



2019
2020

Russellville School District Elementary Handbook

Center Valley Elementary

Tami Chandler, Principal

5401 SR 124

Russellville, AR 72801

Phone: 479.968.4540

Fax: 479.968.4603

tami.chandler@russellvilleschools.net

Dwight Elementary

Laura Binz, Principal

1300 W. 2nd Place

Russellville, AR 72801

Phone: 479.968.3967

Fax: 479.968.4958

laura.binz@russellvilleschools.net

Oakland Heights Elementary

Sheri Shirley, Principal

1501 S. Detroit Street

Russellville, AR 72801

Phone: 479.968.2084

Fax: 479.890.5956

sheri.shirley@russellvilleschools.net

Crawford Elementary

Shavon Jackson, Principal

1116 N. Parker Road

Russellville, AR 72801

Phone: 479.968.4677

Fax: 479.890.4910

shavon.jackson@russellvilleschools.net

London Elementary

Krista Malin, Principal

154 School Street

London, AR 72847

Phone: 479.293.4241

Fax: 479.293.5141

krista.malin@russellvilleschools.net

Sequoyah Elementary

Barbara McShane, Principal

Brad Beatty, Assistant Principal

1601 W. 12th Street

Russellville, AR 72801

Phone: 479.968.2134

Fax: 479.968.7973

barbara.mcshane@russellvilleschools.net

brad.beatty@russellvilleschools.net

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.

Contents



STUDENTS	1
Academic	1
Student Conduct	3
Technology: Student Electronic Device and Internet Use Agreement	6
Dress	7
Lost or Damaged Books	7
Creating A Healthy School Environment	8



PARENTS	9
Communication	9
Deliveries	9
Parent/Teacher Conferences	9
Transportation Changes/Pick-up	10
Family and Community Engagement Plan	10



GENERAL INFORMATION	11
Cell Phone Use in a School Zone	11
Fire/Tornado/Nuclear Warnings	11
Child Nutrition/Food Service	11
Head Lice/Nits/Scabies	13
Ice and Snow	13
Illness or Injury	13
Student Medication	14
Insult or Abuse of a Teacher – 6-17-106	14
Lost and Found	14
Non-discrimination Policy	14
Parties	15

Public Complaints	15
Telephone Use	16
Visitors	16



Academic

Grading

Grades assigned to students will reflect performance in a subject area and account for the extent to which a student has achieved the expressed academic objectives in that course.

The following grading scale will be used in grades 3 and 4:

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

Behavior, Work Habits, PE, Music, Library, Art
S – Satisfactory
N – Non-satisfactory

In grades K-2 the following grading system will be used:

- 4 - Advanced (Consistently works well above grade level expectations)
- 3 - Proficient (Consistently meets grade level expectations)
- 2 - Basic (Work is approaching grade level but still working below expectations)
- 1 - Below Basic (Work is consistently below grade level expectations)

Behavior, Work Habits, PE, Music, Library, Art
S – Satisfactory
N – Needs improvement

Non-proficient Students

Intensive Reading Instruction (IRI) Plans

As per state law, students in grades K-2 who are performing below grade level in literacy require intensive intervention from staff and parents. To assist teachers and parents in meeting the needs of non-proficient students, an Intensive Reading Instruction (IRI) plan will be reviewed during the first Parent/Teacher Conference. This plan will serve as a remediation process to help students gain the skills they are lacking so they can be successful in literacy.

Homework

Homework promotes the development of self-discipline, good study habits, a sense of responsibility, mastery of skills, and comprehension of subject content. Parents are encouraged to provide a place and set aside a time for homework. Please check your child's homework folder and/or backpack each day for assignments and notes from the school. Parents may wish to set aside time each evening for children to

read, practice spelling or math, or do assigned homework. This is an important pattern in responsibility to establish when children are young. Parents should contact their child's teacher with any questions regarding homework.

Smart Core Curriculum

Russellville School District Policy 4.45.1 Effective: 7/1/2019

All students are required to participate in the Smart Core curriculum unless their parents or guardians, or the students if they are eighteen (18) years of age or older, sign a Smart Core Waiver Form to not participate. While Smart Core is the default option, both a Smart Core Informed Consent Form and a Smart Core Waiver Form will be sent home with students prior to their enrolling in seventh (7th) grade, or when a seventh (7th) through twelfth (12th) grade student enrolls in the district for the first time and there is not a signed form in the student's permanent record. Parents must sign one of the forms and return it to the school so it can be placed in the students' permanent records.

Absences

RSD Policy Number 4.7.1R

I. Parent Responsibilities

- A. It is the responsibility of the parent or guardian to see that the student is in attendance at school. The parent or guardian is to notify the school office when the student is absent.
- B. For students who have a doctor or other professional appointments on a regular basis during the school day, parents or guardians should meet with the school principal, nurse, and/or counselor to develop a plan to address the child's needs. It is preferred that these regular appointments take place outside of the school day. If parents or guardians are unable to schedule these appointments outside of the school day, then it is preferred that the appointments be scheduled:
 - 1. at the beginning or end of the school day, and/or
 - 2. parents or guardians should stagger the time of such appointments so that they do not miss the same part of class each time.
- C. If for any reason a student must leave school during regular school hours, he or she should be signed out by a parent or guardian through the office. Students arriving at school late are to be signed in by a parent or guardian at the office. Excessive tardies and/or early checkouts may be referred to authorities.
- D. If possible, parents or guardians should provide documentation of reasons for student absences. Documentation may include notes from the doctor, or other justifications for absences. Justifications for absences will be used in determining whether or not excessive absences will be referred to authorities.

II. Excessive Absences

- A. 10 absences per school year will be considered excessive. It is at this point that school officials may notify authorities as determined by the principal.
- B. Accumulating an excessive number of absences may be a basis of denial of promotion.

III. Notification to Parents of Student Absences

- A. The student's parents or guardians shall be notified as required by law and as necessary. As a minimum, this notification shall occur when the student has accumulated five (5) absences. Notice may be by telephone contact or by mail with the student's parents or guardian.

Tardies and Early Check-outs

Tardiness and early checkouts cause a hardship on the student, the teacher, and other class members. Parents and/or guardians must accompany students to the office to check them in when arriving late. *Tardies will cause student ineligibility for a perfect attendance award.* Below are defined conditions that constitute a tardy and when a tardy becomes an absence:

- Students are considered tardy if they arrive after the instructional day begins or leave after 2:00 pm.
- Students who receive three (3) tardies will obtain a ½ day absence.
- Students who arrive or leave between the hours of 10:00 am and 2:00 pm will obtain a ½ day absence.

Any student leaving school before dismissal must be checked-out by an adult through the office. Any adult, other than the custodial parent, must be listed on the child's registration form. Anyone picking up a child from school should be prepared to show a photo ID. This is for the safety of all our students.

Student Conduct

Bus

Bus routes and stops are planned and established by the Transportation Coordinator. Safety, economy, efficiency, and allocation of resources are among some of the considerations which must be evaluated in determining bus operation policies. While riding the bus, students are under the supervision of the bus driver and must obey the driver at all times. Improper conduct on the bus and/or bus stop will not be tolerated. If improper conduct is disruptive or distracting to the driver, then the student is endangering the safety of others as well as their own.

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

A minor offense (horseplay, mild disrespect, will not be seated, excessive noise, etc.) may result in a student-principal conference, a phone call or letter to parents, bus removal for 1 or more days. A major offense (fighting, cursing, insubordination, refusing to give name to driver, bus damage, throwing objects on bus, threatening driver, etc.) may result in three or more days removal from bus. Three offenses during the school year may result in removal from the bus for the remainder of the school year. All toys, balls, loose paper, etc. should be placed in backpacks or bags.

TO PARENTS: Vandalism of school buses is strictly prohibited. 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 or she should call the office of the Transportation Coordinator at 890-8561 to arrange a meeting if there is a problem with a bus or a driver.

School

In order to assure a climate conducive to learning for all students, rules are a necessary part of our schools. We strive to maintain rules, which are firm, consistent, and clearly stated. When students choose to disregard a rule, they know there will be a response from an adult in charge. For any disciplinary infraction, punishment may range from a minimum of reprimand to the maximum of expulsion.

The following behaviors/items are not permitted at school and may result in disciplinary action:

- disrespect for school employees and failing to comply with their reasonable directions or otherwise demonstrating insubordination;
- disruptive behavior that interferes with orderly school operations;
- willfully and intentionally assaulting or threatening to assault or physically abusing any student or school employee;
- purposefully damaging, destroying, or stealing while on school property or at school events
- fighting or arguing with others;
- bullying;
- engaging in behavior designed to taunt, degrade, or ridicule another person on the basis of race, ethnicity, national origin, sex, sexual orientation, gender identity, or disability;
- sharing or misusing medication or medical supplies;
- inappropriate displays of affection;
- possess, view, distribute or electronically transmit sexually explicit or vulgar images, words, or representations in any form;
- students are to keep their hands and other body parts to themselves;
- throwing rocks or other objects (including wood chips) on campus is prohibited;
- use of cell phones is not allowed at school unless approved through administration;
- students are not allowed to sell or trade personal items at school; and
- Student prohibited items may include, but are not limited to:
 - toys and games of any kind (including electronic/video games, fidget spinners, etc.)
 - collector's cards/playing cards
 - skateboards/rollerblades/wheeled shoes
 - weapons of any kind (including pocket knives)
 - guns of any kind (water, play, BB, etc.)
 - tobacco products and accessory items (lighters, vapes, etc.)
 - fireworks
 - laser lights
 - cameras and other electronic devices unless approved by administration.

The school is not responsible for any item that is lost or stolen.

Academic Dishonesty

Situations of academic dishonesty vary in seriousness and circumstance; therefore, there are levels of offenses. When a student copies from another student's work, both parties will receive consequences

deemed by the building administrator. School administrators will be notified for documentation and possible disciplinary action.

Playground Rules

The playground is an area for fun and recreational activity. Students have the privilege to run and play. In addition to the general school rules above, the following behaviors are not permitted on the playground and may result in disciplinary action:

- Use of equipment in an unsafe or inappropriate manner (i.e., no standing on top of equipment, no jumping from equipment, share with others);
- Climbing or exiting the fence unless approved by school personnel; and
- Leaving the playground to use the restroom, enter the building, or leaving with a parent without permission from the duty teacher.

Cafeteria Rules

- Students are to walk into the cafeteria quietly and in a single file line.
- If students have not finished lunch when their class is dismissed, they may stay a few minutes to finish their meal.
- Students are expected to keep the cafeteria clean (i.e., throwing away trash, discarding unwanted food, reporting spills, returning trays to appropriate location)
- Students are not allowed to take opened food onto the playground.

Bullying

RSD Policy 4.43R

Students in the Russellville School District have the right to receive a public education in an environment reasonably free from substantial intimidation, harassment, or harm or threat of harm by another student. Respect for the dignity of others is a cornerstone of civil society.

Bullying means the intentional harassment, intimidation, humiliation, ridicule, defamation, or threat or incitement of violence by a student against another student or public school employee by a written, verbal, electronic, or physical act that may address an attribute of the other student, public school employee, or person with whom the other student or public school employee is associated.

Examples of bullying may include, but are not limited to, one or more of the following

- cyberbullying;
- sarcastic "compliments" about another student's personal appearance;
- pointed questions intended to embarrass or humiliate;
- mocking, taunting or belittling;
- non-verbal threats and/or intimidation such as "fronting" or "chesting" a person;
- demeaning humor relating to a student's race, gender, ethnicity or personal characteristics;
- blackmail, extortion, demands for protection, money, or other involuntary donations or loans;
- blocking access to school property or facilities;
- deliberate physical contact or injury to person or property;
- stealing or hiding books or belongings; and

- threats of harm to student(s), possessions, or others.

Rude = Inadvertently saying or doing something that hurts someone else.

Mean = Purposefully saying or doing something to hurt someone once (or maybe twice).

Bullying = Intentionally aggressive behavior, repeated over time, that involves an imbalance of power.

Students found in violation of this policy are subject to disciplinary action up to and including expulsion. In determining the appropriate disciplinary action, consideration may be given to other violations of the student handbook that may have simultaneously occurred.

Sexual Harassment

The Russellville School District is committed to the eradication of sexual harassment in the school. Such harassment is illegal and will not be tolerated. Offenders will be subject to disciplinary actions up to and including expulsion.

Sexual harassment consists of verbal or physical sexual conduct that disrupts the right to an equal education by interfering with the student's psychological, social, and physical wellbeing. If students feel they have been sexually harassed, the following steps should be taken without fear of retaliation:

Inform a teacher, counselor, or administrator.

Write a detailed account of the incident including the date, time, place and witness(es) if any.

Gun Free School Act

In accordance with the School Act of 1994, students are not permitted to bring weapons to school. It also "requires expulsion for students for a period of not less than one year for possession of any firearm or other weapon prohibited on school campus by law however, the superintendent shall have discretion to modify such expulsion requirements for a student on a case-by-case basis".

Technology: Student Electronic Device and Internet Use Agreement

Russellville School District Policy 4.29F Effective: 06/18/2019

The Russellville School District agrees to allow the student identified above ("student") to use the district's technology to access the internet under the following terms and conditions whether access is through a district or student owned electronic device (as used in this Agreement, "electronic device" means anything that can be used to transmit or capture images, sound, or data):

1. **Conditional Privilege:** The student's use of the district's access to the internet is a privilege conditioned on the student's abiding to this agreement. No student may use the district's access to the internet unless the student and his/her parent or guardian have read and signed this agreement.
2. **Acceptable Use:** The student agrees that he/she will use the district's internet access for educational purposes only. In using the internet, the student agrees to obey all federal laws and regulations and state laws and regulations. The student also agrees to abide by any internet use rules instituted at the student's school or class, whether those rules are written or oral.
3. **Penalties for Improper Use:** If the student violates this agreement and misuses the internet, the student shall be subject to disciplinary action.

4. **No Expectation of Privacy:** The student and parent/guardian signing below agree that if the student uses the internet through the district's access, that the student waives any right to privacy the student may have for such use. The student and the parent/guardian agree that the district may monitor the student's use of the district's internet access and may also examine all system activities the student participates in, including but not limited to e-mail, voice, and video transmissions, to ensure proper use of the system. The district may share such transmissions with the student's parent/guardian.
5. **No Guarantees:** The district will make good faith efforts to protect children from improper or harmful matter which may be on the internet. At the same time, in signing this agreement, the parent and student recognize that the district makes no guarantees about preventing improper access to such materials on the part of the student.

Consequences for Failure to Abide by the Student Internet Use Agreement

Restricted access as deemed appropriate by the building administrator.

Dress

The home and school need to cooperate in the matter of dress. School is the child's place of business. Children who are dressed appropriately seem to do a better job. Students are required to dress modestly. (Ex. No short shorts, transparent shirts, halter-tops, crop tops, or clothing that draws attention to their private areas.) Belts or suspenders need to be worn for pants that are loose.

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 cafeteria and on the playground. (Ex. No cleats, extremely high heels, shoes with wheels, and/or shoes that slide off easily.) 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. (Ex. Clothing with inappropriate pictures, language, references to alcohol or drugs.) Student dress should not endanger their safety. Appropriate attire for winter weather includes: long-sleeved shirts and long pants. Violations may result in a student being sent home.

Lost or Damaged Books

Textbooks

Textbooks are provided by the school at no charge to the students. A lost or damaged textbook will have to be replaced by the student at a price determined by the replacement cost.

Library Books

Students assume responsibility for any materials checked out of the library. Any book or other material, lost or damaged, will be paid for at the replacement cost.

Literacy Books

Students assume responsibility for any literacy books sent home. A lost or damaged literacy book will have to be replaced by the student at a price determined by the replacement cost.

Creating A Healthy School Environment

Pursuant to Act 1220 of the 2003 Arkansas General assembly, a state level committee was established to develop nutrition and physical activity standards and make policy recommendations to the Arkansas Board of Education and the State Board of Health. Recommendations from this committee in the form of *Rules Governing Nutrition and Physical Activity Standards* were adopted August 9, 2005 by the State Board of Education. Compliance with the new rules has necessitated some changes in the nutritional practices of the Russellville School District. The following standards reflect the aforementioned changes.

During the school day, an elementary school site may not serve, sell, or provide as a reward any food or beverage considered by the United States Department of Agriculture as a “Food of Minimal Nutritional Value” or any food or beverage that competes with the school’s operation of the National School Lunch Program, School Breakfast Program, and/or the After-school Snack Program. “Foods of Minimal Nutritional Value” refers to the four categories of foods and beverages (soda water, water ices, chewing gum, and certain candies) that are restricted by the United States Department of Agriculture under the Child Nutrition Programs.

This includes foods or beverages given, sold, or provided by school administrators, school staff members, students or student groups, parents or parent groups, or any other person, company or organization associated with the school site. In addition, no food or beverage shall be used as rewards for academic, classroom, or sport performances and/or activities.

In order to accommodate special school events, the principal of each elementary school may determine up to nine different events each school year to serve any food and/or beverage items during the school year. With such a limited number of days to serve any food and/or beverage items during the school day, parents/guardians will not be permitted to bring “special treats” to the classroom to celebrate a child’s birthday or other special occasion.

Exceptions to limiting access to certain foods and beverages

Afternoon snacks for kindergarten students who eat an early lunch may be provided as part of the planned instructional program. Snacks should meet the United States Department of Agriculture (USDA) Afterschool Snack requirements.

Foods integrated as a vital part of the instructional program are allowed. For example, a teacher may include edible manipulatives such as a square of cheese to teach fractions.

The policy does not restrict what parents may provide for their own child’s lunch or snacks, but parents may not provide restricted items to other children in school.

The policy does not apply to school nurses during the course of provided health care to individual students.

The policy does not apply to special needs students whose Individualized Education Plan indicates the use of a “Food of Minimal Nutritional Value” or candy for behavior modification (or other suitable need).

The complete set of rules governing nutrition and physical activity standards in Arkansas public schools may be accessed through the Arkansas Department of Education website: <http://arkedu.state.ar.us/>



Communication

Communication between home and school is essential. Teachers as well as the office staff welcome the opportunity to answer any questions that may arise. Make certain to read notes and/or newsletters that come home with your child. They contain valuable and current information. The Russellville School District schedules a day for parent/teacher conferences each semester. It is important for parents to attend these conferences. Conferences with the teacher may be scheduled for times in addition to the planned conference days. These conferences should be scheduled with the teacher and may take place before school, after school, or during the teacher's preparation time. Keeping the "lines of communication" open will help your child to have a successful and positive school experience.

It is a state law that we must use the name of the child that is on the birth certificate unless we are provided with legal papers that says there has been a name change and/or new birth certificate with the changed name on it.

Staff members are committed to providing ongoing information and opportunities for parents to communicate and gain information about how and what their child(ren) is/are doing in school. There are many ways that we will communicate with you throughout the year. Forms of communication include but are not limited to: school website, school messaging system, Facebook page, newsletters, email, and individual teacher's method of communication. Parents may contact teachers and administrators in the Russellville School District through email by using the first and last name along with *russellvilleschools.net*.

Example: john.doe@rsdk12.net

Each school has a parent involvement plan. These plans can be found on the district website.

Deliveries

It is a school district guideline to avoid classroom disruptions with deliveries of flowers, balloons, etc. to students in the classroom. Any deliveries to school will be held in the office until the end of the day. In order to ensure safety on the buses, students will not be allowed to take such items on the bus.

Parent/Teacher Conferences

Parent-Teacher conferences occur twice during the school year. Arkansas Legal Code Number 6-15-416 mandates that parents attend Parent-Teacher Conferences. All parents will be asked to make specific appointments with the teachers of their children. These conference times, if spent wisely, can be very valuable to the overall educational progress of your child. Our conferences this year will be conducted on October 21, 2019 and February 11, 2020. It is not necessary to wait for the regular conference time if a parent has a special concern. Parent conferences are encouraged and can be arranged at any time during the school year. Please make arrangements through the classroom teacher. However, please do not ask to see a teacher while he/she is instructing class. Conferences can be scheduled during a teacher's planning time, before school, or after school.

Transportation Changes/Pick-up

For any transportation change, you must call the school office and/or send a note to the child's teacher. We do not take a child's word on any changes. If a different person is picking up your child, they must be on your registration form in the office, and they will be asked to show the office personnel some ID. Please call the office before 2:00 p.m. to make transportation changes. After 2:00 the office becomes very hectic.

Family and Community Engagement Plan

The full text of the Family and Community Engagement Plan for the District may be obtained through the District web site <http://www.russellvilleschools.net> Please choose "Explore RSD", "Documents", "State Required Information" buttons. Choose the current school year folder, then choose "Family and Community Engagement plans". A plan for each building and for the District is included.

RUSSELLVILLE SCHOOL DISTRICT VISION:

Russellville School District Educates, Equips, and Empowers all students to be productive, contributing members of their school, their community, and their world.

The Russellville School District school board and administration understand the importance of engaging families, parents, and the community as a whole in promoting higher student achievement. The District Family and Community Engagement Plan is reviewed annually, and includes goals for improving and continuing parent and community engagement in education:

- Goal One: The District will **promote and support Family and Community Engagement** through surveys, written information, the web site 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 Family and Community Engagement and communicating with parents.
- Goal Four: The District **will include parents in evaluating 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.



GENERAL INFORMATION

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. Drivers will be reminded of this law when necessary.

Fire/Tornado/Nuclear Warnings

Each elementary school will have monthly fire drills. Each class has an escape route to a safe area. The building is usually cleared within 30-40 seconds. Tornado drills will also be conducted. During tornado drills, each classroom goes to the school's safe room. If you hear of a tornado approaching, we ask that you NOT COME TO SCHOOL TO PICK UP YOUR CHILD. This will only distract from the safety of all the children. Your child is much safer in our safe room than riding in a car with you during a tornado.

In the event of a nuclear disaster, schools will be among the first to be notified. We will 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 High School 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.

Child Nutrition/Food Service

Believing there is a strong relationship between a sound diet and scholastic achievement, we encourage children to eat a well-balanced breakfast and lunch. The cafeteria serves breakfast and lunch daily with entrée choices at both meals. Meals consist of meat, vegetables, fruit and/or dessert, breads and grains, and milk. All children will have ample time to eat their meal.

- A. Lunches from Home: Students who bring lunches from home have the option of purchasing milk from the cafeteria for \$0.50. Carbonated drinks have a negative effect on the body including tooth decay and the promotion of obesity. Therefore, parents are strongly discouraged from packing or bringing carbonated beverages for their child(ren)'s lunches.
- B. Meal Purchases:
 - Breakfast is provided in the classroom at no charge
 - Lunch Prices for Full Paid: \$2.80/day or \$14.00/week
 - Lunch Prices for Reduced: \$0.40/day or \$2.00/week
 - Milk Prices for all Students: \$.50 each or \$2.50/week

Parents are highly encouraged to pay ahead for several meals at a time as this increases the efficiency of cafeteria operations, decreases stress on parents, and decreases the chance of students losing their money. Checks are to be made payable to the Russellville School District. Please put your child(ren)'s name(s) on the memo line of your check. One check can be sent to a cafeteria to be divided among more than one child in that school. Please note your instructions on the memo line of your check. Children going to school in different buildings will need separate checks. We also encourage all parents

to utilize our online payment system. Meals may be paid for with check, debit card, or credit card. Also, balances may be viewed 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. The website will prompt you to build an account. There is a fee for using the online payment system. You may need a student identification number. You can get that number by contacting the Child Nutrition Office or you may contact your school's office staff. Call the Child Nutrition office at 498-8836 if you have problems accessing this part of the website.

- C. Visitors: As we realize the importance of family support for a child's school success, visitors are welcome for lunch. Food brought into the school from an outside source can only be shared with your child(ren). The cafeteria is happy to provide meals for parents who are eating lunch with their child(ren). However, advance notice is needed to ensure that extra portions are prepared. The cafeteria should not be expected to provide visitor meals unless they are requested ahead of time. Please send a note with your child to school or call the office before 8:15 am to assist us in being able to serve you. Visitor meals are \$3.60.
- D. Charges: In the past, children have been allowed to charge meals for various reasons with expectations that the charges be paid the next day. We realize that sometimes a parent and/or child will forget to bring money to pay for meals. However, federal and state Child Nutrition guidelines prohibit the school from allowing students to accrue charges. Please remember the following items regarding charges:
- All meals must be paid for in advance of eating them. Your child(ren) should bring money first thing Monday morning. Please pay for a minimum of one week at a time if at all possible. We suggest keeping \$3.00-\$4.50 in your child's account at all times if you are a full-paying or reduced-paying household.
 - Please utilize our online payment system to pay online if you choose and/or to simply view current balances free of charge.
 - Children that accrue charges have slips sent home weekly.
 - Students whose parents have applied for Free and Reduced Meals must still pay for meals until approval is official. Benefits are not retro-active. Parents are responsible for ALL meals their child(ren) eat until official approval is made by the Child Nutrition office. This can take up to 10 days. A notification letter will be sent home. Parents who are waiting for approval from the Child Nutrition office for Free and Reduced meals must provide for their children(s) lunches by providing money or packing a lunch.
 - Any money received by the cafeteria will go first to unpaid charges and then towards the price of a new meal.
- E. Free and Reduced Meals: 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 careful to list all children and household members. A new application must be submitted at the beginning of each school year even if your family qualified last year. However, 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, lay-off, disability, or loss of job. Please call the Child Nutrition office at 498-8836 if you have any further questions.

- F. Meal Service and Miscellaneous Points of Notice: Students who are tardy to school after the lunch count is taken may lose the option of 1st or 2nd main entrée choice for that day. We do not make accommodations for meals due to religious preferences. However, we do follow dietary restrictions and/or modifications due to documented medical illnesses/issues/allergies as noted by a medical doctor (MD) in accordance with USDA guidelines. Please speak with your school nurse if your child has a medical issue affecting his or her meal service needs. We will work closely with the school nurse to assure these needs are met. The RSD Child Nutrition department values feedback from parents in regard to meal service, nutrition, and other issues. Please contact us if we can be of further service to you. The Child Nutrition office can be reached at 498-8836 Monday through Friday from 8:00-4:00. The Child Nutrition Supervisor, Kay Haulmark, can also be reached via email at kay.haulmark@rsdk12.net. We appreciate the opportunity to be of service to your children.

Head Lice/Nits/Scabies

Regulations/Procedures – The following regulations and procedures are developed to help eliminate and prevent the infestation of head lice, nits, or scabies in the Russellville School District.

- ✓ Periodic screenings to detect head lice, nits or scabies will be conducted by trained personnel as designated by the building principal. School personnel should be sensitive to the psychological impact on both child and parent/guardian.
- ✓ Parents/Guardians of individual students will be contacted if head lice or scabies are detected. Arrangements will be made to remove the child from the classroom and school immediately. Due to the necessity of the child's removal from the classroom, the student will be considered absent from school as soon as the problem has been established. Also, the parents/guardians will be notified that the child will not be able to ride the bus until school officials clear the child.
- ✓ Parents/Guardians will be provided with information on treatment. 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:

- Treatments with head lice shampoo according to instructions.
- The parent/guardian must accompany the student to school.
- School personnel will re-examine the student.
- An excused absence will be given only for a 24-hour treatment period.
- In case of scabies, a doctor's clearance or proof of treatment will be required for entry of the student into public school.

Ice and Snow

In the early morning hours during inclement weather, local radio and television stations will be carrying announcements of any school closing. Russellville School District will send out a school message over the phone announcing early dismissals or school closings due to weather. Worsening weather conditions may force the early closing of schools. Local radio and television stations will also carry this information.

Illness or Injury

Each elementary school is assigned a nurse. If your child has a medical condition, you should have a conference with the school nurse and the classroom teacher. Do not assume that we are aware of your child's condition. If your child is ill, please do not send him/her to school. The student should be free of temperature 24 hours before returning to school without the aid of over the counter medications. 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.

Russellville Public Schools provide an outstanding physical education program for all students. Our boys and girls 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.

Student Medication

The Russellville School District establishes specific policy and procedures, which meets all legal requirements for administration of medication during school hours.

It is the policy of the Russellville School District that no prescription drug(s) will be administered to any student unless a current valid physician's prescription or written order, as well as a MAR completed by the parent are on file. It is the policy of the Russellville School District not to administer any product that is not FDA approved including "natural remedies," herbs, vitamins, dietary supplements, homeopathic medicines, or medications from other countries. The FDA approved over-the-counter medication, such as Tylenol, will only be allowed for a student for a period of 72 hours with written request from the child's parent(s)/guardian(s). After 72 hours, a physician's statement as to the necessity of the medication must be sent to the child's school. For more information regarding Medication Administration, please refer to Policy 4.35R.

Insult or Abuse of a Teacher – 6-17-106

- a) Any person who shall abuse or insult a public-school teacher while that teacher is performing normal and regular or assigned school responsibilities shall be guilty of a misdemeanor and upon conviction be liable for a fine of not less than one hundred dollars (\$100) nor more than one thousand five hundred dollars (\$1,500).
- b) Each school district shall report to the Department of Education any prosecutions within the school districts under this section. History. Acts 1979, No.125, § 1; A.S. A. 1947, § 80-1905.1; Acts 1987, No. 741, §1.

Lost and Found

Articles found in and around the school will be placed in the lost and found. This should be checked periodically because many items of clothing are misplaced. Please place your child's name with a permanent marker in coats, lunch boxes, book bags, pencil boxes, etc. When items are found with names, they are returned directly to the owner. Unclaimed items will be taken periodically to a local charitable organization.

Non-discrimination Policy

The Russellville School District is committed to implementing and monitoring all Civil Rights Acts and Regulations. We do not discriminate against any individual based upon that individual's veteran status, race, color, religion, national origin, sex, sexual orientation, gender identity, age, or disability.

Parties

We will have two school-wide parties, Christmas and Valentine's Day. Only store-bought items may be served at parties.

Invitations to private parties may be distributed at school only if the entire class is invited to the party. To prevent confusion and hurt feelings, invitations to individuals should be mailed. We cannot give out address files to parents.

Public Complaints

I. Philosophy

Constructive criticism of the schools is welcomed by the Board of Education and professional staff whenever it is motivated by a sincere desire to improve the quality of the educational program or to equip the schools to do their tasks more effectively. Complaints and grievances are best handled and resolved as close to their origin as possible, and the professional staff shall be given every opportunity to consider the issues and render decisions prior to involvement by the Board. The Board expects the professional staff to receive complaints courteously and to make a proper reply to the complainant; however, the Board recommends that the complainant be encouraged to contact the school for an appointment with the professional staff members during the school day and discouraged from contacting professional staff members during off duty hours.

II. Procedure

Complaints shall be channeled according to the sequence indicated in each of the following categories:

Category A Instruction and/or instructional materials:

1. Teacher
2. Principal
3. Superintendent
4. Board

Category B Discipline:

1. Teacher
2. Principal
3. Superintendent
4. Board

Category C School Personnel:

1. School Employee
2. Employee's Immediate Supervisor
3. Superintendent
4. Board

Category D Transportation:

1. Bus Driver
2. Director of Transportation
3. Superintendent
4. Board

Telephone Use

Our telephone is a business phone. Students are not to use it for making social arrangements or unnecessary calls. Messages will be delivered to students in case of emergencies. Students are not taken out of class to talk on the phone unless it is an extreme emergency. Try to finalize your plans before your child comes to school each day. We do realize that the best laid plans sometime go astray, and we will see that last-minute changes and information gets to your child in emergencies.

Visitors

We welcome visits by parents and other family members. Students enjoy the opportunity to “show off” their classrooms and school work to special adults. Parents and other family members are encouraged to participate in the life of our school by volunteering in a classroom or for a special project.

Visitors to the school must report to the office upon arrival and show photo ID. In order to ensure the safety of our students, we must know of any adults in the building and their purpose for being here. For this reason, all visitors must sign-in through the HallPass computer system. A visitor badge will print and must be worn. The visitor’s badge will let staff members and students 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, we will ask for proof of identity.

Parents 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 impromptu parent/teacher conferences. Parents may schedule conferences through the office or by personal communication with a teacher.