



RAYVILLE ELEMENTARY SCHOOL

Elycia S. Hill
Principal

Christina Casey
Assistant Principal

2025–2026

Theme: "Serving Up Success"

Vision Statement:

Reaching Academic Excellence for all Students. Every Child, Every Day—Whatever It Takes!

Mission Statement:

"The mission of Rayville Elementary School 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

Motto:

High Expectations for All!
Proud to Be a Hornet!
"Serving Up Success"

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.



A Message from the Principal – Mrs. Elycia Hill

Rayville Elementary School "Reaching Academic Excellence for All Students"

Dear Parents and Families,

Welcome to Rayville Elementary School! I am honored to serve as the principal of this incredible school community and look forward to partnering with you to ensure a successful and rewarding school year for your child.

At Rayville Elementary, we are committed to providing every student with a high-quality education rooted in excellence, equity, and engagement. Together with our dedicated staff, I will work to support your child's academic, social, and emotional growth. Your involvement and partnership are essential, and I am excited to build strong relationships with each of you as we work toward our shared goal: academic excellence for all students.

Please take time to review this student handbook with your child. It outlines key policies and procedures developed collaboratively by Rayville Elementary and the Richland Parish School Board. While this handbook covers many important topics, additional policies and updates can be found at our school, the district office, or online at richland.k12.la.us.

We also ask that you review and sign the **Rayville Elementary School–Parent Compact**, which must be kept on file at the school. Your signature confirms that you have received and reviewed the handbook and understand the school's policies and expectations.

As we begin the school year, our focus will include the following key priorities:

- ☐ Ensuring a safe and secure learning environment through active supervision and safety measures
- ☐ Maintaining two-way communication between school, home, and the broader community
- ☐ Fostering positive, respectful relationships across our campus
- ☐ Using student data to drive high-quality instruction
- ☐ Implementing Tier 1 curriculum aligned to Louisiana State Standards with rigor and consistency
- ☐ Promoting accountability at all levels

We are committed to providing meaningful and rigorous learning experiences that connect to the real world and prepare students for future success. Our goal is to create a learning environment where every student is supported, challenged, and inspired.

It is important to me that everyone who walks through our doors—students, families, and staff—feels welcome, valued, and excited to be within our learning space. A positive and nurturing atmosphere helps us reach our shared goals with joy and purpose!

If you have any questions, concerns, or ideas throughout the school year, please don't hesitate to reach out. You can contact me via email at eshill@richland.k12.la.us or call the school at **(318) 728-2029**.

At Rayville Elementary, we are united in our commitment to **Reaching Academic Excellence for All Students—Every Child, Every Day, Whatever It Takes!** Let's work together to make this the best school year yet.

Welcome to RES!!



*Warm Regards,
Principal Elycia Hill*

Important Attendance Information for Families

At Rayville Elementary School, student attendance is critical to academic success. Students are required to attend a **minimum of 63,720 instructional minutes** each school year. While our academic calendar provides more than the minimum required minutes, these additional minutes are intended to accommodate unforeseen circumstances such as inclement weather, emergency closures, playoff events, or other district-approved schedule adjustments.

This does **not** mean students can miss instructional time without consequence. When extra minutes are used to cover emergencies or schedule changes, the cushion for student absences becomes smaller. Missing school frequently can cause students to fall behind in classwork, as our curriculum is fast-paced and builds daily.

Excusing Absences

We understand that absences can occur due to illness, medical appointments, family matters, or other personal needs. In these instances, it is essential to submit **proper documentation** for the absence to be excused.

According to **Richland Parish School Board policy**:

- ❑ **Excused absences** must be supported by valid documentation, such as a doctor's note, military deployment verification, or notice of a family funeral.
- ❑ If your child does not see a doctor, you may send a **written and signed note** explaining the reason for the absence.
- ❑ Written excuses must include the **student's full name, date(s) of absence, reason for absence, and parent/guardian signature**.

To receive credit for schoolwork missed during an absence, students must submit appropriate documentation **within five (5) school days** of returning to school. After that timeframe, the absence will be marked **unexcused**, and the student will not be permitted to make up missed assignments.

Special Circumstances

If your child is receiving ongoing treatment or services such as **therapy, chemotherapy, or counseling**, you may provide a **one-time statement** from the service provider. This documentation should include the anticipated schedule or frequency of appointments. Please contact the front office if you need assistance with submitting long-term medical documentation.

We ask that families monitor attendance closely and communicate proactively with the school. **Do not wait until the end of the school year** to try to resolve attendance concerns. Staying on top of absences helps support your child's learning and ensures compliance with state and district attendance requirements. If you have questions about acceptable documentation or your child's attendance status, please contact the school office at (318) 728-2029.

JCALL Attendance Notification Service

Rayville Elementary uses the **JCALL automated phone system** to notify parents and guardians when a student has been marked absent or tardy. If your child's name appears on the daily absent or tardy list, you will receive a phone call from this system.

Once a student reaches **five absences**, a letter outlining **Louisiana Act 745** will be sent home in the student's **Hornet Folder**. This letter will include a summary of your child's recorded absences. Please review the information carefully, sign the letter, and return it to the school along with any applicable excuse notes or documentation.

Our staff closely monitors attendance, and parents will be notified if a student's absences place them at risk of **retention** due to insufficient instructional time.

If you have any questions or concerns about your child's attendance record, please contact the school office to speak with or schedule a meeting with the principal or assistant principal.

Please note: **Excessive absences are reported monthly** to the **Richland Parish School Board Child Welfare Officer, Dr. Samuel Williams**, in accordance with district policy.

Arrival Procedures – Rayville Elementary School

School begins promptly at **7:40 AM**. Students are considered **tardy** if they are not in their classroom when the 7:40 AM bell rings. The **only excused tardies** are those accompanied by a **medical excuse**. Repeated or excessive tardies will be reported to the **Child Welfare and Attendance Officer** for further review.

Student drop-off begins at 7:10 AM.

Students **should not arrive before 7:10 AM** unless prior permission has been granted by the principal. While you may see other students entering early, please note that these families have received prior approval for early drop-off due to specific circumstances.

Breakfast Procedures:

☐ **Kindergarten - 5th Grade students** will eat breakfast in the **cafeteria** before reporting to class.

☐ **Pre-K students** will eat breakfast in their **classrooms** after arrival.

If your child is a **car rider** and will be eating breakfast at school, we recommend dropping them off by **7:20 AM**. This allows enough time to eat, use the restroom, and get to class on time and ready to learn.

Morning duty staff will be stationed throughout the campus beginning at 7:10 AM to assist with supervision and student transitions.

Dismissal Procedures – Rayville Elementary School

School dismissal begins at 2:55 PM.

- ❑ **Car Riders:** Students being picked up by car will begin loading at **3:00 PM** at the **front of the school**. Please remain in your vehicle and follow the car line procedures to ensure a safe and efficient dismissal.
- ❑ **Bus Riders:** Students who ride the bus will be released at the **3:00 PM dismissal bell** and will board buses at the **rear of the school** under staff supervision.

To ensure the safety of all students, **no child should remain on campus after 3:15 PM** unless under the **direct supervision of a faculty or staff member**.

If a student is **repeatedly left on campus beyond dismissal time**, the school may contact the **Rayville Police Department** or other appropriate authorities, as this may be considered a supervision concern.

Early Dismissal – Rayville Elementary School

We kindly ask parents and guardians to **limit early checkouts** to **emergencies or unavoidable appointments**. Whenever possible, please schedule medical or dental visits **outside of school hours** to avoid lost instructional time.

If an early checkout is necessary:

- ❑ **All student checkouts must be completed by 2:30 PM.**
For the safety and efficiency of our dismissal procedures, **no checkouts will be permitted after 2:30 PM**. Parents arriving after this time will be asked to pick up their child through the regular car line dismissal process.
- ❑ A **parent or authorized adult** must report to the front office to **sign the student out**.
- ❑ Individuals **under the age of 18** will not be allowed to check out a student unless they are the **parent/legal guardian** or present **written permission signed by the parent**.
- ❑ Students will be called to the office via intercom once the checkout process is complete.

Please note: **Excessive early checkouts** may result in lost instructional minutes that can accumulate to equal a **half-day or full-day absence**. Frequent early dismissals will be reported to the **Child Welfare and Attendance Officer** or the **FINS (Families In Need of Services)** office for further action.

Bus Loading Procedures – Rayville Elementary School

All **buses load at the rear of the school**, beginning with Rayville Elementary before continuing to Rayville High School.

For safety reasons:

- ❑ **Parents are not permitted in the bus loading area at the back of the school.**
- ❑ If you need to retrieve your child after they have boarded the bus but before it has departed, please **call the front office immediately**. We will assist in removing the student from the bus **as long as it has not left campus**.
- ❑ Once buses depart for the high school, **students must remain on the bus**. Please **do not attempt to retrieve your child at the high school**.
- ❑ These procedures are designed to maintain the safety and accountability of all students during dismissal. We appreciate your cooperation and understanding. To further ensure the security of students and staff, parents are not allowed to approach or board school buses at any time. While we recognize this policy may sometimes be inconvenient, it is essential for preserving a safe and orderly environment on campus.

Car Rider Pick-Up and Drop-Off Procedures – Rayville Elementary School

To help reduce traffic congestion around the school, we encourage families to use the school bus for student transportation whenever possible.

Morning Drop-Off

- ❑ Cars should enter the school parking lot through Fraglia and form a **single line along the right side**.
- ❑ Please **do not use the parking lot**, which is reserved for staff parking access in front of the school.
- ❑ A duty teacher will be on duty starting at **7:10 AM** to assist students who need help exiting their vehicles.
- ❑ Students who can exit independently should do so and proceed to the entrance.
- ❑ If the car line is stopped and your vehicle is near the covered walkway or a sheltered passage area, your child may safely exit and walk up the sidewalk to help move the line more quickly.
- ❑ For students needing assistance, please pull forward to the **overhang area** for safe exit.
- ❑ **Never drop students off in the parking lot or roadway.**

- ❑ Cars are **not allowed in the bus loading area** at the back of the school.

Afternoon Pick-Up

- ❑ Car riders will be picked up at the **front entrance** of the school.
- ❑ Drivers **must remain in their vehicles and stay in line**.
- ❑ Students **should not be dropped off or picked up on the street or parking lot**.
- ❑ Please wait in the carline until a duty teacher directs you to move forward.
- ❑ Stay in your lane and place your vehicle in **park** when stopped until signaled to proceed.
- ❑ For safety and legal reasons, **do not use your cell phone (calls, texting, or internet use) while in the car line**.
- ❑ Please remain alert for students, staff, and other vehicles during dismissal.
- ❑ We will load and release as many cars as possible during this time.
- ❑ If you need to pick up your child early, please check them out **before 2:30 PM** to avoid congestion.
- ❑ The car line typically finishes quickly, and all students should be off campus by **3:15 PM**.
- ❑ All cars must **exit through the driveway to highway 425**.

Thank you for your cooperation in keeping our students safe and ensuring an efficient arrival and dismissal process.

Walker Procedures

If your child will be walking home from school each day, please send a written note to the school on the first day to inform us of this arrangement.

Walkers are required to wait on the bench located in the school foyer until a duty teacher escorts them safely off campus.

Please note that once a student leaves the Rayville Elementary School campus, the school is no longer responsible for their supervision or safety.

Carline and Bus Changes

To ensure student safety and consistency, students are required to **ride their assigned bus both to and from**

school each day. Bus-to-bus changes are **not permitted**.

We understand that occasional changes to your child's usual way home may be necessary, but should be avoided if at all possible. At Rayville Elementary, we have a procedure in place to handle these requests, see ***Afternoon Transportation Changes Procedure***. Please remember that this flexibility is a **privilege**, not a right, and should be used sparingly to avoid confusion and disruption.

Frequent changes to a student's dismissal routine can create safety concerns and logistical challenges. If changes occur multiple times per week, the privilege to request changes may be **revoked**.

Our priority is to ensure every student arrives home safely and efficiently. We appreciate your cooperation in maintaining clear and consistent routines.

Afternoon Transportation Changes

If you need to change your child's usual afternoon transportation, please send a **dated and signed written note** specifying the new dismissal plan. Be sure to include:

- ☐ The address of the bus stop (if applicable)
- ☐ The name of the person authorized to pick up your child if they will be a car rider

Students should bring this note to the office **during breakfast** to receive approval and signature from the principal, assistant principal, or secretary.

If you must request a transportation change by phone, please call the school **before 2:00 PM**. Changes cannot be accepted after this deadline. Phone requests are documented on two-part forms—one copy is given to the student/teacher, and the other is kept on file in the office.

Please note that **changes will not be made based solely on a student's verbal request**.

If no written note or phone call is received, students will be sent home according to their regular dismissal plan. Students who attempt to alter their transportation plans without office approval will face disciplinary consequences.

Student Records

It is the responsibility of parents or guardians to promptly update the school with any changes to their child's address or phone number.

When there is a change of address, parents must provide **three (3) proofs of residency**, the same as required during initial enrollment. Acceptable documents include any three of the following, each showing the parent's name and the new address:

1. Rent receipt
2. Voter registration card
3. Vehicle registration
4. Utility bill
5. Homestead exemption
6. Income tax form

Students residing outside of the Rayville Elementary school zone will be required to enroll in their zoned school.

Items Not Permitted at School

Students should only bring toys, games, or personal items to school when explicitly permitted by their teacher for specific activities such as show-and-tell or field trips.

The following items are **not allowed** on campus at any time:

- ❑ Radios
- ❑ Electronic games
- ❑ Cell phones (If a student brings a cell phone to school, they must be prepared to surrender it and comply with the school's policy requiring phones to be stored away and powered off during the school day.)
- ❑ Playing cards
- ❑ Balls
- ❑ Water guns
- ❑ Fidget spinners
- ❑ Collector cards
- ❑ Any other distracting or non-instructional items
- ❑ Firearms or weapons

Any prohibited items found will be confiscated and must be picked up by a parent or guardian from the school.

Cell Phones

Rayville Elementary understands that students may need to bring cell phones to school for after-school activities or transportation purposes.

Students who bring a cell phone are required to **turn it in to their homeroom teacher at the start of the school day** and **retrieve it at dismissal before boarding their bus or car**.

Failure to comply with this procedure will result in the phone being confiscated, and the student may be subject to a fine in accordance with the **Richland Parish School Board policy on Cellular Phones and Other Telecommunication Devices**.

Hornet Folders

Hornet Folders are sent home either daily or weekly, depending on your child's grade level.

Please review the contents with your student, sign the progress sheet inside, and return the folder with the signed sheet on the next school day.

Hornet Folders are an important communication tool between teachers and families, providing updates on your child's academic progress and behavior.

If you would like to keep any papers longer than the usual time, please send a note to your child's teacher.

School Guidance for Compliance with Student Dress Code Policy

Because fashion and grooming trends continually evolve, the guidelines below are not exhaustive. Building-level administrators have the final authority to determine whether a student's dress and grooming meet the school's standards.

Dress Code Guidelines for All Students

1. Shorts, skirts, and dresses may be worn in all grades and must extend to at least two inches above the knee when worn at the proper waistline.
2. Overalls must be worn with both straps fastened over the shoulders and buttoned on all sides. A shirt must be worn underneath overalls.
3. All skirts and pants must fit at the natural waistline. Oversized or excessively tight clothing is not permitted, as determined by the principal or designee.

4. Pants legs may not be rolled up, cut, or frayed above the ankle, and both pant legs must be the same length. Students in grades 6-12 must wear belts with pants that have belt loops.
5. Sunglasses, hats, or caps are not allowed inside school buildings. Hoods may not be worn indoors on campus. Caps that are part of a school team uniform may be brought to school but must not be worn during the school day.
6. Clothing with holes, rips, or tears may be worn only if no skin is exposed.
7. All buckles and laces must be properly fastened or tied. Laces should only be worn with shoes designed to have them.
8. Students may not wear clothing, buttons, patches, or badges that advertise alcoholic beverages, tobacco products, or drugs, or contain inappropriate language or messages (including those that create disturbances or interfere substantially with the school environment or the rights of others).
9. Hair must be neat, clean, and well-groomed. Rollers, pins, nets, or similar head coverings are not permitted. Numbers, symbols, words, patterns, or phrases cut or styled into hair that are offensive, obscene, gang-related, or disruptive may be prohibited at the administration's discretion.
10. Students may wear, carry, or possess bullet-resistant backpacks on school property or school buses.
11. Pajama pants are not permitted at school.
12. Footwear must be appropriate for school; shoes with metal tips, cleats, or wheels are prohibited.
13. Shirt necklines must not exceed the equivalent of the second button on a dress shirt. See-through shirts, tank tops, or clothing exposing the midriff are not allowed.
14. Neatly trimmed facial hair is permitted as determined by school administration.
15. Leggings, jeggings, or similar apparel may only be worn under dresses or skirts of appropriate length.
16. Strapless dresses, tube tops, halters, off-the-shoulder garments, or clothing that reveals cleavage are prohibited. Dress straps must be at least two inches wide.
17. Pierced jewelry is permitted only in the ears.

Office Rules

The school office is designated for conducting official school business. Students should only be in the office when directed by a teacher or administrator. Upon entering, students are expected to wait quietly in the reception area until the secretary is available to assist them.

Parents are always welcome to visit our school. Please check in at the office immediately upon arrival to ensure we know you are on campus. You will be issued a visitor badge, which must be worn while in the building. Failure to check in or wear a visitor badge may result in being asked to leave campus. This policy is in place to ensure the safety of our staff and students and to maintain a focused learning environment.

We encourage parents to call ahead and schedule appointments when they wish to meet with a teacher, assistant principal, or principal. While walk-ins are welcome, meetings are subject to staff availability. Principals regularly supervise classrooms, so meetings with them should be scheduled in advance.

Student Use of Office Telephone

Students must obtain permission from both their teacher and office staff before using the office telephone. Students will only be called to the phone in cases of emergency.

If your contact information changes at any time during the school year, please notify the school office promptly to update your records. It is required that all students have an emergency contact number on file. Please keep the office informed of any changes to your phone number.

Accidents and Illness

If a student becomes seriously ill or injured at school, the school will promptly contact the parent or guardian. The School Based Health Clinic is open only a few days a week. When open, the clinic provides a nurse stationed at the school who may evaluate sick students when deemed necessary by office staff. After assessing the student, the nurse will notify the parents before administering any medication.

Additionally, a school nurse visits daily to monitor and assist with sick or injured students. It is essential that parents provide an up-to-date emergency contact number to the school office to ensure timely communication if such situations arise. Parents will be contacted to pick up their child if they become ill during the school day.

Students experiencing a fever of 100 degrees Fahrenheit or higher should remain home and be fever-free for at least 24 hours **without the use of medication** before returning to school. This helps prevent the spread of illness and supports the student's recovery. A doctor's note is required for the absence to be excused.

While all activities at Rayville Elementary are adequately supervised, accidents can occur. In the event of an accident, parents will be notified and an accident report will be sent home. The school nurse will be called to assess the student if necessary.

Please be aware that parents are responsible for any medical expenses resulting from injuries sustained at school. We encourage parents to consider purchasing school insurance or private health insurance to cover such expenses.

If your contact information changes at any time, please notify the school office immediately. Accurate contact details are critical to ensuring we can reach you quickly in an emergency.

Parent Notification of Guidelines for Use of Seclusion and Physical Restraint with Exceptional Students

The Richland Parish School System has established the following guidelines and procedures to comply with the revised mandates of Act 479, enacted during the 2025 Regular Session of the Louisiana Legislature. This legislation provides direction regarding crisis intervention strategies, which may include the use of positive behavioral supports, sensory rooms, or other calming spaces intentionally designed to comfort and stabilize students. Act 479 also outlines guidelines for rare and extraordinary situations where seclusion or physical restraint may be necessary to safely de-escalate a student who presents an imminent risk of harm to themselves or others. These techniques will be employed only as a last resort and in strict accordance with Louisiana Bulletin 1706, Sections 540 through 543. Furthermore, the use of seclusion must be approved in advance by the Supervisor of Special Education prior to implementation.

I. Seclusion and Restraint

Every effort should be made to prevent the need for using seclusion or restraint techniques. Environments should be structured and focused on positive interventions and supports to greatly reduce, and in many cases eliminate, the need to use seclusion or restraint. Seclusion and restraint should only be used when a student's behavior presents a threat of imminent risk of harm to self or others, and only as a last resort to protect the safety of self and others. Techniques may be implemented when the risk of not intervening is greater than the risk of intervening and to the degree necessary to stop the dangerous behavior. Techniques must be implemented in a manner that causes no physical injury to the student, results in the least possible discomfort, does not interfere in any way with the student's breathing or ability to communicate with others, and does not place excessive pressure on the student's back or chest or cause asphyxia. Seclusion and restraint must be implemented in a manner that is directly proportionate to the circumstances and to the student's size, age, and severity of behavior. A school employee shall continuously monitor a student who is secluded or physically restrained for the duration of such seclusion or restraint and shall release a student from seclusion and physical restraint as soon as the reasons for justifying such action have subsided.

Seclusion and restraint must not be used as a form of discipline or punishment, as a threat to control, bully, or obtain behavioral compliance, or for the convenience of school personnel. It is imperative that no school employee subject a student to unreasonable, unsafe, or unwarranted use of seclusion or restraint. Seclusion and restraint techniques must not be used to address behaviors such as general noncompliance, self-stimulation, or academic refusal. Such behaviors must be responded to with less stringent and less restrictive techniques. No school employee shall place a student in seclusion or restraint if he is known to have any medical or psychological condition that precludes such action, as certified by a licensed pediatrician, neurologist, or mental health provider in a written statement provided to the school in which the student is enrolled.

Seclusion

The seclusion of a student must take place only in a designated seclusion room that meets established safety standards to ensure the student's physical and emotional well-being. The creation and use of a seclusion room must be formally approved in advance by the Director of Special Education before implementation. A student may only be placed in a seclusion room by a trained school employee who uses approved methods for escorting, placing, and supervising the student. While in the seclusion room, the student must be continuously monitored, and the supervising staff member must be able to see and hear the student at all times. Only one student may occupy a seclusion room at any given time to ensure individual safety and proper supervision. It is critical to understand the distinction between a Seclusion Room and a Sensory Room, as they serve fundamentally different purposes. Under no circumstances should a Sensory Room be used as a Seclusion Room. Sensory Rooms are intended to provide a calming, therapeutic environment that helps students regulate their emotions and return to a state of stability. These rooms are not to be associated with discipline, isolation, or restraint.

Seclusion should ONLY be used:

- for student behaviors that involve an **imminent risk of harm** to self or others
- **as a last resort**, when de-escalation and other positive behavioral interventions and support attempts have failed and the student continues to pose an imminent risk of harm to self or others
- **as a last resort**, if and when less restrictive crisis intervention techniques such as positive behavioral supports, constructive and non-physical de-escalation, and restructuring of a student's environment have failed to stop a student's actions that pose an **imminent risk of harm** to self or others

Seclusion should NOT be used:

- as a routine school safety, discipline, or intervention measure or to address behaviors such as general non-compliance, self-stimulation, and academic refusal, and other behaviors that, while disruptive to a classroom setting or other daily school activities, do not present an imminent risk of harm to self or others

A Seclusion Room or other confined area must:

- be free of any object that poses a danger to the student who is placed in the room
- have an observation window allowing school personnel to see and hear the student the entire time
- have a ceiling height and heating, cooling, ventilation, and lighting system comparable to an operating classroom in the school
- be of a size that is appropriate for the student's size, behavior, chronological, and developmental age

Physical Restraint

Physical restraint should only be used by school employees who have completed all components of the district's adopted de-escalation & physical management program. **Annual** recertification is required. At no time should a school employee subject a student to mechanical restraints to restrict that student's freedom of movement.

Physical Restraint should ONLY be used:

- when a student's behavior presents a threat of **imminent danger of serious physical harm to self or others**, and only as a **last resort** to protect the safety of self or others
- to the degree necessary to stop a dangerous behavior
- in a manner that causes no physical injury to the student, results in the least possible discomfort, and does not interfere in any way with a student's breathing ability or ability to communicate with others

~~Physical Restraint does NOT include:~~

- consensual, solicited, or unintentional contact
- momentary blocking of a student's action if the student's action is likely to result in harm to the student or any other person

- a school employee holding a student for less than three consecutive minutes during any given hour for the protection of the student or others
- a school employee holding a student for the purpose of calming or comforting the student, provided the student's freedom of movement or normal access to his or her body is not restricted
- minimal physical contact (i.e., touching of the hand, wrist, arm, shoulder, or back) for the purpose of safely escorting a student from one area to another
- minimal physical contact for the purpose of assisting the student in completing a task or response

Mechanical Restraint does NOT include:

- any device used by a duly licensed law enforcement officer in the execution of his official duties
- any devices implemented by trained school personnel or utilized by a student that have been prescribed by an appropriate medical or related service professional and are used for the specific and approved purposes for which such devices were designed, such as:
 - o adaptive devices or mechanical supports used to achieve proper body position, balance, or alignment to allow greater freedom of mobility than would be possible without the use of such devices or mechanical supports
 - o vehicle safety restraints when used as intended during the transport of a student in a moving vehicle
 - o restraints for medical immobilization
 - o orthopedically prescribed devices that permit a student to participate in activities without risk of harm

II. Written Notification and Reporting The principal or his designee shall notify each parent or legal guardian of a student enrolled at the school with an Individualized Education Plan (IEP) of the prohibition of the use of seclusion and restraint if the student has a condition that precludes such action, as certified by a licensed pediatrician, neurologist, or mental health provider in a written statement provided to the school in which the student is enrolled. This notification is included in our *Guidelines and Procedures for Crisis Intervention and Implementing Seclusion/Restraint Techniques*, provided to parents of students with disabilities at the beginning of each school year and on the Prior Written Notice for the student’s IEP meeting. IEP teams will discuss and document this discussion in the IEP. A student who has been placed in seclusion or has been restrained shall be monitored continuously, and monitoring shall be documented on the *Use of Seclusion/Physical Restraint Reporting Form*.

Immediately Following Implementation of Seclusion or Physical Restraint:

- The school employee involved in the seclusion or restraint must immediately notify the school principal.
- The school principal must immediately notify the Supervisor of Special Education and/or Behavior Interventionist of the student secluded or restrained, personnel involved, and the location of restraint.
 - The school principal or his designee and the Supervisor of Special Education and/or Behavior Interventionist must review video and audio footage, if available, to ensure that policies and proper techniques were followed during the incident. The Supervisor of Special Education and/or Behavior Interventionist will document the video viewing and findings on the *Seclusion/Restraint Video Documentation Log*
- The school administrator shall notify the parent or legal guardian of the student via a phone call as soon as is practicable, but no later than the end of the same school day.
- The school principal should contact a school nurse or school health designee to assess the student as soon as possible, but no later than the end of the same school day, to look for and document any signs of injury or distress. School health designee is defined as the district school nurse, or the school-based health clinic nurse. In the event that one of these designees is not available the next contact should be Alyssa Brown or Ashley Royals, occupational therapist. Other personnel classified as health designees are: Katie Bennett, Kelly Harper, Asa Ausberry. These individuals should only be contacted as a last resort. Please follow the order of the list.

- A school employee who secluded or physically restrained a student shall document and report the incident on the *Use of Seclusion/Physical Restraint Reporting Form*. The employee shall submit the *Use of Seclusion/Physical Restraint Reporting Form* to the principal by the end of the school day. The principal or his designee shall complete the *Parent Notification of Seclusion/Restraint Letter* and provide the letter to the parent by the end of the following day. If the seclusion or restraint occurs on a Friday, the letter must be completed and sent to the parent by the end of the day on Friday.
- The principal or designee must provide the *Use of Seclusion/Physical Restraint Reporting Form* and *Parent Notification of Seclusion/Restraint Letter* to the schools designated IEP Facilitator, Behavior Interventionist and Special Education Supervisor at the same time the parent is provided a copy (within 24 hours of incident).

III. Response to Seclusion or Restraint

Individualized Education Plan/Behavior Intervention Plan

The IEP team must address the behaviors that prompted the seclusion/restraint in the student's IEP and BIP. If a student is involved in three incidents in a school year involving the use of seclusion or physical restraint as a result of posing an imminent risk of harm to self or others, his Individualized Education Plan team shall:

- implement the Behavior Support Process (for students who do not have a BIP)
- conduct a Functional Behavioral Assessment (FBA)
 - The School Psychologist and/or the School Social Worker, Behavior Interventionist, IEP Facilitator assigned to the student's school, Special Education Supervisor and/or Pupil Appraisal Supervisor shall actively participate in the FBA.
- review, revise, or develop a Behavior Intervention Plan, including any crisis intervention plans, to include any appropriate and necessary behavioral supports
 - prioritize the use of positive interventions and support

If the student's challenging behavior continues to escalate, requiring repeated seclusion or restraint practices, the Special Education Supervisor and/or Behavior Interventionist shall review the student's IEP and BIP at least every three weeks.

IV. School & District Responsibilities

- Schools will include the *Parent Notification of Guidelines for Use of Seclusion and Physical Restraint with Exceptional Students* in the student handbook
- A list of personnel trained in Handle with Care will be kept at each school site and the district office.
- Reported incidents of seclusion/restraint will be entered into the LDOE database by the Special Education Supervisor or designee.
- Prior to the beginning of the school year, the *Parent Notification of Guidelines for Use of Seclusion and Physical Restraint with Exceptional Students* shall be:
 - provided to all school employees and every parent or legal guardian of a student with a disability
 - posted on the district's website
 - submitted annually to the Special Education Advisory Council

Clubs and Reward Activities

4-H Club

Rayville Elementary School is proud to offer students the opportunity to participate in 4-H through a partnership with the LSU AgCenter. The 4-H Club helps students develop leadership, citizenship, and valuable life skills through hands-on learning experiences.

Students in **4th and 5th grades** are eligible and encouraged to join. Club meetings are held **once a month** and are led by a representative from the 4-H Extension Office along with a Rayville Elementary teacher.

4-H members can participate in a variety of contests and activities, ranging from sewing projects to livestock exhibitions. Dues will be announced at the first meeting of the school year.

Students who meet all participation requirements will be eligible to attend **Achievement Day**, an event sponsored by the LSU AgCenter.

For more information, visit the official 4-H website: <http://www.lsuagcenter.com/en/4h/>

AR Club

The Accelerated Reading Club recognizes and celebrates dedicated students who excel in our **Accelerated Reader (AR)**. This club is designed to motivate students to work hard, meet personal goals, and build a love for reading.

Top-performing AR students are eligible for special rewards based on the number of points earned and their reading level performance. To qualify for the end-of-year celebration, students must meet the following criteria by the **first Friday in May**:

- 📖 **Kindergarten:** Earn 10 or more AR points
- 📖 **1st Grade:** Earn 50 or more AR points
- 📖 **2nd & 3rd Grades:** Earn 100 or more AR points
- 📖 **4th & 5th Grades:** Earn 100 or more AR points

Students may continue testing in AR until the **Friday before their grade level awards ceremony** to be eligible for monetary prizes:

- 📖 **\$50** for the top point earner in each grade (1st–5th)
- 📖 **\$25** for the second-highest point earner in each grade
- 📖 Students who earn **1,000 or more AR points** in one school year will receive a special **\$100 bonus award**

The AR Club not only celebrates achievement—it inspires students to aim high and develop lifelong skills in reading.

Awards and Graduation Ceremonies

Rayville Elementary's awards and graduation ceremonies will be held at the **Rayville Elementary School**.

Specific dates and times will be announced closer to the end of the school year.

Kindergarten and 5th Grade Graduation Ceremonies

At Rayville Elementary, we take pride in celebrating our students' accomplishments, and our graduation ceremonies are a special way to honor their growth and success.

To participate in the kindergarten or 5th grade graduation ceremony, students must meet the promotion requirements outlined in the **Richland Parish Pupil Progression Plan**.

This plan is available for review on the **Richland Parish School Board website** and can be accessed by parents at any time.

Award's Day Requirements

To be eligible for these awards at the end of the year:

Principal's Award: A student must maintain all A's for the year. Students will receive a trophy and a certificate.

Honor Roll: A student must maintain A/B's all year. Students will receive a trophy and a certificate.

Honorable Mention: A student must maintain a B average all year. For every C they make in a grading period, they must have an A to cover it. Students will receive a certificate.

Perfect Attendance: Students must have no absences and no more than two early checkouts for the year. Students receive a trophy and a certificate.

Highest Average in a Subject: The student in each class who has the highest average for the year (this can be multiple students) qualifies for this award. The student will receive a certificate.

***AR 100 Points Trophy:** Students who attain 100 points or more in Accelerated Reader. Student will receive a trophy and a certificate.

AR Monetary Awards: Highest points in each grade level (\$50 to highest/\$25 to second highest).

*Any student caught taking AR tests for another student will be stripped of any awards and will be referred to the office for discipline.

Additional Student Recognition Opportunities

At Rayville Elementary, we believe in celebrating student success in a variety of ways. Below are several opportunities where students can be recognized for their achievements, effort, and character:

📅 Student of the Month:

Each month, two students from each class are selected by their teacher based on their strong work ethic, helpfulness, and positive conduct. Certificates are presented in the classroom on the last day of the month.

📅 Hornet Pride Award:

Students who consistently demonstrate the values of "**Hornet Pride**"—being respectful, responsible, prepared, and safe—are recognized every six weeks. To qualify, students must have no conduct marks or office referrals. Recipients will be awarded a certificate in their classroom.

📅 AR Points Dog Tags:

As students reach Accelerated Reader (AR) point milestones (5, 15, 25, 50, 100, etc.), they will earn collectible dog tags to celebrate their reading achievements.

Students receiving grades in general education classrooms—including resource students working on grade-level content—are eligible to receive any and all of the above awards.

Visiting Teacher, Child Welfare and Attendance Supervisor, and FINS Officer

Rayville Elementary School is committed to full cooperation with **Visiting Teachers, Child Welfare and**

Attendance Supervisors, FINS (Families in Need of Services) Officers, and Truancy Assessment and Service Centers to promote regular student attendance and successful school adjustment.

School staff will provide any relevant information that may assist these professionals in supporting students' educational engagement and well-being.

For schools or programs serving students in state custody: it is the responsibility of principals, superintendents, or facility heads to notify the appropriate visiting teacher, child welfare supervisor, and/or FINS officer when a child is being released from custody or returned to their home parish.

In accordance with **R.S. 17:235**, visiting teachers and FINS officers will also coordinate with state and local agencies—including the Departments of Social Services, Labor, Health and Hospitals—as well as juvenile and family courts, correctional institutions, and law enforcement. These partnerships may involve the sharing of confidential or privileged information as permitted by law and are essential in enforcing school attendance laws and supporting at-risk students.

Statements of Compliance

At the start of each school year, homeroom teachers will provide students with information regarding the **Statement of Compliance** as outlined by the Richland Parish School Board. Teachers will also address any questions students may have about these expectations.

Each parent or guardian is required to sign a **Statement of Compliance**, confirming their commitment to the following responsibilities:

1. Ensuring their child attends school daily, except in cases of excused absences
2. Making sure their child arrives at school on time each day
3. Supporting their child in completing all required homework assignments
4. Attending all required parent-teacher and/or parent-principal conferences

These responsibilities are further supported by clearly defined expectations for student behavior across eight key areas of the school: **Classroom, Cafeteria, Hallway, Restroom, Playground, Bus, Car Line, and All School Settings**.

To ensure a consistent and positive school environment, these expectations will be explicitly taught through **direct instruction, modeling, and role-playing** during the first two weeks of school. Full implementation of the behavior program will begin on the **first day of school**.

Bus Rules and Regulations

Riding the school bus is a **privilege**, not a right. All students are expected to follow bus rules to ensure the

safety of everyone on board. Failure to follow these expectations will result in the following consequences:

Progressive Discipline for Bus Infractions

1 First Infraction:

A written referral will be submitted by the bus driver to the school principal. The student will receive a warning, and parents will be contacted by both the principal and, when possible, the driver.

Documentation will be maintained, and a copy of the referral will be sent to the Transportation Department. The student **may be suspended from the bus for a minimum of three (3) days**.

2 Second Infraction:

The student will be **suspended from bus privileges for a minimum of three (3) days**. No exceptions.

3 Third Infraction:

The student will be **suspended from the bus for at least one (1) week**. A parent conference may be scheduled.

4 Fourth Infraction:

The student will **lose bus privileges for the remainder of the school year** or for **a minimum of six weeks**, whichever is longer.

Severe Infractions

In cases of serious misconduct, students may be **immediately suspended from the bus or school**, even on a first offense. Examples of severe behavior include:

- 1 Fighting
 - 2 Possession of drugs or alcohol
 - 3 Smoking or vaping
 - 4 Possession of weapons
 - 5 Assault or threats
 - 6 Vandalism/destruction of school property
 - 7 Gross disrespect toward the driver (e.g., cursing)
-

Additional Bus Guidelines

1. Students must ride their **assigned bus**. Any changes must be submitted in writing by a parent/guardian and approved by the principal.
2. Students may only be dropped off at **approved locations** (school, home, or those listed in a written

request).

3. Students **may not ride different buses in the morning and afternoon.**
4. The **bus driver is the authority** on the bus. Students must follow all instructions given by the driver.

These procedures are in place to ensure a safe and respectful environment for all students and staff. Thank you for your cooperation in maintaining safety on all school buses.

Expectations for Bus Riders

To ensure a safe and respectful ride for all students, please follow the guidelines below:

✓ What Bus Riders Should Do:

- ❑ **Cooperate with the driver** at all times—your safety depends on it.
- ❑ **Arrive at your stop on time**—buses will not wait for late students.
- ❑ **Use caution** when crossing the road to board or exit the bus.
- ❑ **Follow all directions** given by the driver while boarding, riding, and exiting.
- ❑ **Remain seated** and speak quietly so as not to distract the driver.
- ❑ **Have written permission** (approved by the principal) if you plan to get off at a stop other than your assigned one.
- ❑ **Be respectful and responsible**—take care of yourself and the bus.

✗ What Bus Riders Should Not Do:

- ❑ **Stand while the bus is moving**, especially if seats are available.
- ❑ **Extend hands, heads, or objects** out of windows or doors.
- ❑ **Throw objects** inside the bus or out of windows/doors.
- ❑ **Open or use the emergency exit** unless there is a true emergency.
- ❑ **Eat or drink** on the bus.
- ❑ **Damage or vandalize** the bus in any way.
- ❑ **Bring or use the following items** on the bus:

- ☐ Alcohol, tobacco, drugs, or drug paraphernalia
 - ☐ Weapons of any kind
 - ☐ Glass containers
 - ☐ Live animals or pets
 - ☐ Large items that cannot fit in your lap, under the seat, or be safely carried
 - ☐ Matches, lighters, or other fire-starting materials
 - ☐ Obscene or inappropriate materials
- ☐ **Use profanity or vulgar language.**
-

Following these rules helps ensure a safe and respectful environment for everyone. Continued violations may result in the loss of bus privileges. Thank you for helping us keep transportation safe!



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 Gaggles.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 of his or her teachers.
- 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
2025-2026**

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 2025-2026 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,

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

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

- **School-Parent Compact**

Rayville Elementary School will take the following actions to jointly develop with parents of participating children a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the state’s high standards.

Rayville Elementary School will hold an annual parent meeting to review and discuss any needed changes to the jointly developed school compact. This compact will outline how the entire school staff, parents, and students will share the responsibility for improved student academic achievement. The compact will describe not only the school’s responsibility in providing high quality instruction and curriculum, but the student and parent responsibilities for meeting and supporting the learning processes. The compact will address how parents have reasonable access to staff, receive frequent reports on their progress, and have the opportunity to volunteer and observe in the classroom.

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

If applicable, Rayville Elementary School will take the following actions to involve the parents of children served in Title I, Part A schools in decisions about how the 1 percent of Title I, Part A funds reserved for parent and family engagement is spent by:

Each Parent and Family Engagement Coordinator offers each parent the opportunity to give feedback on the 1% reservation of funds by surveying parents on the use of funds. During the Annual Title I meeting, the school will share the budget for parent and family engagement activities.

- **Coordination of Services**

Rayville Elementary School will, to the extent feasible and appropriate, coordinate and integrate parent and family engagement programs and activities with other Federal, State, and local programs, including public preschool programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children by:

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

- **Building Capacity of Parents**

Rayville Elementary School will build the parents' capacity for strong parent and family engagement to ensure effective involvement of parents and to support a partnership among the school and the community to improve student academic achievement through the following:

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

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

- **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



2025-2026

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

2025-2026

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

SWPBIS- Positive 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"

Reward:

- Positive DOJO Point
- Redeem DoJo points in classroom DOJO Store
- Reward Parties every 6 weeks
- Student of the Week or Month Award

* 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.

- Severe offenses such as fighting should be sent to the office along with a completed office referral (Completed either teacher, Assistant Principal or Principal).

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

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

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

Please review these expectations & procedures with your child.

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

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:

Any repetitive classroom 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 Gaggie.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. The center will be open every Wednesday. 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 after 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.*

*Tuesday- Will be **HORNET FOLDER Day!** This folder will include student achievement reports, progress reports, report cards, conduct sheets, and school events or special announcements will also be located in this folder. Please ask your child for these folders each Monday & Tuesday.*

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:

2025-2026 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**

Grade Level	Assessment	Delivery Method	Test Date
K-2	End of the Year Literacy Assessment	Computer Based	TBD
3rd	LEAP, ELA, Math, S.S	Computer Based	TBD
3rd-8th	LEAP, ELS, MATH, SS	Computer Based	TBD

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*.

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 outlined above, will apply to my child while on School Sponsored Field Trips.

Parent Signature:

Date:

CORPORAL PUNISHMENT

Option 1 ____ I give Rayville Elementary permission to paddle my child this 2025-2026 school year.

Option 2 ____ I do not give Rayville Elementary School permission to paddle my child this 2025-2026 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

_____/_____
Homeroom teacher/Grade Level

Parent Name

Parent Signature

Date

Please sign and return