1. are guilty of willful disobedience
2. treat with intentional disrespect any school personnel
3. make against any school personnel an unfounded charge
4. use profane language
5. are guilty of immoral or vicious practices or of conduct injurious to their associates
6. use tobacco, tobacco products, or who possess or use alcoholic beverages or drugs
7. disturb the school and habitually violate any rule
8. cut, deface, or injure any part of public school buildings, any property belonging to the buildings or any school buses
9. write profane or obscene language or draw obscene pictures on school property
10. throw objects liable to injure others
11. instigate or participate in fights while under school supervision
12. violate traffic and safety regulations
13. leave the classroom during class hours or detention without permission
14. leave the school grounds without permission
15. are habitually tardy or absent
16. violate school policies on grooming and dressing
17. steal from classmates or from school personnel
18. attend a school function when intoxicated
19. are convicted of a violation of any city, parish, or state law
20. possess, use or operate any electronic telecommunication device, such as pagers or beepers
21. commit any other serious offense
22. Prohibited use of cell phone while riding school bus

**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

**CELL PHONE/ ELECTRONIC DEVICE POLICY**

*If a student brings an electronic telecommunication device in any public elementary or secondary school building or on the grounds thereof during an instructional day, the electronic device shall either be turned off and properly stowed away for the duration of the instructional day or prohibited from being turned on and used during the instructional day.*

***Expectation:***

*Any student possessing an electronic device on his person, shall surrender the device to the homeroom teacher upon entering the classroom at the beginning of the school day. Homeroom teachers will secure the phone in a locked cell phone safe. Cell phones will be returned to students at*

*the end of the school day. A student's failure to surrender a cell phone will be subject to disciplinary actions.*

Cellphones on RPSB Bus- Must be out of sight, out of mind. If not, subjected to discipline policy.

### EXCEPTIONS

Exceptions shall be as follows:

1. Devices required for medical reasons (as noted by a physician) and acknowledged by the principal.
2. Devices for emergency purposes such as ambulance or fire services (see #3).
3. Any approved electronic device must have prior approval of the school principal before being used by a student during instructional school hours of operation or on a school bus while traveling to or from school.

### DEFINITIONS

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

Revised: October 14, 2003

Revised: May 10, 2006

Revised: September 13, 2010

Revised: July 2024

Ref: La. Rev. Stat. Ann. §§ 17:239, 17:416, 17:416.1, 17:416.13

Board minutes, 10-14-03, 5-10-06, 9-13-10

Richland Parish School Board

## ***Internet Use Regulations***

***The Richland Parish School Board provides access to the Internet to students, teachers, staff, and administrators. The Internet is a very exciting educational tool, which can greatly benefit schools.***

***Research, collaborative learning, and exchange of educational ideas and information are regularly pursued on the Internet. The Board believes that there are appropriate regulations to maximize effective educational use of the Internet and minimize abuse of the opportunity being provided to our schools. Ethical, efficient, and legal use of any network is the key to a successful linkage with the internet. Accordingly, regulations for participation by anyone on the Internet shall include but not be limited to the following:***

1. Users must demonstrate honesty, integrity, and respect for others at all times. Appropriate manners and language shall be required.



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

## **Parent Waiver**

I, \_\_\_\_\_ understand that my child has been given an email account Richland Parish. This account is provided by Gaggle.Net, and supports the Children's Online Privacy Protection Act (COPPA) and the Children's Internet Protection Act (CIPA). I understand that the district has determined what features my child has access to, which may include email, homework drop boxes, message boards, chat rooms, blogs, and digital storage lockers. I understand that all email messages and postings will be automatically filtered for inappropriate words and images, and that any messages determined to be questionable will be diverted to my student's email administrator for review. Consequences for

misuse of email will be determined by the district, and may include restrictions, loss of privileges, or other disciplinary action. I further understand that my student’s administrator can view my student’s email account and digital locker at any time. While Gaggie and the district use a variety of measures to protect its users, no system will stop 100% of inappropriate content. Gaggie and the district accept no responsibility for harm caused directly or indirectly by its use.

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

Student Name (**PRINT**):

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

Student Signature:

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

Parent/Guardian Signature:

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

School: \_\_\_\_\_

Grade: \_\_\_\_\_

**Please sign and return**

### **Parental/Guardian Consent for Publicity and Photo Release Form**

Rayville Elementary’s school site may be found at: <http://www.richland.k12.la.us>

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

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

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

locations and times of class trips.

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

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

Thank you,

Elycia Hill, principal

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

Student's Grade: \_\_\_\_\_

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

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

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

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

## Parent's Night

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

## Parent Center

The RES Leadership Team has established a "parent center" where parents will be able to receive standards based learning from teachers and 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. Parent Center Facilitator- Mrs. Dee Swain 728-2029

## Traffic Rules

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

The following rules are for the safety of everyone.

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

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

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

A student is tardy after the bell rings at 7:30 **The only excused tardy is a medical note.** Students must report to the office when arriving after the morning assembly has been dismissed. According to Act 745 of the Louisiana State Legislature, 5 tardies constitutes a child as being truant and subject to the penalties of the law.

## Bell Dismissal

2:55- Car Riders

3:00- First Bus Load Students

3:02- Second Bus Load Students

3:09- Third Bus Load Students

After the buses leave- Walkers are dismissed

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

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

Due to the extreme overcrowding of our buses, there will not be any bus changes allowed. The safety of your child(ren) is of utmost concern for us and unfortunately we are unable to approve anyone to ride a bus other than their assigned bus at this time. The only exception is for students who attend after school tutoring, walking, and car riders. We apologize for any inconvenience this may cause. Please make other arrangements for your child's transportation should the need arise. Please do not send in bus notes by your child. These will not be able to accommodate these changes. Bus changes/additions for riders will NOT be allowed.

## Honors and Awards

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

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

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

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

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

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

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

## Safety Drills

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

## Take Home Folders-HORNET FOLDER

Monday Folders- will be sent home each week *and include a weekly newsletter from your child's teacher to inform you of topics being covered for the week, material to study, upcoming test, & homework assignments.*

*Wednesday- Will be **HORNET FOLDER Day!** will be sent home every Wednesday.*

*Monday's Folder will include student achievement reports, progress reports, report cards, conduct sheets, and school events or announcements will also be located in this folder on Wednesday . Please ask your child for these folders each Monday & Wednesday.*

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

## Special Occasions

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

## NEW LETTER GRADE SCALE

As of August 1, 2024, Louisiana public schools, including charter schools, are required to use a uniform 10-point grading scale:

- A: 100–90
- B: 89–80
- C: 79–70

- D: 69–60
- F: 59–0

## **RICHLAND PARISH SCHOOL BOARD**

Important Dates to Remember:

**2024-2025 School Calendar**

[Link to Calendar](#)

**District Family Engagement Meeting**

September 26 at Richland Arts Center

**Graduation Dates:**

(Dates are tentative, and subject to change)

5th Grade Graduation- May 19th

Pre K Graduation- May 20th

Kindergarten Graduation- May 20th

Awards Day- May 21st

## RES CALENDAR OF EVENTS

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



Kindergarten Graduation	May
Awards Day	May

### **Testing Schedule: Spring 2025**

<b>Grade Level</b>	<b>Assessment</b>	<b>Delivery Method</b>	<b>Test Date</b>
K-2	End of the Year Literacy Assessment	Computer Based	April 25-May 26 (window)
3rd	LEAP, ELA, Math, S.S	Computer Based	April 28th- May 5th
3rd-8th	LEAP, ELS, MATH, SS	Computer Based	April 28th- May 5th

## Initial Notice and Consent Regarding Medicaid Reimbursement

**NOTICE**

The Louisiana Department of Health and Hospitals (DHH) Medicaid program allows school districts to request reimbursement for costs associated with provision of certain IEP related services. These services include occupational and physical therapy, speech pathology, behavioral health services, nursing services, and special transportation. Schools are required to provide notice and to obtain consent from a parent before accessing a child's Medicaid benefits.

Richland Parish School Board seeks your consent to disclose personally identifiable information about your child to Louisiana Medicaid to access reimbursement for the IEP/Medicaid covered health services that are provided at school. In order to submit claims for IEP/Medicaid covered services, the following types of records may be required: child's full name, address, date of birth, Medicaid ID, disabilities, types of services and dates of services delivered. This disclosure of information to Louisiana Medicaid and its affiliates and access to Medicaid reimbursement for the school district shall not result in any decrease in available lifetime Medicaid coverage, result in any cost to you or your family, increase any premiums or lead to the discontinuation of your child's benefits or insurance or create any risk of loss of your child's eligibility for home and community-based waivers based on total health-related expenditures.

You may withdraw this consent in writing at any time. If you refuse consent or withdraw consent to allow access to the Medicaid benefits, it will not relieve the school system of its responsibility to ensure that all required IEP services are provided at no cost to your child.

**CONSENT**

I hereby authorize Richland Parish School Board to disclose necessary information to Louisiana Medicaid in order to seek reimbursement for the IEP/Medicaid-covered health services provided to my child.

\_\_\_\_\_  
Name of Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent(s)/Guardian(s) Signature

\_\_\_\_\_  
Relationship to Student

## BEHAVIORAL HEALTH SERVICES FOR STUDENTS

The Richland Parish School Board recognizes the connection between a student's social, emotional, and mental well-being and the student's academic success. The School Board desires to assist students in developing the social and emotional skills needed for participation in the educational environment and society at large. In addition to any support services provided by the School Board, the School Board shall allow behavioral health providers to provide behavioral health services to a student at school during school hours if the student's parent or legal guardian provides a written request for such behavioral health provider and services to the Superintendent or Superintendent's designee, and all other requirements of La. Rev. Stat. Ann. §§17:173 and 17:3996, this policy, and any administrative procedures are met.

A behavioral health provider who provides services according to this policy shall:

1. Maintain general liability insurance coverage in an amount not less than \$1,000,000.00 per occurrence and \$1,000,000.00 per aggregate and provide a certificate of insurance naming the public school as the certificate holder.
2. Complete a criminal background check conducted by the Louisiana State Police and shall pay all related costs.

Behavioral health services shall be permitted during school hours if the student's parent or legal guardian presents a behavioral health evaluation performed by an evaluator chosen by the parent or legal guardian and the evaluation indicates that the services are necessary during school hours to assist the student with behavioral health impairments that the evaluator determines are interfering with the student's ability to thrive in the educational setting. A behavioral health evaluation presented by the parent or legal guardian of a student shall not be construed as an independent educational evaluation for purposes of determining if a student meets the criteria established for eligibility for special education and related services.

In addition, the parent or legal guardian of a student receiving services from a behavioral service provider shall be required to execute a *consent to release information* form between the provider and the School Board.

Behavioral health services may be provided during instructional time in English, reading, mathematics, and science if the School Board and the behavioral health provider mutually agree that it is in the best interest of the student.

The School Board shall not enter into a contract or an exclusive agreement with a behavioral health provider that prohibits the parent or legal guardian from choosing the behavioral health provider for the student. However the provisions of this paragraph shall not impair any existing contract on the effective date of this policy, or the renewal thereof.

The cost of all behavioral health services provided to a student shall be the sole responsibility of the parent or legal guardian, individually or through an applicable health insurance policy, Medicaid, or other third-party payor, other than the School Board, that has made funds available for the payment for the services provided.

While on a school campus, a behavioral service provider shall comply with, and abide by, the terms of any *Individualized Education Plan, Individualized Accommodation Plan, Section 504 Plan, Behavior Management Plan, or Individualized Health Plan* applicable to a student who is a patient of the provider. The services furnished by a provider shall be incorporated into a written treatment plan applicable to a student.

The School Board shall establish reporting requirements for a behavioral health provider related to the student's progress and student and school safety concerns as related to the student's educational program.

The Superintendent shall approve administrative procedures to provide for student safety and effective implementation of this policy.

The School Board may establish sanctions, including termination of a provider's authorization to provide services on any school campus, against a behavioral health provider for failure to comply with the provisions of this policy and associated procedures and/or any other School Board policy and procedures.

## DEFINITIONS

*Applied behavior analysis provider* shall mean a provider who is licensed, certified, or registered by the Louisiana Behavior Analyst Board and is in good standing to provide applied behavior analysis services.

*Applied behavior analysis services* shall include the design, implementation, and evaluation of systematic instructional and environmental modifications by an applied behavior analysis provider to produce socially significant improvements in behavior as described in the Behavior Analyst Practice Act.

Behavioral health evaluation shall include but not be limited to the following criteria:

- Diagnosis.
- Type of intervention.
- Length of intervention.
- Identification of a student's goals.
- Identification of impact of student behavior on a student's educational program.
- Recommendations for applied behavior analysis services.

*Behavioral health provider* shall mean a provider who is licensed by the Louisiana Department of Health or a health profession licensing board and is in good standing to provide behavioral health services in Louisiana including but not limited to a psychiatrist, psychologist, medical psychologist, licensed specialist in school psychology, marriage and family therapist, professional counselor, clinical social worker, applied behavioral analysis provider, or a behavioral health provider organization licensed to provide health services in Louisiana.

*Behavioral health services* shall include but not be limited to individual psychotherapy, family psychotherapy, psychotropic medication management, community psychiatric support and treatment, crisis intervention, and medically necessary applied behavior analysis services.

*Evaluator* shall mean a licensed psychiatrist, psychologist, medical psychologist, licensed specialist in school psychology, professional counselor, marriage and family therapist, clinical social worker, or applied behavioral analysis provider who is certified by the respective board of examiners in Louisiana to provide necessary evaluations and who is not an employee of the School Board or the Louisiana Department of Education.

No provisions of this policy shall be construed to supersede any of the following:

- 1.The authority of a student's Individualized Education Program Team or Section 504 Committee to determine appropriate services for a student pursuant to applicable federal and state.
- 2.The provisions of the *Behavioral Health Services Provider Licensing Law* or any regulation promulgated by the Louisiana Department of Health pursuant to that law.
- 3.The provisions of the *Behavior Analysis Practice Act*.

Recoded from JGCF: July 9, 2024

## Rayville Elementary School

### Universal Field Trip Permission Consent:

I give permission for my child to accompany Rayville Elementary School/ Richland Parish Schools and designated teacher chaperones on field trips that are planned or will be planned in the current school year.

I understand that I will be notified of any cost, the date, and time of departure and the anticipated return time(s). I understand that some field Trips will be spontaneous, but educational or positive behavioral in nature.

In granting permission, I assume responsibility for any damage to person(s) or property caused by my child while they are participating on a field trip. I agree that if it is necessary for my child to receive medical treatment during the course of the trip, I will be responsible for any and all relevant medical or dental costs.

I agree that if the behavior or health of my child should result in him/ her being sent home prior to the expected return time, I will be responsible for necessary arrangements and expenses. I agree that I will not hold Richland Parish Schools or Rayville Elementary School responsible for any loss of property included on field trips.

I \_\_\_\_\_ certify that I am the legal guardian of

\_\_\_\_\_ and I understand that all School Policies and Procedures, including Discipline and Behavior Principles and the field-trip specific principles outline above, will apply to my child while on School Sponsored Field Trips.

Parent Signature:

Date:

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## CORPORAL PUNISHMENT

**Option 1 \_\_\_ I give Rayville Elementary permission to paddle my child this 2024-2025 school year.**

**Option 2 \_\_\_ I do not give Rayville Elementary School permission to paddle my child this 2024-2025 school year.**

**If my child becomes disruptive to the learning environment, I opt to have my child suspended from school instead of receiving corporal punishment.**

\_\_\_\_\_  
\_\_\_\_\_/\_\_\_\_\_  
**Child's Name  
teacher/Grade Level**

**Homeroom**

\_\_\_\_\_  
**Parent Name**

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

**Date**

**Please sign and return**