

# RAYVILLE JUNIOR HIGH SCHOOL

225 Hwy 3048

Rayville LA 71269

Mrs. Amanda Stein, Principal

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

*One Dream, One Team, One Heart!*

*Students and Teachers Igniting, Inspiring, and Investing  
in the Next Generation!*

**2024-2025**

**Mission Statement:** Rayville Junior High School is forging a path to ensure all students who attend RJHS will leave with the skills, knowledge, and self esteem needed to complete high school without remediation and move forward into college or careers that allow them to be productive citizens. We are nurturing an environment that promotes individuality, potential, and compassion to mold strong students, a strong school, and a strong community.

**Vision Statement:** RJHS will empower students to grow where they are planted by fostering a culture where students are safe to be themselves, are given the opportunity to realize and believe in their potential and where students, parents, staff, and teachers work together to learn, grow, and evolve into productive citizens.



**“Expect Respect”**

## **Statement from the Principal** **2024-2025**

Every student has the ability to learn, some learn faster than others, some learn in different ways than others, but every single one can and will learn given the support and attention they need. We at RJHS make it our goal to be everything our students need when and how they need it.

Amanda Stein

I am determined! I am determined to build the best school, faculty, and staff that Rayville Junior High has ever seen. I do this because I believe, because I have faith, because it is my greatest desire to give our students the best and in so doing guide our students to be their very best. I have great love for this community of students, parents, and faculty and it is my dream to build a school together with each of you that we all support and proudly stand with. It is with this belief and strong faith in all of us that I greet each of you.

We have moved from the pandemic, but our students and staff still feel its effects in their lives. Many have suffered personal loss within our faculty, administration, community, as well as our student body. There has been so much uncertainty, but we have overcome, we have learned and we have adapted. As we begin a new year, education no longer looks as it once did here at Rayville Junior High, in Richland Parish, or anywhere else in the world. Therefore, I am committed to continuing to ensure that our school is safe for our students and staff. We will continue to closely follow all the guidelines and precautions necessary to complete our goals of educating our students while keeping everyone safe and healthy.

Our goal of developing a culture of mutual respect and academic success by forging strong, positive connections with students so they can achieve independence, build confidence, and gain

academic knowledge by providing rigorous instruction to produce college and career ready students will be forefront in our minds throughout this year.

The Dali Lama once said, “When educating the minds of our students, we must not forget to educate their hearts,” and that is what we are doing here at RJHS. Our students are ours 8 hours every day. Each member on our staff has a passion for education and a great love for our students here. We have worked tirelessly to create a staff that possesses the necessary skills, training, and certification to best serve our students. As a parent I would be confident and proud to have a teacher from RJHS as my child’s teacher.

As we begin this school year, I know it brings thoughts of excitement, anticipation, and even concern. It is one of our goals to minimize those concerns especially when it comes to providing a safe and productive environment for academic achievement and excellence.

The junior high years are a time of great social, emotional, intellectual, and physical change from adolescents to adulthood. In addition, junior high marks the transition from elementary to high school, so students experience increasing independence, as well as new responsibilities. Given all these factors, junior high is a very important and challenging time in the life of a student.

Our goals also include a prominent role for parental involvement in our school activities and projects. We would appreciate parents sharing their interests and level of involvement with their child’s teacher during back to school night or set up a time to meet with the teacher. Your child’s success and our school’s success depends on all of us! Each meeting will maintain the level of passion, commitment, support, and sincerity, our parents have been accustomed to.

Another way we can help everyone to be successful is by encouraging our students to obey school rules, guidelines, best practices, and to work hard. We know all of our students are capable of reaching the high expectations we set for them, and we want every class to be as engaging and enlightening as it can be. This can be best done by helping us to help our students follow the rules and expectations we set forth.

I embrace the idea that the students, parents, teachers, staff, administration, and the community are willing to do all that is necessary, to accomplish this collaborative task. When we work together we can accomplish great things, the greatest of these being setting our students up for success throughout their lives.

My belief, my goal, my mission is to give our students the best education they can receive here at RJHS. We are continuously learning and growing as a faculty and staff which allows us to help all our students learn and grow. We believe all students can learn, they can achieve, they can succeed and with everyone’s help that’s exactly what will happen.

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

- Students should be given opportunities to learn in meaningful ways
- Freedom of expression and creativity enhance learning

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

I am excited about the upcoming school year. I look forward to meeting each of our new sixth graders, and welcoming back our returning seventh and eighth graders. Please feel free to contact me with any questions or concerns.

Thank you in advance for helping us to create an amazing school year. On behalf of our staff, we are grateful for your trust in us to provide for the education of our students.

Amanda Stein- "The most beautiful things in the world cannot be seen or even touched. They must be felt with the heart." Helen Keller

August 14, 2023

Richland Parish Public Schools  
**Directory Information Opt-Out Form**

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

\_\_\_\_\_  
Principal- Amanda Stein

\_\_\_\_\_  
Rayville Junior High School

\_\_\_\_\_  
225 Highway 3048

\_\_\_\_\_  
Rayville, LA 71269

Student's Name: \_\_\_\_\_ Birth Date: \_\_\_\_\_

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

- DO NOT DISCLOSE my child (s) directory information without my prior permission.
- DO NOT DISCLOSE my child (s) name, address and telephone number to the entities checked below without my prior permission:

\_\_\_\_\_  
US Military (Army, Navy, Air force, Marines, etc.)

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

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

\_\_\_\_\_  
Parent/Guardian Name

\_\_\_\_\_  
Signature                      Date \_\_\_\_\_

The Family Educational Rights and Privacy Act (20 U.S.C. § 1232g.), Section 9528 of the Elementary and Secondary Education Act (20 U.S.C. 7908), as amended by the No Child Left Behind Act of 2001 (P.L. No. 107-110), and the National Defense Authorization Act for Fiscal Year 2002, (P.L. 107-107) U.S.C. 503, as amended by Section 544.  
FM-6479E Rev. (08-03)

## **I. Daily Decorum at Rayville Junior High School:**

In our daily activities at Rayville Junior High School, there are a few things we must pay particular attention to so as to assure that everyone is safe, secure, and growing. If students obey the following instructions, they will be able to get to school, stay at school, and return home safely after school on a daily basis. Those that fail to obey these instructions will be addressed according to the Parish/School discipline policy and procedures. RJHS will hold a **morning assembly at 7:25 A.M.** ***Students are considered tardy at 7:45. Students must attend 60,120 minutes per school year per Louisiana State Law. When students are habitually tardy those minutes deduct from their instructional time and will be taken as absences as they accrue over time.***

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

## **II. CLOSED CAMPUS:**

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

## **III. RIDING THE BUS TO SCHOOL:**

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

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

## **IV. WALKING STUDENTS:**

Students that live within one mile of the school are expected to walk, or provide their own transportation to and from school. Students that walk should leave home properly dressed in time to make it to school so as not to be tardy. Students must remain on the sidewalk and must use to white-striped crossing area

between the sidewalk and the gym front entrance to cross the parking lot. Once students leave campus they should not return to campus unless returning for practice at a time that does not allow them to simply stay after school. If they are staying for practice immediately following regular school hours they should remain on campus. **Students that do not cross the parking lot in the correct place will be subject to disciplinary action.**

#### **V. CAR STUDENTS:**

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

#### **VI. CAFETERIA BEHAVIOR:**

Students that enter into the cafeteria must maintain proper behavior or they will be forced to leave. Discipline will be handled by the teachers/administrators on duty in the cafeteria. Students will be assigned a table to eat by the duty teacher. Teachers will actively monitor students at all times. Students will form single file lines. Students that break line will be required to go to the end of the lunch line and will be served last. Students who continue to break in the lunch line will be subject to disciplinary action. Although talking is permitted in the cafeteria, loud noises are not allowed and will not be tolerated. Misbehavior in the lunch room will not be tolerated and may result in after school detention, ISS, or OSS.

#### **VII. BOOK BAGS AND JACKETS:**

Students are allowed to bring **\*\*\*clear or mesh\*\*\*** book bags only. This is for student safety and is a district policy. Students will be given a warning the first time they bring a backpack that does not meet guidelines and the backpack will be kept outside the office. The next offense will result in an automatic office referral and the backpack will need to be picked up by the parent. Subsequent infractions can and will lead to detention, ISS, and possible OSS for continued disregard of the rules.

#### **\*\*\*No hoodies on campus.\*\*\***

Jackets are to be worn only when weather dictates such. Students caught wearing hoods on their heads will be given a verbal warning for the first incident. Upon the second offense students will be required to remove the hoods and it will be kept in the office for the remainder of the day. Subsequent infractions will result in detention, ISS, and even OSS for continued disregard of the rules. At no time can a student wear a jacket or sweater tied around their waist. No extra-large jackets/sweaters or other clothing will be allowed.

#### **VIII. VISITS TO THE OFFICE**

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

#### **IX. ELECTRONIC DEVICES:**

**\*\*\*Electronic devices are allowed on school property according to LA state Act #313 and may not be on during any instruction time.** Effective beginning with the 2024-2025 school year and thereafter, No student shall possess, on his person, an electronic telecommunication device 18 throughout the instructional day. If a student brings an electronic telecommunication device in any public elementary or secondary school 20 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 23 instructional day.

The provisions of Subparagraph (a) of this Paragraph are not applicable to a student whose Individualized Education Program, ACT 504 Individualized Accommodation Plan, Section 504 plan, or Individualized Health 2 Plan requires the student's use of an electronic telecommunication device.

**All phones will be collected at the beginning of the day before students report to classrooms. They will be kept in the office until the end of the day when students will pick them up as they leave for the day**\*\*\*\* This is non-negotiable and grace will not be given if students are found with phones.

**Failure to follow the policy will result in disciplinary action following the RJHS policy.**

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

#### **X. 8<sup>th</sup> GRADE GRADUATION/CELEBRATION IS STRONGLY SUPPORTED:**

All 8<sup>th</sup> graders successfully completing the academic school year will be celebrated at the end of the school year in a formal ceremony in the school's gym or Art Center (as scheduling allows). Students will be responsible for purchasing gowns and tassels.

#### **XI. FIELD TRIPS are an option not a guarantee (Sponsorship required):**

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

#### **XII. PROM:**

Students will be allowed to have a prom in the spring semester upon approval by the school board and funds raised too . The prom will be a collaborative effort between the students and the school. Any students with major referrals in the spring semester will not be able to attend the prom. All details and plans must be approved by the principal before they can take place.

#### **XIII. ACADEMIC PLACEMENT:**

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

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

#### **XIV. GENERAL INFORMATION:**

**AA. SCHOOL PURPOSE:**

Rayville Junior High School is forging a path to ensure all students who attend RJHS will leave with the skills, knowledge, and self esteem needed to complete high school without remediation and move forward into college or careers that allow them to be productive citizens. We are nurturing an environment that promotes individuality, potential, and compassion to mold strong students, a strong school, and a strong community. In a democratic society, effective education is both a right and a responsibility that family, students, and teachers must work together and individually to achieve. Routine cooperation and communication between these three groups/individuals clearly maximizes the effectiveness of the school meeting the needs of each child. Family, students, and teachers are earnestly invited to work together at Rayville Junior High.

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

**BB. THE SCHOOL TEAM:**

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

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

**CC. SCHOOL ACCOUNTABILITY:**

In accordance with the Louisiana State Legislature, Governor’s Office, Board of Elementary and Secondary Education, and the State Department of Education, Rayville Junior High must dramatically improve over the next 3 to 5 years. One of the most demanding aspects of this accountability program states that eighth grade students that perform unsatisfactory on the LEAP 2025 test will not be promoted! This has been reinstated this year after the waiver that has been present since Covid occurred. **This means all 8th grade students must complete the LEAP exam with a score of Basic in either math or English language arts and a score no lower than Approaching Basic in the other subject to be considered successful.**

Parents and students are urgently advised to become familiar with this program and diligently prepare for this test. The eighth grade LEAP 2025 measures what a student should have learned through the fifth, sixth, seventh, and eighth grades. Daily attendance, participation, and preparedness in each class should be monitored in each home on a daily basis.



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

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

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

## **DD. SCHOOL DESCRIPTION:**

Rayville Junior High contains 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grades. School enrollment is between 1 and 150 to 200 students throughout the year. Courses include Reading, Language Arts, Math, Science, Social Studies, Physical Education (P. E.), Social and Emotional Education, Jobs for America's Graduates (JAG), computer electives, as well as STEAM classes. Enrollment includes regular education, Special Education, and gifted. Many extracurricular programs are available for students that meet the academic and conduct requirements. Our facilities offer a reliable, modern, and pleasant atmosphere. Our faculty is composed of many veteran teachers with established reputations for fairness and thorough instruction. Our newer teachers bring with them great energy and ideas. The administrative team includes the principal, assistant principal, lead teacher, special education teacher, and instructional coach. The school secretary, coaches, and custodial staff contribute critical support to the entire school.

## **EE. SCHOOL FUNDING:**

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

## **FF. SCHOOL STAFF**

### **ADMINISTRATION**

Amanda Stein, Principal  
 Andrea Bailey, Assistant Principal  
 Brandi Jones, Clerk/Secretary

### **SUPPORT STAFF**

Jennifer Cardin, Instructional Coach  
 Matthew Henderson-SRO

### **FACULTY**

Kenny Bell—Science  
 Heaer Chappell- ELA  
 Torrie Britton-6<sup>th</sup>, 7<sup>th</sup>, 8<sup>th</sup> Grade Reading  
 Lashanda Rubin—8<sup>th</sup> Grade Math, Algebra I, Math  
 Jennifer Cardin Special Education Math  
 Lola Roberts—Sp. Ed ELA  
 Rachel Armfield-6<sup>th</sup>, 7<sup>th</sup>, 8<sup>th</sup> Science  
 Kierra Armstrong- Social Studies  
 Shinderick Washington - Edgenuity Elective Classes  
 Antoine Brown- P.E.  
 Scott Knight- Social Studies

**Custodians:**

Derek Wilhite- Head Custodian  
Sharon Lawson

**Paraprofessionals:**

LaBrittany Alexander- Students with Disabilities

**FF. SCHOOL & COMMUNITY PARTNERSHIPS:**

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

**Brookshires**

Families In Need of Service, FINS  
Rayville Police Department  
Richland Parish Sheriff's Office  
District Attorney's Office  
Richland Mental Health Office  
The Louisiana Cooperative Extension Office  
The Rayville Sonic Drive-In  
Cognitive Development Counseling  
Popeye's  
Northeast Louisiana Counseling

**M. Hales Law**

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

**XV. ESPECIALLY FOR PARENTS:**

Parents are encouraged to join the Parent Teacher Organization that meets the first Tuesday of each month in the school's library. Each child benefits from parent participation. Please know that a parent center is set up in 202 with resources and materials to help support you and your child.

**AA. CAMPUS SECURITY:**

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

1. All persons will enter the building at specific locations and will walk through a metal and temperature detector. All external doors except the front door will be closed and locked by 7:25, except the front entrance. **No student shall be allowed at any time to open an external door for any reason.**
2. Make sure your child wears proper school attire each day.
3. Make sure your child arrives at school promptly and check in at the office.
4. Be aware of any unusual behaviors with your child and if noticed please schedule a meeting with the school administration as soon as possible.

5. Be aware of who your child spends time with.
6. Discourage unnecessary absences, check-outs, & tardiness. **Please come in personally to check-in or check-out your child. Avoid sending other persons to check-out your child. Remember that only officially designated adults will be allowed to check-out or check-in your child.**

## **BB. PARENTS VISITING CAMPUS:**

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

## **II. STUDENT ABSENCES AND TARDIES:**

Absences and tardiness should be prevented and avoided! All absences and tardiness are precisely monitored via computer by the State Department of Education. Whole day absences, check-outs, check-ins, and tardiness are compiled daily. *(If a student checks-in or checks-out the time out of school is included in the student's attendance record!)* Students should not miss school unless it is absolutely necessary due to illness and/or a death in the immediate family. Notes from parents that are signed, dated, and include an explanation and a phone number are very helpful for the school to prevent students from skipping school, but **only doctor's excuses and funeral programs are considered legal excuses.** Repeated violations of the attendance rules are subject to referral to the ***F.I.N.S.*** (Family in Need Services) program. Parents will receive a letter from the school when a student acquires **3, 5, 7, 10 or more absences. Students are considered tardy at 7:45. When students are habitually tardy those minutes deduct from their instructional time and will be taken as absences as they accrue over time.**

## **CC. STATE LAW REGARDING JUNIOR HIGH ATTENDANCE:**

1. **All school age children must attend school.**
2. **A child must attend school 167 days or 60,120 minutes per school year.** Since there are only 177 student days possible, a student can not miss more than 10 days per year. When students are habitually tardy or checked out early those minutes are deducted from their instructional time and will be taken as absences as they accrue over time.
3. Proof of an excused absence should be:
  - A. A dated copy of a death certificate &/or a copy of a funeral program or an obituary.
  - B. A signed and dated doctor's excuse clearly stating that the child should not attend school for the listed days.
4. Unexcused and Excused absences are still counted as an absence toward the maximum of 10 possible absences. The Supervisor of Child Welfare and Attendance will determine if absences beyond 10 are allowable.
5. Parents are responsible for making sure their child attends school regularly.
6. Schools are responsible for notifying parents concerning absences that total 3,5, 7, 10+ **(automated call goes out daily when a student is absent, checks in late or is checked out early)**
7. A student absent more than 10 days can be retained.

## **DD. CHECKING-IN AND CHECKING-OUT STUDENTS:**

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

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

### **Your Child's Education and Safety Come First!!**

#### **EE. PARENT CONTACT INFORMATION:**

**Parents are responsible to update contact information as soon as the change occurs.** The school should be able to contact parents at all times. This requires correct phone numbers and addresses. Thank you for keeping this information current. ***Please note, this is one of our major areas that has been targeted for improvement.***

#### **FF. Richland Parish 2019-2020 School Board Members**

##### **Mr. Sheldon Jones Superintendent**

District 1- Mrs. Linda Jones  
District 3 –Mr. Reed Trisler  
District 5- Dr. Georgia Ineichen  
District 7- Mr. Scott McKay  
District 9- Mr. Chris Pruitt

##### **Mrs. Marie Lewis President**

District 2- Mr. William Cleveland  
District 4- Mr. James Hough  
District 6- Mrs. Marie Lewis  
District 8- Mrs. Emily Ogden

#### **Regular Bell 2022-2023**

\*All teachers and students are required to meet by 7:25 A.M.

7:25-7:30	Morning Assembly
7:30-8:25	1st
8:27-9:17	2nd
9:19-10:09	3rd
10:11-11:01	4th

11:01-11:41	Lunch
11:41-12:31	5th
12:33-1:23	6th
1:25-2:12	7th
2:17-3:05	Interest and Opportunities/Intervention
3:05, 3:07, 3:10	Bus Riders, Car Riders, Walkers

\*(415 instructional minutes each day)

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

#### **HH. PARENT'S ROLE IN MEDICATION ADMINISTRATION:**

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

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

#### **WHAT TO DO IF A CHILD NEEDS MEDICINE AT SCHOOL:**

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

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

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

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

#### **XV. STUDENT INSURANCE:**

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

## **XVI. PARENT TEACHER ORGANIZATION (PTO):**

Parents are highly encouraged to establish a PTO.

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

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

## **XVII. HELPFUL AGENCIES AND SERVICES:**

Families In Need of Services, FINS  
Tim Fife, Coordinator

The Christian Learning Center  
Mary and David Plain  
728-0031

Richland Parish Sheriff’s Office  
728-2071

Richland Parish Mental Health Unit  
728-6456

Division of Family Services  
Child Protection Agency  
728-3253

Parish Library  
728-4806

Health Unit  
728-4441

Richland Parish Narcotics  
728-3348

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

Rayville Police Department  
Chief Willie Robinson  
728-4431

YMCA Counseling & Family  
1-800-716-7233

Palmetto Addiction Recovery  
728-2970

School Board  
728-5964

Family Literacy Center  
728-9119

School Based Health Clinic  
728-4252

## **XIX. ACADEMICS:**

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

**AA. GRADING POLICY:**

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

100 – 90	A (Excellent)
89 - 80	B (Above Average)
79 - 70	C (Average)
69 - 60	D (Below Average)
59 - 0	F(Failure)

**BB. REPORT CARDS:**

Report cards are issued each six weeks. Parents are advised to thoroughly review each report card and discuss these grades with their child offering praise and/or encouragement as needed.

MARKING PERIOD ENDS REPORT CARD DISTRIBUTION DATES September 29, 2023 (Parent/Teacher Conferences), November 13, 2023, January 12, 2024, March 1, 2024 (Parent/Teacher Conferences), April 18, 2024, May 24, 2024. The final report card will be mailed to the address on file in the office.

**CC. PROGRESS REPORTS:**

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

**DD. TUTORING:**

Various tutoring programs are underway at Rayville Junior High. During Interests and Opportunities in the afternoons, students who are not meeting expectations will be pulled to Math and ELA remediation as needed. When funding is available, we offer after school tutoring for students in danger of failure in math and/or reading.

**EE. ACADEMIC/BEHAVIOR/ATHLETIC PROBATION:**

Any student that **fails ANY SUBJECT** on either their progress report or report card will be placed on academic probation. Academic probation means the student **will not** be able to participate in **any** extracurricular activities with a GPA **lower than 2.0**. In this situation it is advisable that students spend the extra time on studies until such academic deficiencies are corrected and documentation is provided. To participate in athletics is a privilege and we want our students to have this opportunity. Further athletes are ambassadors for our school and as such their behavior both in school, out of school, and while participating in athletic events are very important. **Any student who instigates, incites, or participates in fighting on or off campus will be suspended for a sum of one game unless this leads to suspension.** If students are sent to the office for any reason they will be suspended for one game. If a student is suspended for any reason they are no longer eligible to participate in any sport for that calendar school year. Excessive behavior in any class will not be tolerated and students will lose the privilege of participating in any athletic event at the discretion of the office and or coach.

## **XX. STUDENT CONDUCT:**

### **AA. RESPONSIBLE CHARACTER**

Rayville Junior High School holds students to a high standard of conduct and responsibility. This means each child will be responsible for his or her own actions. Students should strive for the following character traits:

Hornet PRIDE

Pride in oneself and our school  
 Respect teachers, peers, and myself.  
 Integrity in all I say and do.  
 Discipline in my studies and my behavior.  
 Excellence in every way all the time.

Self-control and respect for yourself and others are main ingredients for success in school and all of life. School should be a peaceful, safe and enjoyable place for everyone. The Administration will work hard to maintain such an environment for students and faculty.

### **BB. CORRECTION, DISCIPLINE & CORRECTION:**

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

### **CC. Detention**

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

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

### **DD. SUSPENSION**

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



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

1. First suspension can be for 3 days, except for fighting which can be for 5 days
2. Second suspension can be for up to 5 days, except for a second fight which can be 9 days
3. Third suspension can be for up to 7 days, except for a third fight which will be 9 days and a recommendation for expulsion.
4. The actual number of days on the first three suspensions will be left to the discretion of the administration and the severity of the offense committed.

Act 337-Notwithstanding any public school state or local policies, a public school student in grades six through twelve who is suspended a third time within the same school year for any offense, excluding those related to dress codes or tardiness, shall be recommended for expulsion.

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

### **Suspension Deferral Program**

In lieu of suspensions parents and students can opt for the suspension deferral program. The program will consist of several requirements that must be met by both parent and student.

1. Parents will be notified and given the option for their student to participate in the deferral program.
2. Parents will be required to sign an agreement for the program that includes permission for the student to meet with the counselor.
3. Student will enter the program for a set amount of time, not less than 1 week depending on the infraction that led to the suspension and the number of behavior reports. During the first 2 days students will be housed in the office to allow for a cool down time before returning to the classroom.
4. Student will be required to complete SEL (social emotional learning) through our online Edgenuity platform.
5. Student will be required to meet with the campus counselor either at RJHS or at the school based clinic located behind the school.
6. Teachers will be required to meet with students during their planning to make sure they are on task completing work they would normally complete in class. This allows them to better build relationships with students in a controlled environment.
7. Once completion of the program has occurred the student will be required to have daily check-in check outs for another week to allow them to continue to work though possible issues that led to the initial suspension.
8. Once the student has completed all parts of the program the student will return to their normal day. If the student/ parent wishes to continue counseling at that time it will be discussed with the counselor.

**There will be NO EXCEPTIONS...**

### **EE. Expulsions**

1. Students that bring weapons such as knives, guns, or other items that are normally associated as weapons will be recommended for expulsion on the first offense. (a knife with a blade equal to or in excess of two and one-half inches in length)
2. Students in possession of drugs or drug related materials will be recommended for expulsion on the first offense. (any illegal narcotic, drug, or other controlled substance)
3. Students in possession of tobacco, alcohol, and/or vaping products will be recommended for expulsion. (possession of tobacco, alcohol, or vaping product on school property, on a school bus, or at a school-sponsored event, may be recommended for expulsion)
4. On a student's third suspension, in accordance with the Board's policy and state law, the student shall be recommended for expulsion.

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

## **XXI. DRESS CODE FOR ALL STUDENTS:**

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

1. **NO HOODIES MAY BE WORN TO SCHOOL AT ANY TIME**
2. Students can wear sweat pants, jogging suit, or wind suit that fit properly and have no holes.
3. **All pants, slacks, and skirts will be worn at the normal waistline.**
4. Girls can wear capris
5. **Mid drifts will not be exposed.**
6. **Shower caps, head wraps, or stockings will not be allowed.**
7. Appropriate cultural head wraps may be worn hijabs, African, etc.
7. All clothing should be in good condition. **Clothing that is dirty, has holes, rips, tears or excessively worn/faded will not be allowed.**
8. All buckles, belts, laces, and strings shall be tied and/or fastened.
9. **No offensive or profane advertisements, slogans, symbols, language, or pictures shall be worn. This includes buttons, pins, patches, badges, or tattoos.**
10. **Hair must be clean, neat and well groomed.**
11. **Rollers, pins, nets, combs, brushes, or picks are NOT allowed to be worn in the hair.**
12. **No distracting or unnatural colors shall be worn in the hair.**
12. Excessive jewelry will not be allowed. No more than 2 rings, 1 bracelet, 1 necklace, 1 earring in each ear worn in the lobe.
13. **Slides and flip flops may be worn.**
14. **No Slippers/ house shoes**
16. **No see through, netted, or opaque clothing will be allowed.**
17. All clothing is to be worn right side out.
18. **No tight, form fitting lycra, hip huggers, leggings, or stirrup pants will be allowed unless being worn under a dress or shirt that covers the wearers rear end.**
19. Only the top button of any shirt may be left unbuttoned.
20. Hoods are not to be worn on heads in the buildings.
21. **Blue Jeans/pants with holes must be worn with leggings/shorts to cover any holes higher than three inches above the knee.**

## **AA. SHOES:**

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

1. Shoes requiring laces must be laced up.

2. Sandals
3. Flip Fops/slides
4. No High Heels!
5. Boots are allowed. It is suggested to be seasonal appropriate.
6. Cowboy boots are allowed

#### **BB. BOYS DRESS CODE:**

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

#### **CC. GIRLS DRESS CODE:**

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

#### **DD. SPECIAL DRESS DAY:**

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

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

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

#### **XXII. Extracurricular Activities, Clubs, and Sports:**

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

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

**academic standings.**

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

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

**Tryouts:**

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

**Selection to Squad**

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

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

**Tryouts:**

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

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

**DD. SCIENCE/EXPLORER CLUB ;**

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

**FF. 4-H CLUB:**

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

**GG. STUDENT AMBASSADORS:**

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

**HH. FIELD TRIPS:**

All students in good standing with no suspensions will be considered for field trips. Parental permission forms are always required. Usually a fee for transportation, admission and meals are required. Parents are encouraged to volunteer as chaperones. Students that are not in good standing with the school and/or sponsoring teacher(s) will not be allowed to participate in Field Trips sponsored by RJHS. ***Please note: During the COVID-19 Phases I, II, & III, field trips are encouraged to be virtual.***

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

**XXIII. CHALLENGES:**

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

**XXIV. COMMITTEE ASSIGNMENTS/COACHES****SCHOOL LEADERSHIP TEAM**

AMANDA STEIN

ANDREA BAILEY

HEATHER CHAPPELL

JENNIFER CARDIN

LOLA ROBERTS

SKYE REYNOLDS

PRINCIPAL

ASSISTANT PRINCIPAL

ELA LEAD

INSTRUCTIONAL COACH

ELA SPED LEAD

LITERACY COACH

TRUANCY

SBLC

ANDREA BAILEY

LOLA ROBERTS

504  
PBIS  
LIBRARIAN

JENNIFER CARDIN  
LOLA ROBERTS  
TORRIE BRITTON

### COACHES

HEAD COACH  
GIRLS BASKETBALL  
BOYS BASKETBALL  
FOOTBALL  
TRACK/BOYS/GIRLS  
CHEERLEADERS  
BASEBALL  
SOFTBALL

ANTOINE BROWN  
LASHANDA RUBIN  
KENNY BELL  
KENNY BELL  
KENNY BELL  
BRANDI JONES  
BRANDON FULMER  
SKYLAR DUCKWORTH

### APPENDIX:

SCHOOL SUPPLY LIST  
RJHS PARENT COMPACT  
RJHS FAMILY ENGAGEMENT POLICY



*RAYVILLE JUNIOR HIGH SCHOOL*

*“Feel our STING!”*

*Students and Teachers Igniting, Inspiring, and Investing  
in the Next Generation!*

**RAYVILLE JUNIOR HIGH SCHOOL**

**225 Hwy 3048**

**Rayville LA 71269**

**Amanda Stein, Principal**

**Andrea Bailey, Assistant Principal**  
**Phone: (318)728-3618      FAX: (318) 728- 9374**



## 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 Junior High 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:

- Improved standards-aligned curriculum for students that meets Tier 1 status
- Training for all teachers for the use of these curricula
- Skillful curriculum use
- High expectations
- Demonstration of Student learning

#### **STUDENT GOALS**

- Be Prepared- bring all materials to class each day and actively participate in my learning process
- Ask for help when I need to and participate in activities offered to support my learning
- Study and read at least 30 minutes every day, outside of school time
- Give my parents all notes and information received by me from my school every day

#### **PARENT GOALS**

- Ask questions of your child and their teachers



- Check binders/backpacks for important information from the school
- Make sure students complete homework
- Read with my student 15-20 minutes each night

### **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 Junior High 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 assessments

## **Rayville Junior High Parent and Family Engagement Policy 2024-2025**

In support of strengthening student academic achievement, *Rayville Junior High* 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 Junior High* agrees to implement the following requirements as outlined by Section 1116:**

- Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of programs under Title I, Part A, including the planning, review, and improvement of the school parent and family engagement policy and the joint development of the targeted assistance or schoolwide program plan.
- Update the school parent and family engagement policy periodically to meet the changing needs of parents and the school, distribute it to the parents of participating children, and make the parent and family engagement policy available to the local community.
- Provide full opportunities, to the extent practicable, for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under Section 1111 of the ESSA in an understandable and uniform format, including alternative formats upon request and, to the extent practicable, in a language parents understand.
- If the schoolwide program plan under Section 1114(b) of ESSA is not satisfactory to the parents of participating children, submit any parent comments on the plan when the school makes the plan available to the local educational agency.
- Be governed by the following statutory definition of parent and family engagement and will carry out programs, activities, and procedures in accordance with this definition:
  - *Parent and family engagement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring:*
  - *Parents play an integral role in assisting their child's learning,*
  - *Parents are encouraged to be actively involved in their child's education at school,*
  - *Parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child, and Other activities are carried out, such as those described in Section 1116 of ESSA.*

**Required School Parent and Family Engagement Policy Components**

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 Junior High* 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 Junior High** will take the following actions to conduct an annual meeting, at a convenient time, and encourage and invite all parents of participating children to attend to inform them about the school's Title I program, the nature of the Title I program, the parents' requirements, the school parent and family engagement policy, the schoolwide plan, and the school-parent compact.

*Rayville Junior High 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 Junior High** 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 Junior High 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 Junior High** 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 Junior High 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 Junior High** 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 Junior High** 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 Junior High will coordinate with Rayville Elementary School, Rayville High School and the ULM Trio Program to facilitate smooth transitions for both parents and students from elementary to middle and middle to high school by working collaboratively with these outside agencies.*

- **Building Capacity of Parents**

**Rayville Junior High** 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 Junior High 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 Junior High** 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*