



2019
2020

Russellville Middle School Russellville Intermediate School Handbook

Russellville Intermediate School

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Russellville School District will educate, equip, and empower all students to be productive, contributing members of their school, their community, and their world, by preparing students to be college and career ready.

**2019-2020 Russellville School District
Middle Grades
STUDENT HANDBOOK**

Section 1: Student Enrollment	1
Compulsory Attendance Requirements	1
Entrance Requirement	1
Extracurricular Activities – Secondary Schools	1
Homeless	1
Immunization Record	1
Residence Requirement	2
Student Transfers	2
School Choice	2
Section 2: General Information.....	3
2019-2020 School Calendar	3
Office Hours/School Hours	4
Use of School Phones	4
Parent – Teacher Communication	4
Communication Between Parents and the District.....	4
Contact With Students While At School.....	4
Visitors	4
Private Transportation and Entering School.....	5
Bicycles/Skateboards	5
Absences.....	5
Cell Phone Use In A School Zone	6
Student Handbook.....	6
Technology	6
Children’s Internet Protection Act (CIPA).....	6
What CIPA Requires	6
Student Electronic Device And Internet Use Agreement	6
Consequences for Failure to Abide by the Student Internet Use Agreement.....	6
Wellness Policy	7
Cafeteria	7
School Meal Modifications.....	8
Equal Educational Opportunity	8

Accreditation	8
Accident Insurance	8
Gifts	8
Lost and Found	8
Family and Community Engagement Plan.....	9
School Supplies, Textbooks, and Technologies	9
Video Surveillance and Other Student Monitoring	9
Section 3: Academic Information.....	10
Academic Regulations/Curriculum/Scheduling (6th, 7th Grade Students)	10
Distribution of Report Cards.....	10
Homework	10
Make-up Opportunities and Procedures for Missed Work	10
Smart Core Curriculum and Graduation Requirements	10
Smart Core Curriculum and Graduation Requirements for the Classes of 2021 and Thereafter.....	10
Student Promotion and Retention	10
Section 4: School Policies and Procedures	11
Building Regulations	11
Cancellation of School-Sponsored Trips Due To Road And Weather Conditions	11
Checking In and Out Procedure.....	11
Communicable Diseases and Parasites	11
Procedures for Head Lice/Nits/Scabies.....	11
Emergency Information	12
Fire Drills	12
Nuclear Warning	12
Tornado Drills.....	12
Illness or Injury.....	12
Public Complaints/Grievance Procedure.....	13
School Dances.....	13
Student Medications	13
Student Media and the Distribution of Literature.....	13
Section 5: Student Behavior and Discipline	14
Discipline	14
Student Behaviors	14
Student Conduct Off-Campus	14
Student Dress	14
Traffic in the Hallways.....	15
Disciplinary Actions	15
Due Process.....	15

Types of Disciplinary Actions	16
Search, Seizure, and Interrogations.....	16
Teacher’s Removal of Student from Classroom	16
Section 6: Services	17
Guidance Services.....	17
Media Center and Library Services.....	17
Parent Center Coordinators	17
School Nurse and Health Services	17
Appendix A:.....	18
Russellville Intermediate School Information	18
Electronic Devices.....	19
Possession and Use of Cell Phone and Other Electronic Devices.....	19
Student Cell Phone Use	19
Grading	20
Tardiness And Early Check-out From School	20
Appendix B:.....	21
Russellville Middle School Information.....	21
Daily Schedule	21
Bell Schedule	21
2019-2020 Test Schedule	22
Electronic Devices.....	22
Possession and Use of Cell Phone and Other Electronic Devices.....	22
Locker Regulations	22
Personal Property.....	22
Point System for Honor Rolls/Class Ranking	22
Marking Grades	23
Homework	23
Organization	23
Junior Honor Society	23
Student Performance and Progress Reports	24
Absences.....	24
Tardies	24
Tardy Procedures	24
Disciplinary Procedures For Student Misbehavior	25

Note: All heading appearing in BLUE and UNDERLINED are linked to the corresponding district document. Click the link to view the full district document.

Section 1: Student Enrollment

[Compulsory Attendance Requirements](#)

Russellville School District Policy 4.3 Effective: 7/1/2019

Every parent, guardian, or other person having custody or charge of any child age five (5) through seventeen (17) years on or before August 1 of the current school year, as defined by policy ([4.2R ENTRANCE REQUIREMENTS](#)) who resides, as defined by policy ([4.1 RESIDENCE REQUIREMENTS](#)), within the District shall enroll and send the child to a District school with the following exceptions...

[Entrance Requirement](#)

Russellville School District Policy 4.2R Effective: 6/18/2019

To enroll in a school in the District, the child must be a resident of the District as defined in District policy ([4.1R—RESIDENCE REQUIREMENTS](#)) meet the criteria outlined in policy [4.40R—HOMELESS STUDENTS](#), be accepted as a transfer student under the provisions of policy [4.4R - Transfer Students](#), or participate under a school choice option and submit the required paperwork as required by the choice option...

[Extracurricular Activities – Secondary Schools](#)

Russellville School District Policy 4.56 Effective: 6/18/2019

The Board believes in providing opportunities for students to participate in extracurricular activities that can help enrich the student's educational experience. At Russellville School District 5805 the same time, the Board believes that a student's participation in extracurricular activities cannot come at the expense of his/her classroom academic achievement...

[Homeless](#)

Russellville School District Policy 4.40R Effective: 4/17/2018

The Russellville School District will afford the same services and educational opportunities to homeless children as are afforded to non-homeless children...

[Immunization Record](#)

Russellville School District Policy 4.57 Effective: 6/18/2019

The District administration has the responsibility to evaluate the immunization status of District students...

Moving from School District/Withdrawing from School

Students who leave school or transfer to another school must ensure to clear all records properly. A check-out sheet from the school office with signatures from the student's teachers, counselor, and media specialist shall be completed. Return of all school material, textbooks, locks, etc. is a must. Students who do not properly withdraw shall have their permanent record withheld until they complete all check out procedures.

[Privacy of Students' Records/Directory Information](#)

Russellville School District Policy 4.13 Effective: 7/1/2015

Except when a court order regarding a student has been presented to the district to the contrary, all students' education records are available for inspection and copying by the parent of his/her student who is under the age of eighteen (18)...

Residence Requirement

Russellville School District Policy 4.1 Effective: 6/18/2019

"Reside" means to be physically present and to maintain a permanent place of abode for an average of no fewer than four (4) calendar days and nights per week for a primary purpose other than school attendance...

Student Transfers

Russellville School District Policy 4.4 Effective: 6/18/2019

The Russellville School District shall review and accept or reject requests for transfers, both into and out of the district, on a case by case basis...

School Choice

Russellville School District Policy 4.5 Effective: 6/18/2019

The Russellville School District guidelines for accepting and denying school choice...

Section 2: General Information

2019-2020 School Calendar

August 7-9	No School – Professional Development
August 12-13	No School – Teacher Work Days
August 14	First Day of Class
September 2	No School – Labor Day Holiday
September 18	5 Weeks Progress Reports
October 11	End of 1 st Quarter
October 14	First Day of 2 nd Quarter
October 21	*½ Professional Development; Parent/Teacher Conferences (PK-5)
October 22	*½ Professional Development; Parent/Teacher Conferences (6-12)
November 14	5 Weeks Progress Reports
November 25-26	No School – Flex Professional Development
November 27-29	Thanksgiving Holidays – No Classes
December 20	End of 1 st Semester
December 21 – 1/3	Christmas Holidays – No Classes
January 6	First Day of 2 nd Semester/Classes resume
January 9	First Semester Report Cards Sent Home
January 20	No School
February 10	*½ Professional Development; Parent/Teacher Conferences (6-7)
February 11	*½ Professional Development; Parent/Teacher Conferences (PK-5)
March 13	End of 3 rd Quarter
March 16	First Day of 4 th Quarter
March 20	Report Cards Go Out
March 23-27	No School – Spring Break
April 10	No School - Professional Development
April 22	5 Weeks Progress Reports
May 14	Teacher Recognition – 2 Hour Early Dismissal
May 25	No School – Memorial Day
May 27	Last Day of 2 nd Semester if no inclement weather
June 21-July 4	Athletic Dead Weeks

1/20, 5/28-29, and 6/1-3 are designated make-up days for inclement weather

*All Parent/Teacher Conferences are held from 1:00 pm – 7:00 pm

Office Hours/School Hours

School office hours are from 7:30 a.m. to 4:00 p.m. Campus supervision of students is provided by the faculty and administration between these hours. Non-bus riders should arrange for pick up by no later than 3:45 p.m. Students on campus after 4:00 p.m. are those students involved in a supervised activity. The phone system at each building operates during the same hours, 7:30 a.m. to 4:00 p.m.

Use of School Phones

Telephones in the school are for emergency purposes and student use will only be approved by the office.

Parent – Teacher Communication

Russellville School District Policy 3.30 Effective 7/1/2015

Parent – Teacher Conferences

To help promote positive communication, parent/teacher conferences shall be held once each semester. This year's dates are as follows:

October 21, 2019 RIS

October 22, 2019 RMS

February 10, 2020 RMS

February 11, 2020 RIS

Communication Between Parents and the District

An additional form of communication to parents/guardians is through the e-mail system. Parents/guardians may contact teachers and administrators in the Russellville School District by using the first and last name along with @russellvilleschools.net.

Example: john.doe@russellvilleschools.net

Contact With Students While At School

Russellville School District Policy 4.15 Effective 6/18/2019

Parents wishing to speak to their children during the school day shall register first with the office. If there are any question concerning who and when your child can be contacted please call the office or read the above linked policy.

Visitors

All visitors are required to register in the principal's office and must provide a photo I.D. to gain permission to remain on campus (A visitor is defined as any person other than a registered student or a school district employee). Arkansas law provides for prosecution of any person loitering in a school building or on school grounds. Any unauthorized person on school property shall be asked to leave, and if he/she refuses, school authorities in charge shall request their removal by law enforcement authorities.

For this reason, all visitors must sign-in through the Hall-Pass computer. A visitor badge must be worn by the visitor. The visitor's badge allows staff members know that the visitor has followed the proper check-in procedure. Visitors must sign-out before leaving the building the same way. In the interest of safety, a school staff member may ask for proof of identity.

Parents/Guardians who wish to conference with a teacher should plan to schedule a time that coincides with the teacher's preparation time or at another time that is convenient for both the parent and the teacher. **Classroom instruction time must not be interrupted for unscheduled parent/teacher conferences.** Parents/Guardians may schedule conferences through the office or by personal communication with a teacher.

Private Transportation and Entering School

Students should arrive at school no earlier than 7:30 a.m. and be picked up by 3:45 p.m. Students who cannot arrive or depart by private transportation at these times may take advantage of bus transportation. Parents/guardians shall follow the direction of the car rider duty teachers. RSD administration asks that parents pull forward so traffic moves more efficiently. Parents/guardians who arrive at a school for other school business should park in the area designated of each respective building.

In the interest of safety, students are forbidden to leave the sidewalk area, regardless of the location of the parent's vehicle in the car rider line.

Bicycles/Skateboards

Students are prohibited from riding motor bikes, or skateboards to school or on school property. Bicycles are permitted; however, the school neither supervises, nor is responsible, for theft or damage to the bicycle.

If you ride a bicycle to school, students are expected to follow these guidelines

- Follow all traffic rules and ride in a safe and courteous manner;
- Do not ride on any sidewalk that is adjacent to or on campus. Also, do not ride under the canopies of any school building;
- Use the bicycle racks provided by the school; and
- Lock your bicycle to the rack before you leave.

Transportation Changes / Pick-up

Any transportation change for a student must be communicated to the school office by a telephone call or via a note to the child's teacher or the school office staff. A child's word on transportation changes will be verified by the child's parent/guardian before any transportation changes are made.

Any adult, other than the custodial guardian, who wishes to check-out a student must be on the child's registration form approved list or be cleared by the building principal or his/her designee. Anyone picking up a child from school should be prepared to show a photo ID. The safety of students is the primary concern.

As a courtesy, parents should call the office before 2:00 pm. After 2:00 pm, the communication to the child may not be guaranteed.

Absences

Russellville School District Policy 4.7.2R Effective: 6/18/2019

Education is more than the grades students receive in their courses. Important as that is, students' regular attendance at school is essential to their social and cultural development and helps prepare them to accept responsibilities they will face as an adult...

Russellville Intermediate Grade (RIS): (479) 968-2650

Cell Phone Use In A School Zone

[Act 37 of the 2011 Arkansas General Assembly](#) prohibits the use of cell phones when passing a school zone or school building during school hours when children are present and outside the building.

Student Handbook

Russellville School District Policy 4.42 Effective: 4/22/2013

It shall be the policy of the Russellville School District that the most recently adopted version of the Student Handbook and in the event that there is a conflict between the student handbook and a general board policy or policies, the more recently adopted language will be considered binding and controlling...

Technology

Children’s Internet Protection Act (CIPA)

The Children’s Internet Protection Act (CIPA) was enacted by Congress in 2000 to address concerns about children’s access to obscene or harmful content over the Internet. CIPA imposes certain requirements on schools or libraries that receive discounts for Internet access or internal connections through the E-rate program – a program that makes certain communications services and products more affordable for eligible schools and libraries. In early 2001, the FCC issued rules implementing CIPA and provided updates to those rules in 2011.

What CIPA Requires

Schools and libraries subject to CIPA may not receive the discounts offered by the E-rate program unless they certify that they have an Internet safety policy that includes technology protection measures. The protection measures must block or filter Internet access to pictures that are: (a) obscene; (b) child pornography; or (c) harmful to minors (for computers that are accessed by minors). Before adopting this Internet safety policy, schools and libraries must provide reasonable notice and hold at least one public hearing or meeting to address the proposal.

Schools and libraries subject to CIPA are required to adopt and implement an Internet safety policy addressing

- access by minors to inappropriate matter on the Internet;
- the safety and security of minors when using electronic mail, chat rooms and other forms of direct electronic communications;
- unauthorized access, including so-called “hacking,” and other unlawful activities by minors online;
- unauthorized disclosure, use, and dissemination of personal information regarding minors; and
- measures restricting minors’ access to materials harmful to them.

Student Electronic Device And Internet Use Agreement

Russellville School District Policy 4.29F Effective: 6/18/2019

Acceptable Use Regulation

Each student and parent must sign the Student Internet Use Agreement before using a computer. Each supervising teacher has the responsibility of ensuring his/her students have signed the policy before the class is allowed to use the Internet.

Consequences for Failure to Abide by the Student Internet Use Agreement

1st Offense—restricted access as deemed appropriate by the building administrator.

2nd Offense—Administrative discretion up to loss of computer privileges for the remainder of the school year.

Wellness Policy

Russellville School District Policy 5.29 Effective: 6/18/2019

The Russellville School District is committed to providing school environments that promote and protect children's health, well-being, and ability to learn by supporting healthy eating and physical activity.

Cafeteria

While in the cafeteria, students are expected to conduct themselves according to school expectations. All lunches and drinks are to be eaten in the cafeteria; food and drinks are not to be taken out on campus.

At lunch, students enter the cafeteria, make their choice, and type their 4-digit code into a keypad at the cash register. Students who bring their lunch from home follow directions from the monitors upon entering the cafeteria. No books or bags are to be taken into the cafeteria at lunch. In the cafeteria, students are expected to:

- conduct themselves appropriately,
- use a normal tone of voice,
- remain seated and not walk around, and
- go to designated areas until the bell dismisses for students to enter the classroom areas.

A student who is unable to conduct him/herself in an acceptable manner may be assigned to an alternate location. If a disturbance or fight occurs, students must remain seated in order for principals and duty teachers to take care of the situation. Students who stand, shout, or in any way impede the orderly, safe removal of the problem, are subject to disciplinary actions. Such actions might include, but are not limited to, lunch detention or Saturday School. Please remember:

- Do not bring pizza, cakes, etc. to school. Arkansas State Law ([Ark. Code Ann. 20-7-133, 20-7-134, 20-7-135](#)) **prohibits anyone from bringing and giving food to other students.** Parents are discouraged from checking students out to eat elsewhere. The front office cannot be responsible for delivery of lunches to students.
- **All families, who might qualify, are encouraged to complete an application for the USDA Free and Reduced Meals program.** This program provides breakfast and lunch at a reduced rate or for free depending on a variety of factors. Contrary to popular belief, it is not a burden on the district for your child(ren) to be enrolled in the program. The program helps us provide the best nutrition services possible for your child(ren). To speed up the application process, please complete only **ONE** application per household, while being mindful to list all students/household members. A new application is submitted at the beginning of each school year even if your family qualified the previous year. Parents may apply online through the NutriStatus link (RSD Homepage > Parents > Parent/Student Resources).

Families may apply for the program any time during the school year if any of the following occurs: decrease in income, increase in household size, layoff, disability, or loss of job. Please call the child nutrition office at 479-498-8836 if you have any further questions.

- RIS and RMS encourage all parents to utilize our online payment system. Meals may be paid for with check or cash at the school or the administration building. Online payments can be made with a debit card or credit card. Also, balances may be viewed on My School Bucks link at any time with no cost. This system is in place for the use of parents so that they may be better informed of their child's meal consumption and monetary balance available. Visit the RSD homepage at <http://www.russellvilleschools.net> Parents > Student and Parent Websites > MySchoolBucks icon. You must have your child's student ID number to utilize this site. Your school's office has this information for you.
- RIS and RMS realize the importance of family support for a child's school success, so visitors are welcome for lunch. Food brought into the school from an outside source can only be shared with your student. In addition to the visitor(s), the child may ask one other student to sit with them. Visitors may purchase meals in the cafeteria.

- **The cafeteria does not allow students to charge lunches.**
- If you have additional questions, contact the child nutrition office at 479-498-8836.

Lunch prices for 2019-2020 are as follows

- Breakfast prices for full paid: \$2.00/day or \$10.00/week,
- Breakfast prices for reduced: \$0.30/day or \$1.50/week,
- Lunch prices for full paid: \$2.80/day or \$14.00/week,
- Lunch prices for reduced: \$0.40/day or \$2.50/week,
- milk and juice prices for all students: \$.50 each

School Meal Modifications

Russellville School District Policy 4.50 Effective: 6/27/2017

The district only provides modified meal components on menus to accommodate students with a disability...

Equal Educational Opportunity

Russellville School District Policy 4.11R Effective: 4/17/2018

No student in the Russellville School District shall, on the grounds of race, color, religion, national origin, sex, sexual orientation, gender identity, age, or disability be excluded from participation in, or denied the benefits of, or subjected to discrimination under any educational program or activity sponsored by the District...

Accreditation

Each school, i.e., Russellville Intermediate School and Russellville Middle School, is a member of AdvancED. Since each school is a member, graduates from Russellville High School are assured that their credits are accepted in colleges throughout the United States. Students considering a particular college or course of study should meet with their counselor(s) to plan a high school track of courses that meet that particular college entrance requirement.

Accident Insurance

Due to parental requests, RSD provides an opportunity for the purchase of student insurance from an approved company. Please contact the school office if you are interested in this insurance. Purchase of this program is optional. The school receives no benefit from this service.

Gifts

Gifts (flowers, balloons, stuffed animals, etc.) received at school must stay in the front office. If a student is not a car rider, then flowers and balloons may not be carried on the bus. Also, if the item(s) is/are delivered late in the day, there is a possibility that the student may not receive notification before he/she leaves school.

Lost and Found

Students should not bring anything to school that cannot be replaced. If a student finds or loses something, the student is to report the found or lost item to the office personnel.

Periodically, announcements are made about items that have been found and remain unclaimed. At the end of each quarter, all lost and found items will be donated to charity.

Family and Community Engagement Plan

The full text of the Parent Involvement Plan for the district may be obtained through the district website

www.russellvilleschools.net. Please choose the "State Required Information" button and scroll to the current year parent involvement plan. A plan for each building and for the district is included.

RUSSELLVILLE SCHOOL DISTRICT VISION

The Russellville School District School Board and Administration understand the importance of involving parents and the community as a whole in promoting higher student achievement. The district parent plan is reviewed annually, and includes major goals for improving and continuing parent and community involvement in education:

- Goal one: The district will **promote and support parent involvement** through surveys, written information, the website and other publications, and annual parent meetings.
- Goal two: The district will **assist school buildings in promoting and improving** parental involvement.
- Goal three: The district will **ensure that school principals, teachers, and parents** receive information and training in promoting parent involvement and communicating with parents.
- Goal four: The district will include **parents in evaluation and improving** the ways in which schools and teachers communicate with and involve parents.
- Goal five: The District **will include parents in joint review and development of the Title I Plan** for buildings, as applicable.

Please contact your school building principal for additional information and assistance with involvement. You are asked to let us know that you have received this information in your student handbook by signing the assurance page included for you.

School Supplies, Textbooks, and Technologies

Basic textbooks are provided through the State Textbook Program. Students are responsible for all borrowed materials. Any materials including, but not limited to textbooks, technological devices, library books or literacy materials lost or damaged beyond repair must be paid by the student. The fine must be paid before the end of the school year. Replacement cost of each book varies according to the class.

Students are expected to provide their own supplies for classes. A supply list is provided at the beginning of each year for RIS and RMS.

Video Surveillance and Other Student Monitoring

Russellville School District Policy 4.48 Effective: 6/18/2019

The placement of video/audio surveillance cameras shall be based on the presumption and belief that students, staff and visitors have no reasonable expectation of privacy anywhere on or near school property, facilities, vehicles, or equipment, with the exception of places such as rest rooms or dressing areas where an expectation of bodily privacy is reasonable and customary.

Section 3: Academic Information

Academic Regulations/Curriculum/Scheduling (6th, 7th Grade Students)

The curriculum is designed to meet the needs of the students and community. It endeavors to give the student greater latitude in choice of subject matter and at the same time give him/her a broad general education.

Since course offerings will change from year to year, a schedule of courses is furnished to the student annually to plan his/her next year's work.

Distribution of Report Cards

October 21	Parent/Teacher Conferences (RIS)
October 22	Parent/Teacher Conferences (RMS)
January 9	First Semester Report Cards Mailed
March 20	Report Cards Mailed
June 1	Second Semester Report Cards Mailed

Homework

Russellville School District Policy 5.14R Effective: 10/16/2012

Make-up Opportunities and Procedures for Missed Work

Russellville School District Policy 4.8.2R Effective: 6/16/2015

Students who miss school due to an absence shall be allowed to make up the work they missed during their absence, please click link to read the policy.

Smart Core Curriculum and Graduation Requirements

Smart Core Curriculum and Graduation Requirements for the Classes of 2021 and Thereafter

Russellville School District Policy 4.45.1 Effective: 6/18/2019

Student Promotion and Retention

Russellville School District Policy 4.55 Effective 6/18/2019

A disservice is done to students through social promotion and is prohibited by state law. The District shall, at a minimum, evaluate each student annually in an effort to help each student who is not performing at grade level. Parents or guardians shall be kept informed concerning the progress of their student(s). Notice of a student's possible retention or required retaking of a course shall be included with the student's grades sent home to each parent/guardian or the student if 18 or older. Parent-teacher conferences are encouraged and may be held as necessary in an effort to improve a student's academic success.

Section 4: School Policies and Procedures

Building Regulations

The building principal may grant permission for use of the building if the organization making the request has some connection with the school. If an organization other than one sponsored by the school requests permission to use the building, the request must be approved by the superintendent or assistant superintendent.

Cancellation of School-Sponsored Trips Due To Road And Weather Conditions

Russellville School District Policy 4.56.2R Effective: 5/16/1978

Checking In and Out Procedure

If a student comes to school late, he/she must check in at the office. A doctor's or a parent note must be presented at the time the student checks in.

All parents/guardians shall provide a list of additional individuals who may check out a student. The office complies with the approved list and at the time a student checks out, identification is required by the parent/guardian or approved individual.

Any illness or injury that results in the student being checked out must go through the nurse's office, or office, if the nurse is unavailable. Students should not use personal cell phones to make contact with parents for illness related situations unless previously cleared through administration.

Communicable Diseases and Parasites

Russellville School District Policy 4.34 Effective: 5/16/2017

Procedures for Head Lice/Nits/Scabies

The following policy and procedures are developed to eliminate and prevent the infestation of head lice, nits, or scabies in the Russellville School District

1. Periodic screenings to detect head lice, nits, or scabies are conducted by trained personnel as designated by the building principal;
2. Parents/Guardians of identified student are contacted if head lice, nits, or scabies are detected. Immediate arrangements must be made to remove the child; and
3. Parents/Guardians are provided with treatment information. It is the responsibility of the parent/guardian to ensure the child is treated before returning to school.

The student may return to school only after treatment, provided the following has occurred

1. Treat with head lice shampoo according to instructions.
2. The parent/guardian must accompany the student to school with proof of treatment.
3. School personnel re-examines the student.
4. All nits (eggs) must be removed from the hair before the student can return to school.
5. Proof of a second treatment is required 7 to 10 days after initial treatment.

In case of scabies, a doctor's clearance or proof of treatment is required for reentry of the student into public school.

Emergency Information

Fire Drills

Fire drills are held periodically throughout the year. When the fire alarm sounds, students follow the evacuation procedure as provided by their teacher. Students and teachers review the fire drill evacuation plan carefully. Each fire drill is performed as if it was an actual situation. Unruly behavior during fire drills is inexcusable. Endangering the lives of students by failing to cooperate or by creating confusion during the fire drill evacuation is not tolerated.

Nuclear Warning

An emergency at the Nuclear Generating Plants west of Russellville may never occur, but the possibility is a reality in Russellville and the surrounding communities. Therefore, it is prudent to plan for an emergency. The Russellville School District is given the transportation responsibility in the event that such emergency occurs during school hours. School personnel follow the procedure as outlined by the Arkansas Department of Health, Nuclear Planning, and Response Program and Entergy Operations, Inc. Bus and automobiles will evacuate all students and teachers. **London students will be evacuated to Clarksville and all the other elementary students will be evacuated to the Morrilton High School.** Parents should not attempt to pick up children at school because traffic would impede and delay a speedy evacuation of all students.

The procedure is as follows

1. The school district receives an early notification before the sirens alert the general public.
2. Bus drivers are assigned and report to their respective schools.
3. Russellville students are transported to the care centers.

Parents should pick up their children at the care centers. **DO NOT** come to the school buildings to pick up your student(s). The students, at the time of the emergency, are in route to the care centers before the general public is notified of the emergency.

Tornado Drills

Tornado drills are also conducted during the months of September, October, January, and February. During tornado drills, students are directed to the safe rooms within the building. If a tornado is approaching, parents/guardians are asked TO REFRAIN FROM COMING TO SCHOOL TO PICK UP THEIR CHILD. Extra activity in the office area during inclement weather distracts adults from seeing to the safety of children. Children are much safer in the school storm shelters designated as "safe rooms" than riding in a car during a tornado.

Illness or Injury

If your child has a medical condition, it is important that a conference is scheduled with the school nurse and the classroom teacher. (Parents/Guardians should not assume that the school is aware of their child's medical condition.)

If your child is ill, please do not send him/her to school. **The student should be fever-free for 24 hours before returning to school without the aid of over the counter medications.** If he/she is recuperating from an illness and needs to stay inside for a day or two, please write the teacher a note; otherwise the child must go outside with his/her classmates. If a recent illness or medical condition requires that a student stay indoors for more than two (2) consecutive days, then a doctor's excuse is required.

The Russellville School District provides an outstanding physical education program for all students. All students are expected to participate in all PE activities unless a doctor excuses them. If your child is to miss more than one PE class because of a health-related problem, please contact the principal or the physical education teacher.

Public Complaints/Grievance Procedure

Russellville School District Policy 6.7.1R Effective: 5/22/2013

School Dances

Dances held at RMS may be attended by RMS student and are typically held in the cafeteria. Rules for dress and behavior follow the same rules for a regular school day. Parents of any student whose behavior is deemed inappropriate are called immediately. A parent conference is scheduled during the following week with an administrator. Students attending the dance must arrive within 30 minutes of the start and stay until the dance ends, unless picked up and signed out by a parent/guardian. Parent/guardians must pick up their student no later than the designated ending time as a guarantee of attending future dances. Depending on the dance, the designated ending time is different.

Student Medications

Russellville School District Policy 4.35R Effective 6/18/2019

Unless authorized to self-administer designated rescue medications, students are not allowed to carry any medications, including over-the-counter medications or any perceived health remedy not regulated by the US Food and Drug Administration, while at school. The parent or legal guardian shall bring the student's medication to the school nurse. When medications are brought to the school nurse, the nurse or trained designee shall document, in the presence of the parent, the quantity of the medication(s). Each person present shall sign a form verifying the quantity of the medication(s).

[4.35FR](#) Medication Administration Consent Form

[4.35FR2](#) Medication Self-Administration Consent Form

[4.35FR3](#) Glucagon Administration Consent Form

[4.35FR4](#) Epinephrine Emergency Administration Consent Form

[4.35FR5](#) Albuterol Emergency Consent Form

Student Media and the Distribution of Literature

Russellville School District Policy 4.14 Effective: 4/22/2013

All publications that are supported financially by the school or by use of school facilities or are produced in conjunction with a class shall be considered school-sponsored publications. School publications do not provide a forum for public expression.

Section 5: Student Behavior and Discipline

The school is a community and the rules and regulations of a school are the laws of that community. All those enjoying the rights in the school community must also accept the responsibility of citizenship by respecting the laws of the community.

An important part of growing up is to learn to get along with others. In order for the school to function properly, all students must make an effort not to do things that create problems for others. Every student has the right to attend school in a safe and violence-free environment. Bullying, fighting, or violence of any nature is dealt accordingly. This section identifies the parameters and expectations of proper school citizenship.

Discipline

Russellville School District Policy 4.17 Effective: 6/18/2019

The Russellville Board of Education has a responsibility to protect the health, safety, and welfare of the District's students and employees. To help maintain a safe environment conducive to high student achievement, the board establishes policies necessary to regulate student behavior to promote an orderly school environment that is respectful of the rights of others and ensures the uniform enforcement of student discipline...

Student Behaviors

Bus Discipline

The bus driver will report unacceptable behavior to the building principal on a discipline form. Multiple offenses **WILL RESULT IN LOSS OF RIDING PRIVILEGES.**

TO PARENTS: Vandalism of school buses is a continuing problem. When bus seats and other vandalism repairs have to be made, it costs money. We need your help to stop this waste. **A student who vandalizes a bus will be charged the cost of the repair and will be unable to ride the bus until full restitution is made.**

UNDER NO CIRCUMSTANCES should a parent or other non-school person, step onto a bus to confront a driver or a student. He/She should call the office of the transportation coordinator at 890-8561 or 890-6356 to arrange a meeting if there is a problem with a bus/driver.

The Board directs each school in the district to develop implementation regulations for prohibited student conduct consistent with applicable board policy, State and Federal laws, and judicial decisions.

Student Conduct Off-Campus

RSD students are expected to conduct themselves in an appropriate manner while attending school sponsored off-campus events. Appropriate disciplinary action is taken to ensure the safety and enjoyment of all participants of off-campus events.

Student Dress

The final decision regarding apparel will be determined by the principal or designee. Students who arrive inappropriately dressed will be asked to change clothes. Parents/guardians are called to either bring a change of clothes or to take the student home to change. If the student cannot remedy the problem in a reasonable amount of time, the student spends the remainder of the day in the Focus Room or other designated area approved by administration. Below is a guide to allowable dress. It is not an all-inclusive list, but should cover most reasonable situations.

- Students are required to dress modestly. Clothing that draws attention to private areas is not considered acceptable attire for the school setting. Belts or suspenders need to be worn for pants that are loose. The stomach, back, cleavage, buttocks, and bras/underwear of all students (male and female) must be completely covered while sitting, standing, or bending; this includes rips or holes in clothing. Bottom garments (pants) should cover at least mid-thigh all the way around the legs while standing and still appropriate while sitting; this includes rips or holes in clothing. Top garments (shirts) should be long enough to cover the stomach when arms are raised straight up in the air. If student is wearing tights, yoga pants, spandex, leggings, they must have a shirt that covers their buttocks.
- Footwear should be suited to a school setting and allow students to fully participate in playground activities as well as physical education activities that take place in the school and on the playground. (For example, cleats, extremely high heels, shoes with wheels, and/or shoes that slide off easily are not considered acceptable footwear for the school setting.) On days that students have physical education classes, athletic shoes and appropriate clothing are required.
- Student attire should not be disruptive to the learning environment, opposed to predominant community standards, or promote any type of violent behavior. (For example, students are prohibited from wearing clothing with inappropriate pictures, inappropriate language, and references to alcohol and/or drugs.) Student dress should not endanger a student's safety.
- Students (male or female) are not permitted to wear anything that covers their entire head, face, or eyes (hats, bandannas, hoods, masks, sunglasses, etc). Any type of headgear that is considered gang-related is not allowed (folded bandannas, etc). Anything worn on the head or face that causes a distraction from the learning environment is not permitted.

Note: If a student develops a pattern of wearing inappropriate clothing, the administration and counselors may implement an **individual dress code** and regular disciplinary actions will apply.

Traffic in the Hallways

With as many students as there are in the building, it is necessary that certain rules for a smooth and efficient movement of traffic are observed. Students shall observe the following rules

- Students are to walk in an orderly fashion, at a normal pace, and keep to the right side of the hallway. Running is prohibited inside the building;
- Loitering in the hallways or at lockers is not permitted; students are to keep moving to their next class;
- Students should not talk loudly while moving in the hallways;
- Misbehavior in the hallways results in disciplinary action by teachers or administrators; and
- Students are not to be in the hallways during class time without a hall pass from their teacher.
- Students are not to jump and touch anything overhead; signs, doors, etc.

Disciplinary Actions

Due Process

The constitutional rights of individuals assure the protection of due process of law; therefore, this system of constitutionally and legally sound procedures is approved with regard to the administration of discipline...

Further due process information is found under [Russellville School Board Policy 4.30 Suspension From School](#).

Types of Disciplinary Actions

In order to assure a climate conducive to learning, rules are a necessary part of school. Every attempt is made to maintain rules in a clear and consistent manner. Each discipline incident is evaluated on the basis of its circumstances and the scope of its impact. Prohibited behaviors include, but shall not be limited, to the following items listed in the section

DISCIPLINARY PROCEDURES FOR STUDENT MISBEHAVIOR.

1. Lunch Detention
2. Saturday School
3. Focus Room
4. Student Detention Center (SDC) - location at Gardner Building Campus- alternative learning setting for students.
5. [Expulsion](#) - Russellville School District Policy 4.31 Effective: 6/27/2017
6. [Suspension](#) - Russellville School District Policy 4.30 Effective: 6/27/2017
7. School Events
8. School administrators reserve the right to withhold student participation in scheduled school events (i.e., field day, field trips, etc.) due to behaviors resulting in disciplinary action.

See Appendices for a more detailed explanation that is building specific.

Search, Seizure, and Interrogations

Russellville School District Policy 4.32 Effective: 6/18/2019

The district respects the rights of its students against arbitrary intrusion of their person and property. At the same time, it is the responsibility of school officials to protect the health, safety, and welfare of all students enrolled in the district in order to promote an environment conducive to student learning. Examples of Search and Seizure see the linked policy.

Teacher's Removal of Student from Classroom

Russellville School District Policy 3.49 Effective: 7/01/2019

It is the policy of the Russellville School District Board of Directors to permit teachers to remove a student from their class under the following conditions consistent with state and federal law, a teacher may remove a student from class and send him or her to the principal or principal's designee office in order to maintain effective discipline in the classroom.

Student Removal

If a teacher removes a student from class in accordance with subsection (b) of this policy the principal or his designee may place the student into another appropriate classroom, into in-school suspension, or into the district's alternative learning environment established in accordance with §6-18-508, so long as such placement is consistent with the school district's written student discipline policy, or the principal or his designee may return the student to the class, or take other appropriate action consistent with the school district's discipline policy, state law and federal law.

If a teacher removes a student from class twice during any nine (9) week grading period, or its equivalent as determined by the Department of Education, the principal or his designee may not return the student to the teacher's class unless a conference is held for purposes of determining the causes of the problem, and possible solutions, and with the following individuals present; the principal or designee, the teacher, the school counselor, the parents, guardians, or persons in loco parentis, and the student, if appropriate.

The failure of the parents, guardians, or persons in loco parentis to attend the conference provided for in (c) (2) shall not prevent the conference from being held nor prevent any action being taken as a result of that conference.

Section 6: Services

Guidance Services

All students have access to the services of a school counselor. Each counselor has special training in helping students both personally, academically and is available to help students find information, talk over their problems, or just listen. It is the intent of the counselors to provide unbiased information about opportunities and services available to students. This is a program that facilitates the normal growth and development of all students.

Students may request to see a counselor by asking their teacher or by leaving a request with the counselors.

Media Center and Library Services

The media center aim is “service to the students and faculty.” In order to achieve this aim, the media center has the following objectives

1. teach students how to find and use materials independently,
2. encourage reading for enjoyment as well as research,
3. teach rules concerning use of materials, and
4. help students become lifetime users of libraries and thereby informed citizens.

The library opens at 7:45 a.m. for students who want to research, check out, or return books. Students should present a teacher or librarian an issued library pass to the duty teacher and go directly to the library. Students are prohibited from going to other parts of the building and must stay in the library until the bell rings.

Books are checked out for four (4) weeks. Each book may be renewed once. A fine of five cents per day is assessed for overdue books. A student is not allowed to check out additional books until overdue books are returned and fines paid. If a student has lost a book, he/she is responsible to pay for the book at the rate established by the school district. The payment for lost book is refunded if the book is found and returned.

Parent Center Coordinators

The Russellville School District understands the importance of involving parents and the community as a whole in promoting higher student achievement and general good will between the students, their families, the community, and the school. Therefore, RSD offers a parent center coordinator that provides a communication link between home and school.

School Nurse and Health Services

A health form shall be filled out for each student. Having an accurate, up-to-date phone number on file is essential. When a student becomes ill and is unable to stay in class, parents are called for pick up. If a student is injured or becomes ill at school, he/she is to report to his/her teacher and ask permission to go to the nurse's office or the principal's office. Students must have a hall pass from a teacher to see the nurse.

Students needing medication at school shall have a medical release form signed by the parent or guardian. Medication must be in the original bottle from the pharmacy. School personnel do not administer aspirin or Tylenol.

Appendix A:

Russellville Intermediate School Information

Vision

Our school vision is to offer a nurturing, learning environment where all the members of our learning community grow and achieve together. Our goal is for all of our staff, students, families, and community to be active participants in our learning journey.

Mission

Our mission is to deliver quality standards-based instruction that meets the needs of all our students and involves various members of our school community.

We are the RIS Storms and our colors are red, white, and black.

Daily Schedule

7:55 a.m.	First Bell
8:05 a.m.	Tardy Bell
8:10-9:10 a.m.	1 st Period
9:10-10:10 a.m.	2 nd Period
10:10-11:10 a.m.	3 rd Period
11:10 a.m.-12:10 a.m.	4 th Period
12:10-12:30 p.m.	Advisory or Physical Activity Time
12:30-1:00 p.m.	Lunch
1:00-1:20 p.m.	Advisory or Physical Activity Time
1:20-2:05 p.m.	5 th Period
2:05-3:08 p.m.	6 th Period
3:08 p.m.	Dismissal

Electronic Devices

Possession and Use of Cell Phone and Other Electronic Devices

Russellville School District Policy 4.47 Effective: 6/27/2017

Students are responsible for conducting themselves in a manner that respects the rights of others. Possession and use of any electronic device, whether district or student owned, that interferes with a positive, orderly classroom environment does not respect the rights of others and is expressly forbidden.

To protect the security of statewide assessments, no electronic device, as defined in this policy shall be accessible by a student at any time during administration unless specifically permitted by a student's individualized education program (IEP) or individual health plan. This means that when a student is taking an AESAS assessment, the student shall not have his/her electronic device in his/her possession. Any student violating this provision shall be subject to this policy's disciplinary provisions.

As used in this policy, "electronic devices" means anything that can be used to transmit or capture images, sound, or data.

Misuse of electronic devices includes, but is not limited to

1. using electronic devices during class time in any manner other than specifically permitted by the classroom instructor;
2. permitting any audible sound to come from the device when not being used for reason #1 above;
3. engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, or wrongfully obtaining test copies or scores;
4. using the device to record audio or video take photographs in locker rooms or bathrooms; and/or
5. creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person.

Use of an electronic device is permitted to the extent it is approved in a student's individualized education program (IEP) or it is needed in an emergency that threatens the safety of students, staff, or other individuals.

Before and after normal school hours, possession of electronic devices is permitted on the school campus. The use of such devices at school-sponsored functions outside the regular school day is permitted to the extent and within the limitations allowed by the event or activity the student is attending.

The student and/or the student's parents or guardians expressly assume any risk associated with students owning or possessing electronic devices. Students misusing electronic devices shall be subject to disciplinary action which may include confiscation of the device. Confiscated devices may be picked up at the school's administration office by the student's parents or guardians. Repeat offenders are subject to discipline by the building's policy. Students have no right of privacy as to the content contained on any electronic devices that have been confiscated. A search of a confiscated device shall meet the reasonable individualized suspicion requirements of Policy 4.32 Search, Seizure, and Interrogations.

Students who use a school issued device for non-school purposes, except as permitted by the district's Internet/computer use policy, shall be subject to discipline, up to and including suspension or expulsion. No student shall use any wireless communication device for the purposes of browsing the internet; composing or reading emails and text messages; or making or answering phone calls while driving a motor vehicle that is in motion and on school property. Violation may result in disciplinary action up to and including suspension.

Student Cell Phone Use

Students are discouraged from bringing cellphones to school. Any cell phone that is seen or heard on school premises may be confiscated and held by the office for the remainder of the day or until returned to a parent or legal guardian. **Any phone that is lost or stolen is not the responsibility of the school.** Students violating a school's cell phone policy may be subject to the following consequences (the administration reserves the right for harsher punishment depending on the severity of the situation

1. First offense: Phone confiscated + detention or Saturday School, depending on the severity of the situation.
2. Second offense: Phone confiscated + Saturday School or SDC (student discipline center) depending on the severity of the situation.
3. Third offense: Phone confiscated + SDC or out of school suspension, depending on the severity of the situation.

The school will not be responsible for loss, damage, or theft of any electronic device, including cell phones, brought to school or onto district property.

Grading

Russellville School District Policy Number 5.15R Effective 6/18/2019

The following uniform grading scale as required by A.C.A. § 6-15-902 shall be used for grades 5-12

A	90% - 100%
B	80% - 89%
C	70% - 79%
D	60% - 69%
F	59% and Below

Each letter grade shall have the respective numeric value for the purpose of computing grade point average: A = 4, B = 3, C = 2, D = 1, F = 0.

Tardiness And Early Check-out From School

Students should arrive at school on time and stay until school is dismissed for the day. When possible, medical, dental, or other appointments should be made outside of the school day. Students arriving tardy to school or checking-out early from school causes a hardship on the individual student as well as the teacher and other class members.

Any student arriving after the start of the school day must report to the office for a tardy admittance slip to class. Tardiness to school affects a student's eligibility to earn a Perfect Attendance award. A half-day absence will be recorded when students arrive after 9:30 a.m.

A request to have a child excused from class prior to the end of the school day should be sent with the child on the morning of the dismissal. The time and reason for leaving should be included. Early check-out from school affects a student's eligibility to earn a Perfect Attendance award. A half-day absence will be recorded when students are checked-out of school prior to 1:30 p.m.

Any student leaving school early must be checked-out by an authorized adult through the office. Any adult, other than the custodial guardian who wishes to check-out a student must be listed on the child's registration form or be cleared by the building principal or his/her designee. Anyone picking up a child from school should be prepared to show a photo ID. This procedure helps to ensure the safety of all students.

Students earn a Perfect Attendance award when attendance records show no absences, no days tardy to school, and no days checked-out prior to the end of the school day.

Appendix B: Russellville Middle School Information

Vision

Our school vision is to offer a nurturing, learning environment where all the members of our learning community grow and achieve together. Our goal is for all of our staff, students, families, and community to be active participants in our learning journey.

Mission

Educating every student...through practice, guidance, and opportunities to reach his or her potential...every day.

We are the RMS GALES and our school colors are red and black.

Daily Schedule

It is suggested that students not arrive at school before 7:30 a.m. Students are not supervised before that time. Students who arrive before the first bell must go to the playground, unless they are going to the cafeteria for breakfast. Breakfast will be served from 7:30 until the first bell at 7:53. On days of inclement weather, students will report to the gym bleachers.

Bell Schedule

6th Grade			7th Grade		
Period	Time	Minutes	Period	Time	Minutes
1st	8:00-8:50	50	1st	8:00-8:50	50
Advisory/RTI Clubs	8:55-9:25	30	Advisory/RTI Clubs	8:55-9:25	30
2nd	9:30-10:15	45	2nd	9:30-10:15	45
3rd	10:20-11:05	45	3rd	10:20-11:05	45
Lunch	11:10-11:45	35	4th	11:10-11:55	45
4th	11:50-12:35	45	Lunch	12:00-12:35	35
5th	12:40-1:25	45	5th	12:40-1:25	45
6th	1:30-2:15	45	6th	1:30-2:15	45
7th	2:20-3:10	50	7th	2:20-3:10	50

2019-2020 Test Schedule

The following is the testing schedule for secondary students

April 27- May 1 ACT Aspire Testing

Electronic Devices

Possession and Use of Cell Phone and Other Electronic Devices

Russellville School District Policy 4.47 Effective: 6/18/2019

Students are responsible for conducting themselves in a manner that respects the rights of others. Possession and use of any electronic device, whether district or student owned, that interferes with a positive, orderly classroom environment does not respect the rights of others and is expressly forbidden.

Misuse of electronic devices includes, but is not limited to

1. using electronic devices during class time in any manner other than specifically permitted by the classroom instructor;
2. permitting any audible sound to come from the device when not being used for reason #1 above;
3. engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, or wrongfully obtaining test copies or scores;
4. using the device to take audio or video recording or photographs in locker rooms or bathrooms; and creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person. A search of a confiscated device shall meet the reasonable individualized suspicion requirements of [Policy 4.32 Search, Seizure, And Interrogations](#).

Locker Regulations

Each student has a locker assigned to him/her. Students are expected to use only the assigned locker and are never to change lockers unless assigned by office personnel. Students must never give their locker combination to another student nor open another student's locker for any reason.

The locker is the property of the school. Periodic searches by administrators are allowed by school district policy. The use of the locker is granted to the student without charge. Abuse or damage to lockers is not tolerated. Rigging a lock in any fashion where it remains unlocked results in disciplinary action. Before a student leaves his/her locker, the student should make sure the lock is secured. Proper security of the lock occurs when the student turns the dial from the last number of the combination before leaving.

Having difficulty opening a locker is not cause for any student tardiness. The student reports to the class and requests permission to return to their locker or seeks assistance to open the locker.

Personal Property

Personal property must be stored in the student lockers during the school day. Students, not RSD, are responsible for their personal property (this includes but is not limited to: cell phones, purses, wallets, etc.) Students are strongly discouraged from bringing valuable articles, jewelry, large amounts of money, etc. to school. The recovery of lost or stolen items is not the school's responsibility.

Point System for Honor Rolls/Class Ranking

Each term students who achieve certain academic standards are honored. There are three levels of scholastic recognition: the All A's Honor Roll with a 4.0 GPA, the Principal's Scholar List for those who attain a grade point of 3.66 to 3.9, and the Scholastic Honor Roll for those students who attain a grade point of 3.25 up to but not including 3.66. Other individual

building recognition systems may be available. The following point system is used in computing the grade point and determining academic achievement

A	4.00
B	3.00
C	2.00
D	1.00
F	0.00

Marking Grades

Grades reflect only accomplishment of educational objectives.

Teachers use the following uniform grading system as required by Act 1070

90% - 100%.....	A
80% - 89%.....	B
70% - 79%.....	C
60% - 69%.....	D
59% and below.....	F

"I" indicates incomplete work. An "I" mark is upheld for up to two weeks until the deficiency has been corrected. If not corrected, the "I" becomes an "F".

Weighting of grades is as follows:

Grades 6-8	60% (Assessments)	40% (Classwork/Homework)
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Note: A grade of "U" in any non-graded class will be considered a failing grade and will make a student ineligible for any of the above lists.

Homework

Russellville School District Policy 5.14R Effective: 10/16/2012

Homework should equal no more than 60 minutes total per night and no more than 3 nights per week.

Organization

Junior Honor Society

Membership in the National Honor Society is based upon five Cardinal Principles, one of which is scholarship. Candidates must have a minimum scholastic grade point average of 3.6 on a 4.00 scale for the last quarter of the seventh-grade year and the first semester of the eighth-grade year. Candidates are then evaluated on the following Cardinal Principles: character, leadership, citizenship, and service. Students must also pass this evaluation with a 3.60 average or above for membership eligibility.

Student Performance and Progress Reports

Student progress reports are given to each student on the 5-weeks reporting date for each term. Every student receives a copy of their progress, regardless of how they are performing in class. Parents also have access to Home Access Center (HAC), an online posting system, where their student's grades are posted by class. The progress reports show the letter grade for the class as well as missing work. Posting of the current teacher's grade books are posted on a daily basis. HAC may be accessed through the link provided on the RSD website homepage. The address is www.russellvilleschools.net. However, if a teacher's grades are not posted in a timely manner, the parent/guardian is encouraged to contact the individual teacher and building administrator.

An activation code for student accounts and parent accounts are provided at the time a student picks up their schedule in August. Students who enroll after the beginning of school should contact the building level computer lab manager via email to receive an activation code. The following email addresses of the lab managers are provided for convenience

Stacee Frazier (RMS) stacee.frazier@russellvilleschools.net

Any parent who emails a request for activation code must provide the following

1. full legal name of student,
2. grade, and
3. parent/guardian name as provided in the school's student information system.

Absences

A letter will be sent to parents from the Juvenile Detention Office when a student has missed 6, 8, and 10 absences (including unexcused and excused). Only doctors notes are considered excused absences. After 10 absences, the Juvenile Office can pursue action (which includes fines) against the parents due to the student absences. Per the Pope County Juvenile Court per year.

- 10 absences or less - Warning letter
- 11-20 absences - 1st Diversion - \$100 fee to be paid in five months, satisfactory attendance for five months. If not, a case will be filed and will go to court as a failed diversion and a case is opened.
- 20+ absences or Failed Diversion or judgement call - six months supervision, \$35 court cost, \$60 probation fees, 24 hours of public service, and a \$250-\$500 fine. If six months of school attendance is not satisfactory with juvenile officer they may extend the case and increase fines.

Also, after 10 absences, the school will evaluate whether a student needs to repeat the courses missed due to the amount of content and skills the student has missed.

Tardies

Russellville School District Policy 4.9 Effective: 3/12/2013

Promptness is an important character trait that district staff is encouraged to model and help develop in our schools' students. At the same time, promptness is the responsibility of each student. Students who are late to class show a disregard for both the teacher and their classmates which compromises potential student achievement.

Tardy Procedures

Students arriving to school after the 8:00 a.m. bell rings must consider the following

Students arriving to school after 8:00 a.m. bell rings must consider the following

1. The definition of a tardy is being late and missing up to ten minutes of any class period;
2. A student who arrives late to school on a regular basis, will receive appropriate disciplinary actions including Saturday School and/or In School Suspension;
3. Parent conferences are held, if necessary, to resolve the problem of excessive tardiness;
4. Students who miss more than 10 minutes are considered absent from a class period; and
5. Absences or tardiness due to dress code violations or other disciplinary actions are excused at the discretion of the principal.

Tardy consequences per class: ** All start over every semester** and documented in E-school.

1st tardy- sign tardy log

2nd tardy- sign tardy log (optional parent contact)

3rd tardy- 1 day of lunch detention and parent contact

4th tardy- 2 days of lunch detention and parent contact

5th tardy- 3 days of lunch detention and parent contact

6th tardy- 1 day of Saturday School and parent contact (notify principal by e-mail to assign consequence)

7th tardy- 2 days of Saturday school and parent contact (notify principal by e-mail to assign consequence)

8th tardy- 3 days of Saturday school and parent contact (notify principal by e-mail to assign consequence)

Committee Meeting with parents for alternate plan

Disciplinary Procedures For Student Misbehavior

All students are expected to conduct themselves at all times in a manner that will contribute to the best interest of the school system and not infringe on the rights of others. The following activities are considered improper conduct and will subject the student to disciplinary action including, but not limited to, parental conferences, corporal punishment, class suspension, school suspension, expulsion, and criminal charges. The lists below are comprehensive but not all inclusive. Please refer to Russellville School District Policy 4.18 Effective: 6/18/2019 [Prohibited Conduct](#) for a more detailed description.

Classroom Teachers

Classroom teachers have the discretion to use their own behavior management system. Each classroom infraction, outside of warnings and redirections, that requires a consequence shall be documented using the Behavior Referral Process provided by administration. School personnel can assign one (1) day of lunch detention for each infraction addressed in the building that is not an office referral. All office referral infractions are handled by administration.

Teacher Behavior:

1st infraction – warning

2nd infraction – one lunch detention

3rd infraction – discipline referral sent to the office

Classroom Infractions (Class I):

1. Any disruption of the learning environment- insubordination or disorderly conduct.
2. Physical activity that causes disruption to the learning environment in the classroom.
3. Use of profanity, obscene or vulgar language.
4. Horseplay- necking, play fighting, and pushing...
5. Throwing items such as pencils, paper, or other small items...
6. Public display of affection in the classroom.

7. Possession of laser devices in the classroom.
8. Possession of food or drink in the classroom with the exception of water in a clear sealable container.
9. Use of external speakers or electronic devices to play music in the classroom; will result in confiscation for parent pick up.
10. Misuse of personal electronic devices (PEDs and smartphones)- phone will be pouched (Yondr) and class 1 actions will apply, until the 3rd offense, the student will either no longer be able to bring a phone or will have to check it in at the office every morning. This can include filming or spreading electronic communications that has a negative impact on others or RMS on school property. Also see cell phone policy above.
11. Selling or trading personal items.
12. Academic dishonesty (Consequences start at completing work in Saturday school, a maximum of 70% credit.) Plagiarism is passing off a source's information, ideas, or words as one's own; written or technology.
13. Other - anything not listed but deemed a Class I by administration.

Common Area Infractions (Class 1): These infractions follow the same as classroom infraction consequences but input by office personnel, staff must notify office through written note or email. ** All start over every semester**

1. Horseplay, disorderly conduct, or any items listed above in hallway, playground, cafeteria, or outside events This includes running and jumping to touch items overhead.
2. Possession of food or drink in undesignated areas with the exception of water in a clear sealable container.
3. Use of external speakers or electronic devices to play music on school grounds; will result in confiscation for parent pick up.
4. Dress code violations- automatic change of clothes or placed in focus room until a change is provided. (these will be flagged by first period teachers and sent to office)
5. Other - anything list or not listed above but deemed a Class I by administration.

Exception: Bus Infractions- These fall under a separate set of guidelines and could result in school action as well as loss of bus privileges, determined by transportation supervisor and administration.

Disciplinary Consequences (Class I): This refers to only class I infractions as listed above, both classroom and common areas. Class II and Class III infractions are an automatic office referral and are listed below. ** All start over every semester**

1st infraction- warning

2nd infraction- Student and parent contact

3rd infraction- 1 day of Lunch Detention and parent contact

4th infraction- 2 days of lunch detention and parent contact

5th infraction- Automatic Class I office referral, see below.

Office Disciplinary Consequences (Class I):

Each time a student commits a Class I infraction after exceeding the above 4 classroom disciplinary actions will receive an office referral. Administration will follow these consequences listed below. Administration can choose to place student at any level based on the situation. ** All start over every semester**

1. Lunch Detention- 3-5 Days - optional based on the administration's discretion
2. Saturday School- 1 Day
3. Saturday School- 2 Days
4. Focus Room- ½- 1 Day
5. Focus Room- 2-5 Days
6. Out-of-School Suspension (OSS)- 1-3 Days
7. OSS 3-5 Days
8. Loss of school activity - This can be added at any step at administrations discretion.
9. Any other punishment deemed appropriate by administration

Consequences may vary 1 through 9 depending upon circumstances.

Office Infractions (Class II): Automatic office referral.

1. The use or possession of tobacco products and/or lighters, [electronic cigarettes or vapor cigarettes](#) during school.
2. Fighting ([Assault](#)) - all parties participating in the fight, including bystanders who are urging them on, or filming will be subject to disciplinary action and possible criminal charges. Depending on the actions of the students involved, if a punch is thrown it is automatically classified as a Class III Infraction. Refer to Class III Infractions.
3. Tampering with safety, fire fighting equipment ,or emergency alarm systems (Act 567)
4. Truancy (skipping school and/or cutting class).
5. Any act of insubordination toward school personnel or disrespect to fellow students (including social media postings that would have a **detrimental** impact on school discipline, the educational environment, or the welfare of the students and/or staff) *Legal Reference: [Arkansas Code Ann. 6-17-106](#).*
6. Theft or destruction of school property (students will also pay the damage and may face criminal charges); depending on severity, could be classified as a Class III offense).
7. Forging, falsifying, altering, or illegally possessing district forms or using forged notes or excuses, and interfering with district policies or procedures.
8. Committing an act of extreme defiance, either in language or action, against a teacher or employee of the school district.
9. Failure to identify oneself to any school personnel.
10. Leaving campus without proper authorization.
11. [Bullying](#), [Sexual Harassment](#), and [Hazing](#) .
12. Possess, view, distribute or electronically transmit sexually explicit or vulgar images or representations, whether electronically, on a data storage device, or in hard copy form.
13. Other - anything not listed but deemed a Class II by administration.

Office Disciplinary Actions (Class II):

Each time a student commits a class II they will get the next consequence listed. For Example, the second time they commit a class II they will get ½-1 day in the focus room. ** All start over every semester**

1. Saturday School - 1-3 Days
2. Focus Room- ½- 1 Day
3. Focus Room- 2-5 Days
4. Suspension – 1-2 Days
5. Suspension – 2-5 Days
6. Suspension – up to (10) days with possible recommendation for expulsion
7. Any other punishment deemed appropriate by administration

Consequences may vary 1 through 7 depending upon circumstances.

Office Infractions (Class III):

1. Possession of a weapon including, but not limited to: a knife, razor, ice pick, explosive, rifle, shotgun, pellet gun, airsoft gun, paintball gun, pistol, pepper spray, or any other object or substance that reasonably can be considered a weapon or dangerous instrument may result in criminal charges.
2. An attempt to cause physical injury, threaten, or behave in such a way that could cause physical injury to a school employee or student may result in the filing of criminal charges (Act 706), as well as other school disciplinary procedures. [Assault](#) . This would include a fights with punches thrown in aggression.
3. Fighting ([Assault](#)) - all parties participating in the fight where punches are thrown, including bystanders who are urging them on, or filming will be subject to disciplinary action and possible criminal charges.
4. Flagrant insubordination- violent or physical outburst of continued high magnitude disruption
5. Possession of drug paraphernalia and/or related articles including [tobacco](#)
6. Communicating a death threat
7. Violation of the prohibited conduct policy can be elevated to a Class III infraction.
8. Anything related to controlled / prohibited substances.
9. Possess, view, distribute or electronically transmit sexually explicit (containing nudity or vulgar) images or representations, whether electronically, on a data storage device, or in hard copy form.
10. Other - anything not listed but deemed Class III by administration.

CLASS III Disciplinary Actions

Each time a student commits a class II they will get the next consequence listed. ** All start over every semester**

1. OSS- 1-3 Days
2. OSS- 2-5 Days
3. OSS- 5 Days with recommendation of Expulsion
4. OSS- 10 Days with recommendation of Expulsion

Any student who is suspended on multiple occasions during the same school year may be recommended for expulsion. Any student being suspended during the school year shall not attend any school activity during the term of suspension. Consequences may vary 1 through 4 depending upon circumstances.