

Russellville

Elementary Schools



Student Handbook
2016-2017

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2016-2017

Russellville School
District Elementary
Handbook

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Center Valley Elementary

Tami Chandler, Principal

5401 SR 124
Russellville, AR 72802

Phone: 479.968.4540
Fax: 479.968.4603

tami.chandler@russellvilleschools.net

Crawford Elementary

Ginny Huckaba, Principal

1116 N. Parker Road
Russellville, AR 72801

Phone: 479.968.4677
Fax: 479.890.4910

ginny.huckaba@russellvilleschools.net

Dwight Elementary

Laura Binz, Principal

1300 W. 2nd Place
Russellville, AR 72801

Phone: 479.968.3967
Fax: 479.890.4958

laura.binz@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

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

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



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Dear Parents /Guardians:

The Russellville School Board and I would like to welcome you and your child to our district for what will be an extraordinary learning experience. We want to thank you for choosing the Russellville School District and ask that you join us in making this a fantastic school year. By working together, we can provide the support necessary for your child to be academically and socially successful. Please take the time to get acquainted with your child's teacher and the rest of your school's family.

The information within this handbook is extremely important. It will help you to become aware of our school and district expectations. Please take the time to review this information with your child.

Again, we look forward to working with every one of you and ask that you get involved with your child's education. Please do not hesitate to contact us if you have any questions or concerns. Together, we will make an incredible team!

Sincerely,

Randall Williams

Superintendent of Schools

2016-2017 Russellville School District
Elementary
STUDENT HANDBOOK

Section 1: General Information	6
2016-2017 School Calendar	6
Accreditation.....	7
Accident Insurance.....	7
Cell Phone Use In A School Zone	7
Child Nutrition.....	7
Communication.....	10
Parent – Teacher Communication	10
<i>Parent – Teacher Conferences</i>	11
<i>Communication Between Parents And The District</i>	11
<i>Contact With Students While At School</i>	11
Entrance Requirement.....	13
Equal Educational Opportunity.....	15
Extracurricular activities	15
Gifts.....	17
Immunization Record.....	17
Legal Name.....	20
Lost and Found.....	20
Office Hours/School Hours	20
Parent Involvement Plan.....	20
Private Transportation and Entering School.....	21
<i>Bicycles/Skate Boards</i>	21
<i>Transportation Changes / Pick-up</i>	21
School Supplies and Textbooks.....	21
Student Handbook	22

Technology.....	22
<i>Children’s Internet Protection Act (CIPA)</i>	22
<i>What CIPA Requires</i>	22
<i>Student Electronic Device And Internet Use Agreement</i>	23
<i>Consequences for failure to abide by the Student Internet Use Agreement:</i>	23
Use of School Phones.....	23
Video Surveillance and Other Student Monitoring.....	24
Visitors.....	24
Wellness Policy.....	24
Section 2: Academic Information.....	26
Academic Improvement Plans.....	26
<i>Academic Integrity</i>	26
<i>Copyright</i>	26
<i>Plagiarism</i>	28
<i>Other issues of Academic Integrity-Technology</i>	28
<i>Consequences of Academic Dishonesty</i>	29
Distribution of Report Cards.....	29
Homework.....	29
Make-up Opportunities and Procedures for Missed Work.....	29
Smart Core Curriculum and Graduation Requirements.....	30
<i>Smart Core Curriculum and Graduation Requirements for Class of 2018 and thereafter</i>	30
Student Acceleration.....	34
Student Promotion and Retention.....	34
Section 3: School Policies and Procedures.....	36
Attendance.....	36
<i>Absences K-4</i>	36
<i>Compulsory Attendance Requirements</i>	37
Building Regulations.....	37
Cancellation of School-Sponsored Trips Due To Road And Weather Conditions.....	37

<i>Ice and Snow</i>	38
Checking In and Out Procedure	38
Communicable Diseases and Parasites	38
Emergency Information	39
<i>Fire Drills:</i>	39
<i>Nuclear Warning:</i>	39
<i>Tornado Drills:</i>	39
Homeless Students	40
Home School	42
<i>Extracurricular Activity Eligibility For Home Schooled Students</i>	42
Illness or Injury	43
Law Enforcement Interview Of A Student	43
Privacy of Students' Records/Directory Information	43
Public Complaints/Grievance Procedure	46
Resident Requirements	47
Student Medications	47
Student Transfers	50
Section 4: Student Behavior and Discipline	52
Student Behaviors	52
<i>Abuse of Public School Employee</i>	52
<i>Behavior/Items Not Permitted</i>	52
<i>Bullying</i>	53
<i>Bus: Directives for student riding school buses</i>	54
<i>Crime of Second Degree Battery as it Relates to School Employees and Students</i>	56
<i>Cyberbullying</i>	57
<i>Fighting</i>	57
<i>Prohibited Conduct</i>	57
<i>Sexual Harassment</i>	59
<i>Student Conduct At School-Sponsored Events</i>	59

<i>Student Dress</i>	59
Disciplinary Actions.....	60
<i>Due Process</i>	60
<i>Types of Disciplinary Actions</i>	61
<i>Corporal Punishment</i>	61
<i>Expulsion</i>	61
<i>Suspension from School</i>	62
Search, Seizure, and Interrogations.....	63
Teacher’s Removal of Student from Classroom.....	64
Section 5: Services	66
Guidance Services	66
Media Center and Library Services	66
Parent Center Coordinators	66
School Nurse and Health Services.....	66
Sample Forms	67
<i>4.29F Student Electronic Device And Internet Use Agreement</i>	68
<i>Smart Core Informed Consent Form</i>	70
<i>Smart Core Waiver Form</i>	71
<i>4.35.FR2 Medication Self-Administration Consent Form</i>	72
<i>4.35.FR3 Glucagon Administration Consent Form</i>	73
<i>4.35FR4 Epinephrine Emergency Administration Consent Form</i>	74
<i>Parental Opt Out Form</i>	75

Section 1: General Information

2016-2017 School Calendar

August 8-10	No School – Professional Development
August 11-12	No School – Teacher Directed Professional Development
August 15	First Day of Class
September 5	No School – Labor Day Holiday
September 21	5 Weeks Progress Reports
October 7, 10-11	1 st Quarter Tests
October 11	End of 1 st Quarter
October 12	First Day of 2 nd Quarter
October 24	*½ Professional Development; Parent/Teacher Conferences (PK-5)
October 25	*½ Professional Development; Parent/Teacher Conferences (6-12)
November 21-22	No School – Flex Professional Development
November 23-27	Thanksgiving Holidays – No Classes
November 28	5 Weeks Progress Reports
December 14-16	Semester Tests
December 16	End of 1 st Semester
December 17 – 1/2	Christmas Holidays – No Classes
January 2	No School – Professional Development Day
January 3	First Day of 2 nd Semester/Classes resume
January 11	First Semester Report Cards Sent Home
January 16	No Classes
February 6	*½ Professional Development; Parent/Teacher Conferences (6-12)
February 7	*½ Professional Development; Parent/Teacher Conferences (PK-5)
March 8-10	3 rd Quarter Tests
March 13	End of 3 rd Quarter
March 14	First Day of 4 th Quarter
March 18-26	No School – Spring Break
April 3	Report Cards Go Out
April 26	5 Weeks Progress Reports

May 18	Teacher Recognition – 2 Hour Early Dismissal
May 20	RHS Graduation
May 24-26	Semester Tests
May 26	Last Day of 2 nd Semester if no snow days
May 29	No School – Memorial Day

May 30, 31 June 1-2, 5 Make-up days for inclement weather

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

Accreditation

All schools are 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.

Accident Insurance

School insurance is available to all students. Please contact the school office if you are interested in this insurance. Purchase of this program is optional. Please do not send the money to school. Send directly to the insurance company. Claim forms are available in the school office.

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.

Child Nutrition

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 \$.50. Carbonated drinks have a negative effect on the body including tooth decay and the promotion of obesity. Therefore, parents are asked not to pack or bring carbonated beverages for their child(ren)'s lunches.
- B. Meal Purchases:
 - Breakfast Prices for Full Paid: \$1.75/day or \$8.75/week
 - Breakfast Prices for Reduced: \$.30/day or \$1.50/week
 - Lunch Prices for Full Paid: \$2.50/day or \$12.50/week
 - Lunch Prices for Reduced: \$.40/day or \$2.50/week
 - Milk and Juice Prices for all students: \$.50 each

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 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 www.mynutrikids.com 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> and click on the parent tab and then click on the [mynutrikids](#) icon. Call the Child Nutrition office at 968-1306 if you have problems accessing this part of the website. You must have your child's student ID number to utilize this site. Your school's office should have this information for you.

- 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 student. 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 9:00 am to assist us in being able to serve you.
- 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 student 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 and get reminder e-mails 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.
 - Students may not charge for a meal. However, students will be given a peanut butter (or cheese) sandwich and milk until money is paid into their accounts.
 - 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 students 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: We 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 regards 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 Thursday from 8:00-4:30 and Friday from 8:00-4:00. The Child Nutrition Officer, Kay Haulmark, can also be reached via email at kay.haulmark@russellvilleschools.net. We appreciate the opportunity to be of service to your children.
- G. Procedures for School Events or “9 Special Event Days”
1. Schools may provide any snack or beverage deemed appropriate by school officials on nine (9) days during the school year.
 2. The nine (9) days apply to the entire school (LEA/Building) and not to individual classrooms.
 3. The “Special Event Days” should be planned in advance. If a “Special Event Day” is likely to impact the number of students eating breakfast or lunch, notify the school’s cafeteria manager so the number of meals produced may be adjusted.
 4. Enter the “Event Day” into the eSchool Calendar. The description is “Act1220 Exempt Event Days”, and the code is “9DY.”
 5. Per Arkansas Food Code, items brought from home must be commercially prepared and packaged.
 6. These items may not be given in the food service areas during meal service.

In accordance to the ADE Commissioner’s memo CNU-16-044 (June 17, 2016), additional food-related treats, in addition, but not limited to, fruits, cakes, cupcakes, cake pops, candy-related items may not be brought to school for birthdays or other individual special occasions.

Communication

Frequent and timely communication between home and school is essential. Teachers as well as the office staff welcome the opportunity to answer any questions that may arise. Parents/Guardians should read notes and/or newsletters that are sent home from the school with students. Each type of communication includes valuable and current information. The Russellville School District schedules two days of 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 all children to have a successful and positive school experience.

Each child in the Russellville School District has a cumulative folder that follows him/her from kindergarten through the 12th Grade. The cumulative folder includes important information such as copies a student's birth certificate, Social Security card, immunization record, report cards, testing papers, etc.

According to state law, the name indicated on a child's birth certificate must be used on the child's cumulative folder unless the school is provided with legal papers indicating a name change and/or a new birth certificate indicating the name change.

Staff members are committed to providing on-going information and opportunities for parents to communicate and gain information about how and what their student is doing in school. In addition to regularly scheduled parent/teacher conferences, the following activities will be implemented each school year:

- provide family kits to all parents that include important information on becoming involved in the school, parenting tips, community resources, opportunities for communication with teachers, and a calendar of events;
- provide newsletters and/or information about upcoming events and how parents can be involved;
- develop Parent Nights that will help parents better understand how they can help their child at home;
- provide information on homework and behavior through a school-wide weekly assignment book; and
- establish a Parent Involvement Committee to assist the school in meeting the needs of parents and increase parent involvement.

Parent - Teacher Communication

Russellville School District Policy Number 3.30 Effective 7/1/2015

The district recognizes the importance of communication between teachers and parents/legal guardians. To help promote positive communication, parent/teacher conferences shall be held once each semester. Parent-teacher conferences are encouraged and may be requested by parents or guardians when they feel they need to discuss their child's progress with his/her teacher.

Teachers are required to communicate during the school year with the parent(s), legal guardian(s), or care-giving adult or adults in a student's home to discuss the student's academic progress unless the student has been placed in the custody of the Department of Human Services and the school has received a court order prohibiting parent or legal guardian participation in parent/teacher conferences. More frequent communication is required with the parent(s) or legal guardian(s) of students who are performing below grade level.

All parent/teacher conferences shall be scheduled at a time and place to best accommodate those participating in the conference. Each teacher shall document the participation or non-participation of parent(s)/legal guardian(s) for each scheduled conference.

If a student is to be retained at any grade level or denied course credit, notice of, and the reasons for retention shall be communicated promptly in a personal communication.

Parent – Teacher Conferences

Act 603 of the 2003 Arkansas General Assembly requires that each school schedule no fewer than two (2) parent-teacher conferences to occur during the school year. The conference times, if spent wisely, can be very valuable to the overall educational progress of your child. Conferences for grades K-5 will be conducted on **October 24, 2016 and February 7, 2017**. Some parents/guardians are hesitant about participating in conferences, but teachers can be more effective with their students if they can share their understandings of the student directly with the parent/guardian.

It is not necessary to wait for the regular conference time if a parent/guardian has a special concern. Additional 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 or after school. Teachers will schedule the conference as soon as possible after communication from the parents/guardians.

Communication Between Parents And The District

An additional form of communication that is available 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 7/1/2016

CONTACT BY PARENTS

Parents wishing to speak to their children during the school day shall register first with the office.

CONTACT BY NON-CUSTODIAL PARENTS

If there is any question concerning the legal custody of the student, the custodial parent shall present documentation to the principal or the principal's designee establishing the parent's custody of the student. It shall be the responsibility of the custodial parent to make any court ordered "no contact" or

other restrictions regarding the non-custodial parent known to the principal by presenting a copy of a file-marked court order. Without such a court order on file, the school will release the child to either of his/her parents. Non-custodial parents who file with the principal a date-stamped copy of current court orders granting visitation may eat lunch, volunteer in their child's classroom, or otherwise have contact with their child during school hours with the prior approval of the school's principal. Such contact is subject to the limitations outlined in Policy 4.16, Policy 6.5, and any other policies that may apply.

Arkansas law provides that, in order to avoid continuing child custody controversies from involving school personnel and to avoid disruptions to the educational atmosphere in the District's schools, the transfer of a child between his/her custodial parent and non-custodial parent, when both parents are present, shall not take place on the school's property on normal school days during normal hours of school operation. The custodial or non-custodial parent may send to/drop off the student at school to be sent to/picked up by the other parent on predetermined days in accordance with any court order provided by the custodial parent or by a signed agreement between both the custodial and non-custodial parents that was witnessed by the student's building principal.¹ Unless a valid no-contact order has been filed with the student's principal or the principal's designee, district employees shall not become involved in disputes concerning whether or not that parent was supposed to pick up the student on any given day.

CONTACT BY LAW ENFORCEMENT, SOCIAL SERVICES, OR BY COURT ORDER

State Law requires that Department of Human Services employees, local law enforcement, or agents of the Crimes Against Children Division of the Department of Arkansas State Police, may interview students without a court order for the purpose of investigating suspected child abuse. In instances where the interviewers deem it necessary, they may exercise a "72-hour hold" without first obtaining a court order. Except as provided below, other questioning of students by non-school personnel shall be granted only with a court order directing such questioning, with permission of the parents of a student (or the student if above eighteen [18] years of age), or in response to a subpoena or arrest warrant.

If the District makes a report to any law enforcement agency concerning student misconduct or if access to a student is granted to a law enforcement agency due to a court order, the principal or the principal's designee shall make a good faith effort to contact the student's parent, legal guardian, or other person having lawful control by court order, or person acting in loco parentis identified on student enrollment forms. The principal or the principal's designee shall not attempt to make such contact if presented documentation by the investigator that notification is prohibited because a parent, guardian, custodian, or person standing in loco parentis is named as an alleged offender of the suspected child maltreatment. This exception applies only to interview requests made by a law enforcement officer, an investigator of the Crimes Against Children Division of the Department of Arkansas State Police, or an investigator or employee of the Department of Human Services.

In instances other than those related to cases of suspected child abuse, principals must release a student to either a police officer who presents a subpoena for the student, or a warrant for arrest, or to an agent of state social services or an agent of a court with jurisdiction over a child with a court order signed by a judge. Upon release of the student, the principal or designee shall give the student's parent, legal guardian, or other person having lawful control by court order, or person acting in loco parentis notice that the student has been taken into custody by law enforcement personnel or a state's social services agency. If the principal or designee is unable to reach the parent, he or she shall make a

reasonable, good faith effort to get a message to the parent to call the principal or designee, and leave both a day and an after-hours telephone number.

Contact by Professional Licensure Standards Board Investigators

Investigators for the Professional Licensure Standards Board may meet with students during the school day to carry out the investigation of an ethics complaint.

Entrance Requirement

Russellville School District Policy Number 4.2R Effective: 7/1/2015



- A. 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.

- B. Students may enter kindergarten if they will attain the age of five (5) on or before August 1 of the year in which they are seeking initial enrollment. Any student who has been enrolled in a state-accredited or state-approved kindergarten program in another state for at least sixty (60) days, who will become five (5) years old during the year in which he/she is enrolled in kindergarten, and who meets the basic residency requirement for school attendance may be enrolled in kindergarten upon written request to the District.

- C. Any child who will be six (6) years of age on or before October 1 of the school year of enrollment and who has not completed a state-accredited kindergarten program shall be evaluated by the district and may be placed in the first grade if the results of the evaluation justify placement in the first grade and the child's parent or legal guardian agrees with placement in the first grade; otherwise the child shall be placed in kindergarten.

- D. Any child may enter first grade in a District school if the child will attain the age of six (6) years during the school year in which the child is seeking enrollment and the child has successfully completed a kindergarten program in a public school in Arkansas.

- E. Any child who has been enrolled in the first grade in a state-accredited or state-approved elementary school in another state for a period of at least sixty (60) days, who will become age six (6) years during the school year in which he/she is enrolled in grade one (1), and who meets the basic residency requirements for school attendance may be enrolled in the first grade.

- F. Students who move into the District from an accredited school shall be assigned to the same grade as they were attending in their previous school (mid-year transfers) or as they would have been assigned in their previous school. Home-schooled and private school students shall be evaluated by the District to determine their appropriate grade placement.

- G. The district shall make no attempt to ascertain the immigration status, legal or illegal, of any student or his/her parent or legal guardian presenting for enrollment.

- H. Prior to the child's admission to a District school:

1. The parent, guardian, or other responsible person shall furnish the child's Social Security number, or if they request, the district will assign the child a nine (9) digit number designated by the department of education.
2. The parent, guardian, or other responsible person shall provide the district with one (1) of the following documents indicating the child's age:
 - a. a birth certificate;
 - b. A statement by the local registrar or a county recorder certifying the child's date of birth;
 - c. An attested baptismal certificate;
 - d. A passport;
 - e. An affidavit of the date and place of birth by the child's parent or guardian;
 - f. United States military identification; or
 - g. Previous school records.
3. The parent, guardian, or other responsible person shall indicate on school registration forms whether the child has been expelled from school in any other school district or is a party to an expulsion proceeding.
4. In accordance with Policy 4.57 – Immunizations, the child shall be age appropriately immunized or have an exemption issued by the Arkansas Department of Health.

Uniformed Services Member's Children

For the purposes of this policy:

"active duty"³ members of the uniformed services" includes members of the National Guard and Reserve on active duty orders pursuant to 10 U.S.C. Section 1209 and 1211;

"uniformed services"³ means the Army, Navy, Air Force, Marine Corps, Coast Guard as well as the Commissioned Corps of the National Oceanic and Atmospheric Administration, and Public Health Services;

"veteran" means: a person who served in the uniformed services and who was discharged or released there from under conditions other than dishonorable.

"Eligible child" means the children of:

- active duty members of the uniformed services;
- members or veterans of the uniformed services who are severely injured and medically discharged or retired for a period of one (1) year after medical discharge or retirement; and
- members of the uniformed services who die on active duty or as a result of injuries sustained on active duty for a period of one (1) year after death.

An eligible child as defined in this policy shall:

1. be allowed to continue his/her enrollment at the grade level commensurate with his/her grade level he/she was in at the time of transition from his/her previous school, regardless of age;
2. be eligible for enrollment in the next highest grade level, regardless of age if the student has satisfactorily completed the prerequisite grade level in his/her previous school;

3. enter the District's school on the validated level from his/her previous accredited school when transferring into the District after the start of the school year;
4. be enrolled in courses and programs the same as or similar to the ones the student was enrolled in his/her previous school to the extent that space is available. This does not prohibit the District from performing subsequent evaluations to ensure appropriate placement and continued enrollment of the student in the courses/and/or programs;
5. be provided services comparable to those the student with disabilities received in his/her previous school based on his/her previous Individualized Education Program (IEP). This does not preclude the District school from performing subsequent evaluations to ensure appropriate placement of the student;
6. make reasonable accommodations and modifications to address the needs of an incoming student with disabilities, subject to an existing 504 or Title II Plan, necessary to provide the student with equal access to education. This does not preclude the District school from performing subsequent evaluations to ensure appropriate placement of the student;
7. be enrolled by an individual who has been given the special power of attorney for the student's guardianship. The individual shall have the power to take all other actions requiring parental participation and/or consent;
8. be eligible to continue attending District schools if he/she has been placed under the legal guardianship of a noncustodial parent living outside the district by a custodial parent on active military duty.

Equal Educational Opportunity

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, sex, national origin, age, or handicapping conditions.



Russellville School District Policy Number 4.11R Effective: 3/15/2016

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

The Russellville school District shall ensure that no student is denied access to being selected for honors and awards through the establishment of non-biased and equitable policies and procedures related to honors and awards programs in each school within the District.

Extracurricular activities

Russellville School District Policy Number 4.56 Effective: 7/1/2013

Definitions

“Academic Courses” are those courses for which class time is scheduled, which can be credited to meet the minimum requirements for graduation, which is taught by a teacher required to have State licensure in the course or is otherwise qualified under Arkansas statute, and has a course content guide which has been approved by the Arkansas Department of Education (ADE). Any of the courses for which concurrent high school credit is earned may be from an institution of higher education recognized by

ADE. If a student passes an academic course offered on a block schedule, the course can be counted twice toward meeting the requirement for students to pass four (4) academic courses per semester as required by this policy.

“Extracurricular activities” are defined as: any school sponsored program where students from one or more schools meet, work, perform, practice under supervision outside of regular class time, or are competing for the purpose of receiving an award, rating, recognition, or criticism, or qualification for additional competition. Examples include, but are not limited to, inter/intrascholastic athletics, cheerleading, band, choral, math, or science competitions, field trips, and club activities.

“Field Trips” are when individual students or groups of students are invited to programs or events when there is no competition and the students are not interacting with each other for the purpose of planning, qualifying, or arranging for future programs or for the purpose of receiving recognition.

“Interscholastic Activities” means athletic or non-athletic/academic activities where students compete on a school vs. school basis.

“Intrascholastic Activities” means athletic or non-athletic/academic activities where students compete with students from within the same school.

“Supplemental Improvement Program (SIP)” is an additional instructional opportunity for identified students outside of their regular classroom and meets the criteria outlined in the current Arkansas Activities Association (AAA) Handbook.

Extracurricular Eligibility

The Board believes in providing opportunities for students to participate in extracurricular activities that can help enrich the student’s educational experience. At 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. Interruptions of instructional time in the classroom are to be minimal and absences from class to participate in extracurricular activities shall not exceed one per week per extracurricular activity (tournaments or other similar events excepted with approval of the building administrator. All students are eligible for extracurricular activities unless specifically denied eligibility on the basis of criteria outlined in this policy.

A student must meet guidelines as set forth by the AAA to participate in AAA Extracurricular Activities.

A student may lose his/her eligibility to participate in extracurricular activities when, in the opinion of the school’s administration, the student’s participation in such an activity may adversely jeopardize his/her academic achievement. Students may also be denied permission to participate in extracurricular activities as a consequence of disciplinary action taken by the administration for inappropriate behavior.

Any student who refuses to sit for a State assessment or attempts to boycott a State assessment by failing to put forth a good faith effort on the assessment as determined by the assessment administrator/proctor, or whose parents do not send their student to school on the dates the assessments are administered or scheduled as make-up days shall not be permitted to participate in any non-curriculum related extracurricular activity. The student shall remain ineligible to participate until the student takes the same or a following state mandated assessment, as applicable, or completes the required remediation for the assessment the student failed to put forth a good faith effort on. The superintendent or designee may waive this paragraph’s provisions when the student’s failure was due to

exceptional or extraordinary circumstances. Students falling under the provisions of this paragraph shall be permitted to attend curriculum related field trips occurring during the school day.

Gifts

Gifts (flowers, balloons, stuffed animals, etc.) received at school must stay in the front office. If the 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, then there is a possibility that the student may not receive notification before he/she leaves school.

Immunization Record

Russellville School District Policy Number 4.57 Effective: 7/1/2015

Definitions

"In process" means the student has received at least one dose of the required immunizations and is waiting the minimum time interval to receive the additional dose(s).

"Serologic testing" refers to a medical procedure used to determine an individual's immunity to Hepatitis B, Measles, Mumps, Rubella and Varicella.

General Requirements

Unless otherwise provided by law or this policy, no student shall be admitted to attend classes in the District who has not been age appropriately immunized against:

Pre-Kindergarten

- DTaP – five (5) doses with one (1) dose on/after the 4th birthday.
- Polio – four (4) doses with one (1) dose on/after the 4th birthday.
- Hib – three (3) doses with the last dose on/after the 1st birthday.
- Hepatitis B – three (3) doses.
- MMR – one (1) dose.
- Varicella – one (1) dose.
- Pneumococcal – three (3) doses with the last dose on/after the 1st birthday.
- Hepatitis A – two (2) doses with 1 dose on/after the 1st birthday.

Kindergarten

- DTaP – four (4) doses with one (1) dose on/after the 4th birthday.
- Polio – three (3) or four (4) doses with 1 dose on/after the 4th birthday.
- MMR – two (2) doses with one (1) dose on/after the 1st birthday.
- Hepatitis A – one (1) dose on/after the 1st birthday.
- Hepatitis B – three (3) doses.
- Varicella – two (2) doses with 1 dose on/after the 1st birthday.

1st – 12th Grade

- DTaP – four (4) doses with one (1) dose on/after the 4th birthday.

- Tdap – If the child is eleven (11) years old as of September 1st of the 2014-2015 school year, then one (1) dose is required.
- Polio – three (3) or four (4) doses with 1 dose on/after the 4th birthday.
- MMR – two (2) doses with one (1) dose on/after the 1st birthday.
- Hepatitis A – one (1) dose on/after the 1st birthday.
- Hepatitis B – three (3) doses.
- Varicella – two (2) doses with one (1) dose on/after the 1st birthday.
- Meningococcal – one (1) dose is required to enter the 7th grade. An additional dose needs to be given at age sixteen (16). If the child is sixteen (16) as of September 1, one dose is required. (If the child receives the first dose at age sixteen (16) or older, a second dose is not required.)

The District administration has the responsibility to evaluate the immunization status of District students. The District shall maintain a list of all students who are not fully age appropriately immunized or who have an exemption provided by ADH to the immunization requirements based on medical, religious, or philosophical grounds. Students who are not fully age appropriately immunized when seeking admittance shall be referred to a medical authority for consultation.

The only types of proof of immunization the District will accept are immunization records provided by a:

- A. Licensed physician;
- B. Health department;
- C. Military service documentation with physician’s signature; or
- D. Official record from another educational institution in Arkansas that includes either A, B, or C.

The proof of immunization must include the vaccine type and dates of vaccine administration. Documents stating “up-to-date”, “complete”, “adequate”, and the like will not be accepted as proof of immunization. No self or parental history of varicella disease will be accepted. Valid proof of immunization and of immunity based on serological testing shall be entered into the student’s record. A medical professional’s (MD, APN, DO, or PA) documented history of disease may be accepted in lieu of receiving the varicella vaccine.

In order to continue attending classes in the District, the student must have submitted:

- 1) Proof of immunization showing the student to be fully age appropriately vaccinated;
- 2) Written documentation by a public health nurse or private physician of proof the student is in process of being age appropriately immunized, which includes a schedule of the student’s next immunization;
- 3) A copy of a letter from ADH indicating immunity based on serologic testing; and/or
- 4) A copy of the letter from ADH exempting the student from the immunization requirements for the current school year, or a copy of the application for an exemption for the current school year if the exemption letter has not yet arrived.
- 5) The parent must provide a copy of the immunization exemption every school year and must be on file with the school nurse.

Students whose immunization records or serology results are lost or unavailable are required to receive all age appropriate vaccinations or submit number 4 above.

Temporary Admittance

While students who are not fully age appropriately immunized or have not yet submitted an immunization exemption may be enrolled to attend school, such students shall be allowed to attend school on a temporary basis only. Students admitted on a temporary basis may be admitted for a maximum of thirty (30) calendar days (or until October 1st of the current school year for the tetanus, diphtheria, pertussis, and meningococcal vaccinations required at ages eleven (11) and sixteen (16) respectively if October 1st is later in the current school year than the thirty (30) days following the student's admittance). No student shall be withdrawn and readmitted in order to extend the thirty (30) calendar days' period. Students may be allowed to continue attending beyond the thirty (30) day period if the student submits a copy of either number 2 or number 4 above.

Students who are in process shall be required to adhere to the submitted schedule. Failure of the student to submit written documentation from a public health nurse or private physician demonstrating the student received the vaccinations set forth in the schedule may lead to the revocation of the student's temporary admittance; such students shall be excluded from school until the documentation is provided.

The District will not accept copies of applications requesting an exemption for the current school year that are older than two (2) weeks based on the date on the application. Students who submit a copy of an application to receive an exemption from the immunization requirements for the current year to gain temporary admittance have thirty (30) days from the admission date to submit either a letter from ADH granting the exemption or documentation demonstrating the student is in process and a copy of the immunization schedule. Failure to submit the necessary documentation by the close of the thirty (30) days will result in the student being excluded until the documentation is submitted.

Exclusion From School

In the event of an outbreak, students who are not fully age appropriately immunized, are in process, or are exempt from the immunization requirements may be required to be excluded from school in order to protect the student. ADH shall determine if it is necessary for students to be excluded in the event of an outbreak. Students may be excluded for twenty-one (21) days or longer depending on the outbreak. No student excluded due to an outbreak shall be allowed to return to school until the District receives approval from ADH.

Students who are excluded from school are not eligible to receive homebound instruction unless the excluded student had a pre-existing IEP or 504 Plan and the IEP/504 team determines homebound instruction to be in the best interest of the student. To the extent possible, the student's teacher(s) shall place in the principal's office a copy of the student's assignments:

- for the remainder of the week by the end of the initial school day of the student's exclusion; and
- by the end of each school's calendar week for the upcoming week until the student returns to school.

It is the responsibility of the student or the student's parent/legal guardian to make sure that the student's assignments are collected.

Students excluded from school shall have five (5) school days from the day the student returns to school to submit any homework and to make up any examinations. State mandated assessments are not included in "examinations" and the District has no control over administering state mandated make-up

assessments outside of the state's schedule. Students shall receive a grade of zero for any assignment or examination not completed or submitted on time.

Legal Name

Russellville School District students are listed by their legal name on all school records for the purpose of accurate record keeping and consistency. In order for a stepchild or foster child to use a stepfather's or foster parent's last name, the court must grant a name change and proof must be shown.

Lost and Found

Do 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. Articles found in and around the school will be placed in the lost and found area/container. The lost and found area/container should be checked periodically in winter 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. Periodically unclaimed items will be taken to a local charitable organization.

Office Hours/School Hours

Specific school and office hours will be provided from child's elementary school office.

Parent Involvement Plan

The full text of the parent involvement plan for the District may be obtained through the District website <http://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.

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.

Private Transportation and Entering School

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 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. The safety of students is the primary concern.

Parents/Guardians should call the office before 2:00 p.m. to make transportation changes. After 2:00 p.m. the office becomes very busy.

Bicycles/Skate Boards

Students are prohibited from riding motorbikes, 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:

1. Follow all traffic rules and ride in a safe and courteous manner.
2. Do not ride on any sidewalk that is adjacent to or on campus. Also, do not ride under the canopies of any school building.
3. Use the bicycle racks provided by the school.
4. 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 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. 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.

School Supplies and Textbooks

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, lost or damaged, will be paid for at the replacement cost.

LITERACY MATERIALS: 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.

Student Handbook



Russellville School District Policy Number 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 be incorporated by reference into the policies of this district. 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 on the matter provided the parent(s) of the student, or the student if 18 years of age or older have acknowledged receipt of the controlling language.

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:

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

Student Electronic Device And Internet Use Agreement

Russellville School District Policy Number 4.29F Effective: 7/1/2015



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 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.

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.

Use of School Phones

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, therefore it is important to finalize your plans prior to the beginning of the school day. We do realize that the best laid plans sometime go astray and will see that last minute changes and information gets to your child.

Video Surveillance and Other Student Monitoring

Russellville School District Policy Number 4.48 Effective: 2/19/2013



The Board of Directors has a responsibility to maintain discipline, protect the safety, security, and welfare of its students, staff, and visitors while at the same time safeguarding district facilities, vehicles, and equipment. As part of fulfilling this responsibility, the board authorizes the use of video/audio surveillance cameras, automatic identification technology, data compilation devices, and technology capable of tracking the physical location of district equipment, students, and/or personnel.

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.

Videos, automatic identification, or data compilations containing evidence of a violation of student conduct rules and/or state or federal law shall be retained until the issue of the misconduct is no longer subject to review or appeal as determined by the board policy or student handbook;² any release or viewing of such records shall be in accordance with current law.

Students who vandalize, damage, disable, or render inoperable (temporarily or permanently) surveillance cameras and equipment, automatic identification, or data compilation devices shall be subject to appropriate disciplinary action and referral to appropriate law enforcement authorities.

Visitors

Visits by parents and other family members are welcome. 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 make the office staff aware of their reason for visiting. In order to ensure the safety of our students, the school must know of any adults in the building and their purpose for being there. For this reason, all visitors must sign-in through the Keep-n-Track computer. A visitor badge will be printed and must be worn by the visitor. The visitor’s badge will let 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 un-scheduled parent/teacher conferences.** Parents/Guardians may schedule conferences through the office or by personal communication with a teacher.

Wellness Policy

Russellville School District Policy Number 5.29R Effective: 6/19/2012

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. Therefore, it is the policy of the Russellville School District that:

- The Russellville School District will engage students, parents, teachers, food service professionals, health professionals, and other interested community members in developing, implementing, monitoring, and reviewing district wide nutrition and physical activity policies.
- All students in grades K-12 will have opportunities, support and encouragement to be physically active on a regular basis.
- Foods and beverages sold or served at school meals will meet the nutrition requirements of the USDA regulations.
- Qualified child nutrition professionals will provide students with access to a variety of affordable nutritious and appealing foods that meet the health and nutrition needs of students; in clean, safe setting.
- To the maximum extent practicable, all schools in our district will participate in available federal school meal programs.

Section 2: Academic Information

Academic Improvement Plans

As per state law, students who are performing below grade level in math and/or literacy require intensive intervention from staff and parents. To assist teachers and parents/guardians in meeting the needs of non-proficient students, an Academic Improvement Plan (AIP) will be developed during the first parent/teacher conference. An AIP is designed to help students gain any skills they are lacking and, ultimately, move successfully to the next grade.

AIPs are developed jointly by the school and the student's parents/guardians. The AIP will include the role and responsibilities of the student, the parents/guardians, and the school. In addition, the AIP will include methods and strategies which will be used to remediate academic deficiencies. Once the AIP is established, it is expected that the student will participate in the plan for the remainder of the year or until he/she masters the deficit skills. The AIP will be periodically reviewed to assure that progress is being made toward proficiency. A student who fails to participate in the Academic Improvement Plan will be retained in the current grade.

Academic Integrity

Copyright

Russellville School District Policy 5.8R Effective 6/11/2014

Use of Copyrighted Work in Face-to-Face Classroom

The Board of Education encourages the enrichment of the instructional program through the proper use of supplementary materials. To help ensure the appropriate use of copyrighted materials, the Superintendent, or his designee, will provide district personnel with information regarding the "fair use" doctrine of the U.S. Copyright Code as detailed in the "Agreement on Guidelines for Classroom Copying in Not-for-Profit Educational Institutions with Respect to Books and Periodicals" and "Guidelines for Educational Uses of Music."

Use of Copyrighted Works in Digital Transmissions

Definitions

"Class session" means the length of time provided for students to access the materials necessary for the completion of course assignments and tests. Depending on the copyrighted work's overall importance to the course, which can vary from a single assignment to an entire course focusing on the copyrighted work, the class session will end on:

- The date set by the teacher for an assignment to be submitted; or
- The date on the school calendar for the end of classes.

"Course packs" are premade compilations of book excerpts; newspaper, magazine, and journal articles; and instructor-authored materials.

"Mediated Instructional activities" includes textbooks, workbooks, and course packs.

“Transmission” is the remote accessing, whether on or off campus, by students of a copyrighted work by means of a closed circuit television, an educational television channel, or in a digital format on a password protected secure webpage.³

The District recognizes that advances in technology have resulted in the need for guidelines for the use of copyrighted materials that are transmitted to students through a digital network. While the requirements to use a copyrighted work in a digital transmission have many similarities to those required to use a copyrighted work in a face-to-face classroom, Federal law places several additional requirements on the District’s teachers, IT staff, and librarians for the use of a digitally transmitted copyrighted work. The District is dedicated to providing the tools necessary for teachers, IT staff, and librarians to meet these additional Federal requirements.

The District shall make sure the server where materials are stored is secured, whether the server is located locally or remotely.

The District’s Informational Technologies staff shall develop the proper protocols and train teachers on their use in order to ensure:

1. The transmission of the copyrighted work is limited to only the students enrolled in the course;
 - Each student shall have a unique ID and password for accessing digital courses/materials⁴; or
 - Each course shall have a unique password to access course materials; and
 - The password to access the course materials shall be changed immediately following the close of the course.
2. To prevent students from retaining or further disseminating the copyrighted work for more than one class session;
 - The print function will be disabled;
 - A transparency shall be placed over any literary work, sheet music, or photograph;
 - Audio and video transmissions will be set to be streamed; and
 - The link to the webpage with a copyrighted work shall be deactivated at the end of the applicable class session.

Teachers who wish to provide copyrighted works to students through a digital transmission as part of a digital course as well as teachers wishing to supplement a face-to-face classroom course with a digital transmission must meet applicable copyright statutes and policy 5.11—DIGITAL LEARNING COURSES as well as the following requirements in order to use a copyrighted work:

- A. The use of the copyrighted work(s), whether in whole or in part, must be a part of regular classroom instruction and must be directly related and of material assistance to the course content;
- B. The extent of a copyrighted work that is used must comply with one or more of the following criteria:
 - The entirety of a non-dramatic literary or musical work may be used. A non-dramatic literary work includes poems and short stories. A non-dramatic musical work covers all music that is not part of an opera or musical and does not cover the use of the music video format of a song.
 - Dramatic literary and musical works as well as videos may only be used in limited portions. Dramatic literary and musical works may only be used in the same amount as set forth in the requirements for a face-to-face classroom while videos, including music videos, may only have the portion used that is directly related to the subject of the class session and may not be transmitted in their entirety.

- Still images or slides that a teacher would have used in the ordinary course of a face-to-face classroom session on a projector or a transparency may be used in a transmission.
 - Works primarily produced or marketed for use in the digital education market may not be transmitted.
 - Works the teacher had knowledge or reasonably believes to be unlawfully made or acquired may not be used.
 - Mediated Instructional activities may not be transmitted.
- C. A statement that works may be subject to copyright shall be placed in at least one of the following areas to provide notice to students of copyright status:
- Course syllabus;
 - Home webpage for the course;
 - Webpage for the particular class session; and/or
 - webpage with the copyrighted work.

The teacher and the District librarian shall work together when making digital copies of copyrighted work from physical or analog versions and shall fulfill the following requirements:

- I. The amount converted is only the amount allowed by law; **and**
- II. The District has no digital copy of the copyrighted work available; **or**
- III. The District's digital copy of the copyrighted work that is available has technological protections that prevent the use of the copyrighted work in the manner prescribed by law.

Plagiarism

Plagiarism is passing off a source's information, ideas, or words as one's own. Plainly spoken, it is the use of someone else's work without giving proper credit to that author or source. Use of information without proper documentation or acknowledgement is cheating. Copying another student's homework, essay, test, research paper, etc. is also cheating. The following list contains ways to avoid cheating/plagiarism:

1. Do not copy another person's words or ideas from any book or reference material unless the source is acknowledged.
2. Do not copy someone else's work.
3. Do not lend your work to another student.
4. Do use the approved reference guide to cite sources.
5. Do see the teacher about any questions or proper documentation.
6. Do remember that all borrowed facts, statistics, or other illustrative material, unless the information is common knowledge, must be documented.

Other issues of Academic Integrity-Technology

The school's faculties are committed to promoting positive character qualities; hence, the issues of technological academic dishonesty must also be addressed. All students are expected to be responsible digital citizens; therefore, cheating in any form is not acceptable. The following list represents a partial list of technological misuse/abuse in the classroom:

1. Cutting, pasting, or downloading information from the internet.
2. Rephrasing sentences from the internet.
3. Text-messaging during test or anytime during the instructional period.

4. Improper use of any electronic source.

Consequences of 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.

Distribution of Report Cards

October 24	Parent/Teacher Conferences
January 11	First Semester Report Cards Mailed
April 3	Report Cards Mailed
June 3	Second Semester Report Cards Mailed

Homework

Study and preparation outside of individual class periods and, in many cases, outside of the school day, is a desirable means of expanding educational experiences for students. Differences in age, maturity, educational readiness, and ability guide teacher planning of homework assignments.

Homework may be given for the following purposes:

- to assist in the establishment of desirable study habits,
- to extend the student's learning,
- to apply the student's learning,
- to prepare for future learning, and/or
- to complement and reinforce the learning.

Homework should be relevant, purposeful, and used to drive instruction. Teachers should be realistic in their expectations on the demands of a student's time. Teachers should promptly communicate about inaccurate or incomplete homework assignments to parents.

It is helpful for parents/guardians to monitor their child's homework and communicate any concerns or questions they may have to their child's teacher.

Make-up Opportunities and Procedures for Missed Work

Russellville School District Policy 4.8.1 Effective: 7/1/2015

Students who miss school due to an absence shall be allowed to make up the work they missed during their absence under the following rules.

1. Parents or guardians of a student who is absent are encouraged to contact the school office by 9:00 am on the day of absence in order to request homework assignments for that day. If this is not possible, students are responsible for requesting make-up work on the first day returning to class.

2. Teachers are responsible for providing the missed assignments. If parents or guardians contact the school office by 9:00 am, every effort will be made to have these assignments ready for pick-up at school by 3:00 pm.
3. Students shall have one class day to make up their work for each class day they are absent. Students must complete the work or make special arrangements with the teacher for extended time. Students will receive a ZERO unless the work is turned in to the teacher by the time allotted.
4. Make-up tests are to be rescheduled at the discretion of the teacher but must be aligned with the schedule of the missed work to be made up.
5. Students are responsible for turning in their make-up work without the teacher having to ask for it.
6. Students who are absent on the day their make-up work is due must turn in their work the day they return to school.
7. Work missed while a student is in out-of-school suspension may be made up for full credit following the same procedures stated above.

Smart Core Curriculum and Graduation Requirements

Smart Core Curriculum and Graduation Requirements for Class of 2018 and thereafter

Russellville School District Policy 4.45.1 Effective: 7/1/2016

All students are required to participate in the Smart Core curriculum unless their parents or guardians, or the students if they are 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 grade, or when a 7-12 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. This policy is to be included in student handbooks for grades 6-12 and both students and parents must sign an acknowledgement they have received the policy. Those students not participating in the Smart Core curriculum will be required to fulfill the Core curriculum or the requirements of their IEP (when applicable) to be eligible for graduation. Counseling by trained personnel shall be available to students and their parents or legal guardians prior to the time they are required to sign the consent forms.

While there are similarities between the two curriculums, following the Core curriculum may not qualify students for some scholarships and admission to certain colleges could be jeopardized. Students initially choosing the Core curriculum may subsequently change to the Smart Core curriculum **providing** they would be able to complete the required course of study by the end of their senior year. Students wishing to change their choice of curriculums must consult with their counselor to determine the feasibility of changing paths.

This policy, the Smart Core curriculum, and the courses necessary for graduation shall be reviewed by staff, students, and parents at least every other year to determine if changes need to be made to better serve the needs of the district's students. The superintendent, or his/her designee, shall select the composition of the review panel.

Sufficient information relating to Smart Core and the district's graduation requirements shall be communicated to parents and students to ensure their informed understanding of each. This may be accomplished through any or all of the following means.

- Inclusion in the student handbook of the Smart Core curriculum and graduation requirements;
- Discussion of the Smart Core curriculum and graduation requirements at the school's annual public meeting, PTA meetings, or a meeting held specifically for the purpose of informing the public on this matter;
- Discussions held by the school's counselors with students and their parents; and/or
- Distribution of a newsletter(s) to parents or guardians of the district's students.

Administrators, or their designees, shall train newly hired employees, required to be licensed as a condition of their employment, regarding this policy. The district's annual professional development shall include the training required by this paragraph.

To the best of its ability, the District shall follow the requirements covering the transfer of course credit and graduation set forth in the Interstate Compact on Educational Opportunity for Military Children for all students who meet the definition of "eligible child" in Policy 4.2—ENROLLMENT.

GRADUATION REQUIREMENTS

The number of units students must earn to be eligible for high school graduation is to be earned from the following categories. A minimum of 22 units is required for graduation for students participating in either the Smart Core or Core curriculum. In addition to the 22 units required for graduation by the Arkansas Department of Education, the district requires one (1) unit of Computer Business Application (CBA) or other technology-related class as approved by the building principal for a total of twenty-three (23) units to graduate. There are some distinctions made between Smart Core units and Graduation units. Not all units earned toward graduation necessarily apply to Smart Core requirements.

The District shall offer one or more digital learning course(s) through one or more District approved provider(s) as either a primary or supplementary method of instruction. The courses may be in a blended learning, online-based, or other technology-based format. In addition to the other graduation requirements contained in this policy, students are required to take at least one (1) digital learning course for credit while in high school.

SMART CORE: Sixteen (16) units

English: four (4) units – 9th, 10th, 11th, and 12th

Oral Communications: one-half (1/2) unit (1/2 year)

Mathematics: four (4) units (all students under Smart Core must take a mathematics course in grade 11 or 12 and complete Algebra II.)

1. Algebra I or Algebra A & B* which may be taken in grades 7-8 or 8-9;
2. Geometry or Investigating Geometry or Geometry A & B* which may be taken in grades 8-9 or 9-10;

*A two-year algebra equivalent or a two-year geometry equivalent may each be counted as two units of the four-unit requirement for the purpose of meeting the **graduation** requirement, but only serve as one unit each toward fulfilling the **Smart Core** requirement.

3. Algebra II; and
4. The fourth unit may be either
 - A math unit beyond Algebra II: this can include Pre-Calculus, Calculus, AP Statistics, Algebra III, Advanced Topic and Modeling in Mathematics, Mathematical Applications and Algorithms, Linear Systems and Statistics, or Advanced Placement math courses; (Comparable concurrent credit college courses may be substituted where applicable)
 - one (1) unit of computer science chosen from ADE Essentials of Computer Programming, ADE Computer Science and Mathematics, AP Computer Science, AP Computer Science Principles, IB Computer Science, or other options approved by ADE.

Natural Science: three (3) units with lab experience chosen from

One unit of Biology; and either;

Two units chosen from the following three categories (there are acceptable options listed by the ADE for each)

- Physical Science;
- Chemistry;
- Physics or Principles of Technology I & II or PIC Physics; or

One unit from the three categories above and one unit of computer science chosen from ADE Essentials of Computer Programming, ADE Computer Science and Mathematics, AP Computer Science, AP Computer Science Principles, IB Computer Science, or other options approved by ADE.

Social Studies: three (3) units

- Civics one-half (1/2) unit
- World History – one unit
- American History – one unit

Physical Education: one-half (1/2) unit

Note: While one-half (1/2) unit is required for graduation, no more than one (1) unit may be applied toward fulfilling the necessary units to graduate.

Health and Safety: one-half (1/2) unit

Economics – one half (½) unit – dependent upon the licensure of the teacher teaching the course, this can count toward the required three (3) social studies credits or the six (6) required Career Focus elective credits.

Fine Arts: one-half (1/2) unit

CAREER FOCUS: - Six (6) units

All career focus unit requirements shall be established through guidance and counseling based on the student’s contemplated work aspirations. Career focus courses shall conform to the curriculum policy of the district and reflect state curriculum frameworks through course sequencing and career course concentrations where appropriate.

CORE: Sixteen (16) units

English: four (4) units – 9, 10, 11, and 12

Oral Communications: one-half (1/2) unit

Mathematics: four (4) units

- Algebra or its equivalent* - 1 unit
- Geometry or its equivalent* - 1 unit
- All math units must build on the base of algebra and geometry knowledge and skills.
- (Comparable concurrent credit college courses may be substituted where applicable)
- One unit of computer science chosen from ADE Essentials of Computer Programming, ADE Computer Science and Mathematics, AP Computer Science, AP Computer Science Principles, IB Computer Science, or other option approved by ADE may be substituted for a math credit beyond Algebra I and Geometry.

*A two-year algebra equivalent or a two-year geometry equivalent may each be counted as two units of the four (4) unit requirement.

Natural Science: three (3) units

- at least one (1) unit of biology or its equivalent; and

Two units chosen from the following three categories:

- Physical Science;
- Chemistry;
- Physics; or

On unit from the three categories above and one unit of computer science chosen from ADE Essentials of Computer Programming, ADE Computer Science and Mathematics AP Computer Science, AP Computer Science Principles, IB Computer Science, or other options approved by ADE.

Social Studies: three (3) units

- Civics or government, one-half (1/2) unit
- World history, one (1) unit
- U.S. history, one (1) unit

Physical Education: one-half (1/2) unit

Note: While one-half (1/2) unit is required for graduation, no more than one (1) unit may be applied toward fulfilling the necessary units to graduate.

Health and Safety: one-half (1/2) unit

Economics – one half (½) unit – dependent upon the licensure of the teacher teaching the course, this can count toward the required three (3) social studies credits or the six (6) required Career Focus elective credits.

Fine Arts: one-half (1/2) unit

Note: See Appendix D for Smart Core/Common Core Waiver Sample forms.

Student Acceleration

Russellville School District Policy 4.55.1R Effective: 6/11/2014

The Russellville School District recognizes a need for educational alternatives for students who demonstrate advanced academic achievement. Placing students at the level of their demonstrated competence is the purpose of acceleration. See RSD Board Policy 4.55.1.R

Student Promotion and Retention

Russellville School District Policy 4.55 Effective 7/1/2015

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.

Any grades, course credits, and/or promotions received by a student while enrolled in the Division of Youth Services system of education shall be considered transferable in the same manner as those grades, course credits, and promotions from other accredited Arkansas public educational entities.

Promotion or retention of students, or their required retaking of a course shall be primarily based on the following criteria.¹ If there is doubt concerning the promotion or retention of a student or his/her required retaking of a course, a conference shall be held before a final decision is made that includes the following individuals:

- a) The building principal or designees;
- b) The student's teacher(s);
- c) School counselor;
- d) A 504/special education representative (if applicable); and
- e) The student's parents.

The conference shall be held at a time and place that best accommodates those participating in the conference. The school shall document participation or non-participation in required conferences. If the conference attendees fail to agree concerning the student's placement or receipt of course credit, the final decision shall rest with the principal or the principal's designee.

Regardless of the student having earned passing grades, a student who falls under one of the following categories shall be considered for retention or shall not receive credit for the course associated with the assessment. The student

- does not take the State mandated assessment for the student's grade level or course within the time frame specified by the State;
- takes the State mandated assessment but does not put forth a good faith effort on the assessment as determined by the assessment administrator/proctor.

The Superintendent or designee may wave this provision when the student's failure was due to exceptional or extraordinary circumstances.

Students who do not score proficient or above on their grade level State assessments shall be required to participate in an Academic Improvement Plan (AIP). Each AIP shall be developed by school personnel and the student's parents and shall be designed to assist the student in attaining the expected achievement level. The AIP shall also state the parent's role as well as the consequences for the student's failure to participate in the plan, which shall include the student's retention in their present grade.

Notes:

¹ Contact the building principal for a particular building's criteria for promotion/retention.

Section 3: School Policies and Procedures

Attendance

Absences K-4

Russellville School District Policy Number 4.7.1R Effective: 7/1/2016

If any student's Individual Education Program (IEP) or 504 Plan conflicts with this policy, the requirements of the student's IEP or 504 Plan take precedence.

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. Interactions with other students and participation in the instruction within the classroom enrich the learning environment and promote a continuity of instruction which results in higher student achievement.

Parent/Student Responsibility: It is the responsibility of the parent/guardian to see that the student is in attendance at school. The parent/guardian is to notify the school attendance office by telephone when the student is absent.

Center Valley	(479) 968-4540
Crawford	(479) 968-4677
Dwight	(479) 968-3967
London	(479) 293-4241
Oakland Heights	(479) 968-2084
Sequoyah	(479) 968-2134

School Responsibility: It is the responsibility of the school to make a reasonable effort to notify the parent when the student is absent from school. Forms of notification will be through school messenger and letter.

When a child is absent from school, it is the responsibility of the parent or guardian to notify the school office by note or phone **within 24 hours** or one school day, as to the reason.

In recognition of the need for students to regularly attend school, the district's policy governing student absences is as follows:

Students shall not be absent, as defined in this policy, more than ten (10) days in a semester. No more than five (5) of these absences may be considered unexcused. When a student receives five (5) absences in a semester, his/her parent, guardian, or person *in loco parentis* shall be notified that the student has missed half the allowable days for the semester. Notification shall be by telephone or in writing.

Act 1223 of 2011 allows a student's parent or guardian to petition school or district administration for additional absences. The petition must be made before the student accumulates the maximum number of absences (10) allowed under the policy. Act 1223 does not prohibit students from missing school for medical or dental treatment. If a student's treatment will require excessive absences the student may petition for additional absences or may request a 504 plan. In the event of extenuating circumstances,

long-term illnesses, or exceptions to satisfy Individual Education Program (IEP), the parent/guardian will meet with counselor and/or principal to develop an educational plan for the child.

Tardy to Absence Equivalents

- 3 tardies equals ½ day absence
- A student who arrives before 8:15 am is considered tardy.
- A student who arrives after 8:15 am equals ½ day absence.
- A student who checks out before 2:45 pm equals ½ absence.
- A student who checks out after 2:45 pm equals 1 tardy.

Compulsory Attendance Requirements

Russellville School District Policy Number 4.3R Effective: 7/1/2012

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 (4.1R RESIDENCE REQUIREMENTS), within the District shall enroll and send the child to a District school with the following exceptions.

- A. The child is enrolled in private or parochial school.
- B. The child is being home-schooled and the conditions of policy (4.6R HOME SCHOOLING) have been met.
- C. The child will not be age five (5) on or before the appropriate entrance date of that particular school year and the parent, guardian, or other person having custody or charge of the child elects not to have him/her attend kindergarten. A kindergarten wavier form prescribed by regulation of the Department of Education must be signed and on file with the District administrative office.
- D. The child has received a high school diploma or its equivalent as determined by the State Board of Education.
- E. The child is age sixteen (16) or above and is enrolled in a post-secondary vocational technical institution, a community college, or a two-year or four-year institution of higher education.
- F. The child is age sixteen (16) or seventeen (17) and has met the requirements to enroll in an adult education program as defined by A.C.A. § 6-18-201 (b).

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 Number 4.56.2 Effective: 6/11/2014

- I. During inclement weather, when there is a question concerning road conditions, the principal of each building shall verify road conditions -through the Superintendent or Transportation Coordinator before out-of-town travel for a scheduled school activity shall be permitted. In the

case of an athletic activity involving out-of-town travel, the Director shall clear the trip through the Central Office when there is a question about road conditions.

- II. In case road conditions are questionable, the Superintendent or Transportation Coordinator shall obtain an updated weather report; contact the State Police for a report of road conditions in the area of the scheduled trip; consult the local sheriff's office; and, if deemed necessary, talk with school officials where the activity is to take place.
- III. Once a decision has been made through the Central Office that an official school-sponsored trip has been cancelled due to the weather and/or road conditions, the decision will be final and the trip will not be made under any conditions.
- IV. In case weather conditions force the closure of school on the day of a scheduled out-of-town activity, special permission must be granted from the Superintendent or Director of transportation before the trip can be made.

Ice and Snow

In the early morning hours during inclement weather, local radio stations will broadcast announcements of any school closings. In addition, worsening weather conditions may force the early dismissal of schools. If this should happen, local radio stations, television and social media outlets will also broadcast this information. **In the event that school will be cancelled or dismissed early, the Russellville School District will also contact all parents/guardians by our School Messenger System with a phone message, text, and/or email.**

Checking In and Out Procedure

If a student comes to school late, he/she must be checked in at the office. For accepted verification, the excuse must be presented at the time the student checks in.

A parent/guardian or parent designee must check the student in or out. Identification is required to verify whether a child can be checked out by an individual. All parents/guardians are to provide an approved list of designees.

Communicable Diseases and Parasites

Russellville School District Policy Number 4.34 Effective: 5/19/2015



Students with communicable diseases or with human host parasites that are transmittable in a school environment shall demonstrate respect for other students by not attending school while they are capable of transmitting their condition to others. Students whom the school nurse determines are unwell or unfit for school attendance or who are believed to have a communicable disease or condition will be required to be picked up by their parent or guardian. Specific examples include, but are not limited to: Varicella (chicken pox), measles, scabies, conjunctivitis (Pink Eye), impetigo/MRSA (Methicillin-resistant Staphylococcus aureus), streptococcal and staphylococcal infections, ringworm, mononucleosis, Hepatitis A, B, or C, mumps, vomiting, diarrhea, and fever (100.4 F when taken orally). A student who has been sent home by the school nurse will be subsequently

readmitted, at the discretion of the school nurse, when the student is no longer a transmission risk. In some instances, a letter from a health care provider may be required prior to the student being readmitted to the school.

The parents or legal guardians of students found to have live human host parasites that are transmittable in a school environment will be asked to pick their child up as soon as possible. The parents or legal guardians will be given information concerning the eradication and control of human host parasites. A student may be readmitted after the school nurse or designee has determined the student no longer has live human host parasites that are transmittable in a school environment.

Each school may conduct screenings of students for human host parasites that are transmittable in a school environment as needed. The screenings shall be conducted in a manner that respects the privacy and confidentiality of each student.

Emergency Information

Russellville School District Policy 4.37 Effective 2/19/2013

All schools in the District shall conduct fire drills at least monthly. Tornado drills shall also be conducted not fewer than four (4) times per year with at least one each in the months of September, October, January, and February. Students who ride school buses, ¹ shall also participate in emergency evacuation drills at least twice each school year.

Other types of emergency drills may also be conducted. These may include, but are not limited to:

1. Earthquake;
2. Act of terrorism;
3. Chemical spill.

Note: ¹ Students who only ride buses occasionally, such as to go to and/or from a field trip will also have to participate in the evacuation drills.

Fire Drills:

Each elementary school has monthly fire drills. Teachers are in charge of the class assisted by student helpers. Each class has an escape route to a safe area. The building is usually cleared within 30-40 seconds.

Nuclear Warning:

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

Tornado Drills:

Tornado drills are also conducted during the months of September, October, November, January and February. During tornado drills, students are directed to a safe area within the building. If a tornado is approaching, parents/guardians are asked TO REFRAIN FROM COMING TO SCHOOL TO PICK UP HIS/HER

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.

Homeless Students

Russellville School District Policy Number 4.40R Effective: 7/1/2016

- I. The Russellville School District will afford the same services and educational opportunities to homeless children as are afforded to non-homeless children. The Superintendent or his/her designee shall appoint an appropriate staff person to be the local educational agency (LEA) liaison for homeless children and youth whose responsibilities shall include, but limited to:
 - Receive appropriate time and training in order to carry out the duties required by law and this policy;
 - coordinate and collaborate with the State Coordinator, community, and school personnel responsible for education and related services to homeless children and youths;
 - Ensure that school personnel receive professional development and other support regarding their duties and responsibilities for homeless youths;
 - Ensure that unaccompanied homeless youths:
 - Are enrolled in school;
 - Have opportunities to meet the same challenging State academic standards as other children and youths; and
 - Are informed of their status as independent students under the Higher Education Act of 1965 and that they may obtain assistance from the LEA liaison to receive verification of such status for purposes of the Free Application for Federal Student Aid;
 - Ensure that public notice of the educational rights of the homeless children and youths is disseminated in locations frequented by parents or guardians of such youth, and unaccompanied homeless youths, including schools, shelters, public libraries, and soup kitchens, in a manner and form that is easily understandable.

To the extent possible, the LEA liaison and the building principal shall work together to ensure no homeless child or youth is harmed due to conflicts with District policies solely because of the homeless child or youth’s living situation; this is especially true for District policies governing fees, fines, and absences.

Notwithstanding Policy 4.1R (Residence requirements), homeless students living in the district are entitled to enroll in the district’s school that non-homeless students who live in the same attendance area are eligible to attend. If there is a question concerning the enrollment of a homeless child due to a conflict with Policy 4.1R (Residence requirements) or 4.2R (Entrance Requirements), the child shall be immediately admitted to the school in which enrollment is sought pending resolution of the dispute, including all appeals. It is the responsibility of the LEA liaison for homeless children and youth to carry out the dispute resolution process.

For the purposes of this policy “school of origin” means:

- The school that a child or youth attended when permanently housed or the school in which the child or youth was last enrolled, including a preschool; and
- The designated receiving school at the next grade level for all feeder schools when the child completes the final grade provided by the school of origin.

The District shall act, according to the best interests of a homeless child and to the extent feasible do one of the following.

1. Continue the child's or youth's education in the school of origin for the duration of homelessness:
 - In any case in which a family becomes homeless between academic years or during an academic year; and
 - For the remainder of the academic year, if the child or youth becomes permanently housed during an academic year; or
2. Enroll the child or youth in any public school that nonhomeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

In determining the best interest of the child or youth, the District shall:

- Presume that keeping the child or youth in the school of origin is in the child's or youth's best interest, except when doing so is contrary to the request of the child's or youth's parent or guardian, or (in the case of an unaccompanied youth) the youth;
- Consider student-centered factors related to the child's or youth's best interest, including factors related to the impact of mobility on achievement, education, health, and safety of homeless children and youth, giving priority to the request of the child's or youth's parent or guardian or (in the case of an unaccompanied youth) the youth.

If the District determines that it is not in the child's or youth's best interest to attend the school of origin or the school requested by the parent or guardian, or (in the case of an unaccompanied youth) the youth, the District shall provide the child's or youth's parent or guardian or the unaccompanied youth with a written explanation of the reasons for its determination, in a manner and form understandable to such parent, guardian, or unaccompanied youth, including information regarding the right to appeal. For an unaccompanied youth, the District shall ensure that the LEA liaison assists in placement or enrollment decisions, gives priority to the views of such unaccompanied youth, and provides notice to such youth of the right to appeal.

The homeless child or youth must be immediately enrolled in the selected school regardless of whether application or enrollment deadlines were missed during the period of homelessness.

- II. The District shall be responsible for providing transportation for a homeless child, at the request of the parent or guardian (or in the case of an unaccompanied youth, the LEA Liaison), to and from the child's school.
- III. For the purposes of this policy, students shall be considered homeless if they lack a fixed, regular, and adequate nighttime residence and
 - A. are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement;
 - B. have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;

- C. are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and includes
- D. are migratory children who are living in circumstances described in clauses (a) - (c).

Home School

Russellville School District Policy Number 4.6R Effective: 7/1/2009

- I. Parents or legal guardians desiring to provide a home school for their children must give written notice to the Superintendent of their intent to do so and sign a waiver acknowledging that the State of Arkansas is not liable for the education of their children during the time the parents choose to home school. Notice shall be given:
 - A. At the beginning of each school year, but no later than August 15;
 - B. By December 15 for parents who decide to start home schooling at the beginning of the spring semester; or
 - C. Fourteen (14) calendar days prior to withdrawing the child (provided the student is not currently under disciplinary action for violation of any written school policy, including, but not limited to, excessive unexcused absences) and at the beginning of each school year thereafter.
- II. The parents or legal guardians shall deliver written notice in person to the Superintendent the first time such notice is given and the notice must include:
 - A. The name, date of birth, grade level, and the name and address of the school last attended, if any;
 - B. The location of the home school;
 - C. The basic core curriculum to be offered;
 - D. The proposed schedule of instruction; and
 - E. The qualifications of the parent-teacher.
- III. To aid the District in providing a free and appropriate public education to students in need of special education services, the parents or legal guardians home-schooling their children shall provide information which might indicate the need for special education services.

Any student transferring from home school to a District school shall be evaluated by District staff to determine the student’s appropriate grade placement. The District specifically reserves the right to utilize various assessment techniques to determine appropriate grade placement.

Extracurricular Activity Eligibility For Home Schooled Students

Russellville School District Policy Number 4.56.2 Effective: 5/22/2013



In addition to the requirements of this policy, the District shall abide by the rules contained in the Arkansas Activities Association (AAA) Handbook governing interscholastic activity participation of students who are home-schooled. Areas of eligibility criteria, such as a student's age and semesters of eligibility, are the same for home-schooled and traditional students and are governed by the current AAA Handbook.

Extracurricular activities are defined as: any school sponsored program where students from one or

more schools meet, work, perform, practice under supervision outside of regular class time, or are competing for the purpose of receiving an award, rating, recognition, or criticism, or qualification for additional competition. Examples include, but are not limited to, interscholastic athletics, cheerleading, band, choral music, math or science competitions, and club activities.

Home-schooled students whose parents' domicile, as defined in AAA Rules, is within the district's boundaries may be eligible to participate in District or the applicable attendance zone's school extracurricular activities subject to the requirements set forth in this policy. While this policy prescribes the criteria for initial and continuing eligibility, actual participation will be dependent upon the same try-out criteria, or other requirement as may be applicable, as for any regularly enrolled student.

A student whose application for eligibility to participate in a District extracurricular activity is accepted is required to enroll in at least one (1) course in the District's school where the student is intending to participate in an extracurricular activity. All forms, vaccinations, and identifications required of a traditional student's enrollment shall apply to the home-schooled student.

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 will have to go outside for recess. 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.

Law Enforcement Interview Of A Student

Act 613 of the 2011 Arkansas General Assembly states that a principal is prohibited from notifying the parent, guardian, custodian, or person standing *in loco parentis* if the official investigation by legal authority dealing with suspected child maltreatment, and the parent, guardian, etc. is named as an alleged offender.

The investigator shall provide the school with written documentation that notification is prohibited.

Privacy of Students' Records/Directory Information

Russellville School District Policy Number 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). At the age of eighteen (18), the right to inspect and copy a student's records transfers to the student. A student's parent or the student, if over the age of 18,

requesting to review the student's education records will be allowed to do so within no more than forty five (45) days of the request. The district forwards education records, including disciplinary records, to schools that have requested them and in which the student seeks or intends to enroll, or is already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer.

The district shall receive written permission before releasing education records to any agency or individual not authorized by law to receive and/or view the education records without prior parental permission. The District shall maintain a record of requests by such agencies or individuals for access to, and each disclosure of, personally identifiable information (hereinafter "PII") from the education records of each student. Disclosure of education records is authorized by law to school officials with legitimate educational interests. A personal record kept by a school staff member is **not** considered an education record if it meets the following tests.

- it is in the sole possession of the individual who made it;
- it is used only as a personal memory aid; and
- information contained in it has never been revealed or made available to any other person, except the maker's temporary substitute.

For the purposes of this policy a school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

For the purposes of this policy a school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility, contracted duty, or duty of elected office.

In addition to releasing PII to school officials without permission, the District may disclose PII from the education records of students in foster care placement to the student's caseworker or to the caseworker's representative without getting prior consent of the parent (or the student if the student is over eighteen (18)). For the District to release the student's PII without getting permission:

- The student must be in foster care;
- The individual to whom the PII will be released must have legal access to the student's case plan; and
- The Arkansas Department of Human Services, or a sub-agency of the Department, must be legally responsible for the care and protection of the student.

The District discloses PII from an education record to appropriate parties, including parents, in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals. The superintendent or designee shall determine who will have access to and the responsibility for disclosing information in emergency situations.

When deciding whether to release PII in a health or safety emergency, the District may take into account the totality of the circumstances pertaining to a threat to the health or safety of a student or other individuals. If the District determines that there is an articulable and significant threat to the

health or safety of a student or other individuals, it may disclose information from education records to any person whose knowledge of the information is necessary to protect the health or safety of the student or other individuals.

For purposes of this policy, the Russellville School District does not distinguish between a custodial and noncustodial parent, or a non-parent such as a person acting in loco parentis or a foster parent with respect to gaining access to a student's records. Unless a court order restricting such access has been presented to the district to the contrary, the fact of a person's status as parent or guardian, alone, enables that parent or guardian to review and copy his child's records.

If there exists a court order which directs that a parent not have access to a student or his records, the parent, guardian, person acting in loco parentis, or an agent of the Department of Human Services must present a file-marked copy of such order to the building principal and the superintendent. The school will make good-faith efforts to act in accordance with such court order, but the failure to do so does not impose legal liability upon the school. The actual responsibility for enforcement of such court orders rests with the parents or guardians, their attorneys and the court which issued the order.

A parent or guardian does not have the right to remove any material from a student's records, but such parent or guardian may challenge the accuracy of a record. The right to challenge the accuracy of a record does not include the right to dispute a grade, disciplinary rulings, disability placements, or other such determinations, which must be done only through the appropriate teacher and/or administrator, the decision of whom is final. A challenge to the accuracy of material contained in a student's file must be initiated with the building principal, with an appeal available to the Superintendent or his designee. The challenge shall clearly identify the part of the student's record the parent wants changed and specify why he/she believes it is inaccurate or misleading. If the school determines not to amend the record as requested, the school will notify the requesting parent or student of the decision and inform them of their right to a hearing regarding the request for amending the record. The parent or eligible student will be provided information regarding the hearing procedure when notified of the right to a hearing.

Unless the parent or guardian of a student (or student, if above the age of eighteen [18]) objects, "directory information" about a student may be made available to the public, military recruiters, post-secondary educational institutions, prospective employers of those students, as well as school publications such as annual yearbooks and graduation announcements. "Directory information" includes, but is not limited to, a student's name, address, telephone number, electronic mail address, photograph, date and place of birth, dates of attendance, his/her placement on the honor role (or the receipt of other types of honors), as well as his/her participation in school clubs and extracurricular activities, among others. If the student participates in inherently public activities (for example, basketball, football, or other interscholastic activities), the publication of such information will be beyond the control of the District. "Directory information" also includes a student identification (ID) number, user ID, or other unique personal identifier used by a student for purposes of accessing or communicating in electronic systems and a student ID number or other unique personal identifier that is displayed on a student's ID badge, provided the ID cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a personal identification number (PIN), password or other factor known or possessed only by the authorized user.

A student's name and photograph will only be displayed on the district or school's web page(s) after receiving the written permission from the student's parent or student if over the age of 18.

The form for objecting to making directory information available is located in the back of the student handbook and must be completed and signed by the parent or age-eligible student and filed with the building principal's office no later than ten (10) school days after the beginning of each school year or the date the student is enrolled for school. Failure to file an objection by that time is considered a specific grant of permission. The district is required to continue to honor any signed-opt out form for any student no longer in attendance at the district.

The right to opt out of the disclosure of directory information under Family Educational Rights and Privacy Act (FERPA) does not prevent the District from disclosing or requiring a student to disclose the student's name, identifier, or institutional email address in a class in which the student is enrolled.

Parents and students over the age of 18 who believe the district has failed to comply with the requirements for the lawful release of student records may file a complaint with the U.S. Department of Education at

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

Public Complaints/Grievance Procedure

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.

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

Resident Requirements



Russellville School District Policy Number 4.1R Effective: 5/19/2009

- I. The schools of the District shall be open and free through the completion of the secondary program to all persons between the ages of five (5) and twenty one (21) years whose parents, legal guardians, or other persons having lawful control of the person under an order of a court reside within the District and to all persons between those ages who have been legally transferred to the District for educational purposes.
- II. Any person eighteen (18) years of age or older may establish a residence separate and apart from his or her parents or guardians for school attendance purposes.
- III. In order for a person under the age of eighteen (18) years to establish a residence for the purpose of attending the District's schools separate and apart from his or her parents, guardians, or other persons having lawful control of him or her under an order of a court, the person must actually reside in the District for a primary purpose other than that of school attendance.
- IV. The children or wards of any person who is at least a half-time employee of this district but reside in another district are eligible to enroll in District schools.
- V. Act 1255 of 2005 gives the Department of Human Services the authority to require a school district to waive the residency requirement for foster children unless a court determines it is not in the child's best interest for the child to remain in his/her current school. The Act further provides that districts are "encouraged to work out a plan for transportation for the child to remain in the child's current school."

Student Medications

Russellville School District Policy Number 4.35R Effective 5/19/2015

Prior to the administration of any medication to any student under the age of eighteen (18), written parental consent is required. The consent form shall include authorization to administer the medication and relieve the Board and its employees of civil liability for damages or injuries resulting from the administration of medication to students in accordance with this policy. All signed medication consent forms are to be maintained by the school nurse. Parent permission form shall include an assurance that the requested medication has been given at least once with no adverse reaction prior to school administration of medication.

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).

Medications, including those for self-administration, must be in the original container and be properly labeled with the student's name, the ordering provider's name, the name of the medication, the dosage, frequency, and instructions for the administration of the medication (including times). Additional information accompanying the medication shall state the purpose for the medication, its possible side effects, and any other pertinent instructions (such as special storage requirements) or warnings. Medications, with the exception of listed self-administered rescue medications, shall also be kept secured in the school nurse office. Schedule II medications that are permitted by this policy to be brought to school shall be stored in a double locked cabinet.

The parent or guardian of the student who qualifies under this policy to self-carry a rescue inhaler or auto-injectable epinephrine, or both, on his/her person shall provide the school with the appropriate medication which shall be immediately available to the student in an emergency.

Emergency Administration of Epinephrine:

The school nurse or other school employees designated by the school nurse as a care provider who have been trained and certified by a licensed physician may administer an epinephrine auto-injector in emergency situations to **students who have an IHP developed under Section 504 of the Rehabilitation Act of 1973 which provides for the administration of an epinephrine auto-injector in emergency situations.**

The school nurse or other school employee designated by the school nurse as a care provider who has been trained and certified by a licensed physician may administer auto-injector epinephrine **to those students who the school nurse or other school employee certified to administer auto-injector epinephrine, in good faith professionally believes is having a life threatening anaphylactic reaction.**

The parent of a student who has an authorizing IHP, or the student if over the age of eighteen (18), shall annually complete and sign a written consent form provided by the student's school nurse authorizing the nurse or other school employee certified to administer auto-injector

epinephrine to the student when the employee believes the student is having a life-threatening anaphylactic reaction.

Students with an order from a licensed health care provider to self-administer auto-injectable epinephrine and who have written permission from their parent or guardian shall provide the school nurse an epinephrine auto-injector. This epinephrine will be used in the event the school nurse, or other school employee certified to administer auto-injector epinephrine, in good faith professional believed the student is having a life-threatening anaphylactic reaction and the student is either not self-carrying her/his epinephrine auto-injector or the nurse is unable to locate it.

FDA approved over-the-counter medications (such as brand name Tylenol) will be administered to a student for a maximum of 72 hours with written request from the parent(s)/guardian(s) and shall not be administered until after lunch unless parent contact is documented. After 72 hours, a physician statement and prescribed dosage and information as to the necessity of the medication must be on file and included in an Individual Health Care Plan (IHCP). Over-the-counter medications must be in a properly labeled original container. If not already included, the student's name shall be added upon receipt of the medication at school.

Students taking Schedule II medications methylphenidate (e.g. Ritalin or closely related medications as determined by the school nurse), dextroamphetamine (Dexedrine), and amphetamine sulfate (e.g. Adderall or closely related medications as determined by the school nurse)¹ shall be allowed to attend school. Students taking Schedule II or similar medications not included in the previous sentence shall **not** be eligible to attend classes, but may be eligible for homebound services if provided **for** in an IEP or 504 plan.

The district's registered nurse team, under the supervision of RSD Administration, shall be responsible for creating both on campus and off campus procedures for administering medications.

Students who have written permission from their parent or guardian and a licensed health care practitioner on file with the District may:

- 1) Self-administer either a rescue inhaler or auto-injectable epinephrine;
- 2) Perform his/her own blood glucose checks;
- 3) Administer insulin through the insulin delivery system the student uses;
- 4) Treat the student's own hypoglycemia and hyperglycemia; or
- 5) Possess on his or her person:
 - a) A rescue inhaler or auto-injectable epinephrine; or
 - b) the necessary supplies and equipment to perform his/her own diabetes monitoring and treatment functions.

Students who have a current consent form on file shall be allowed to carry and self-administer such medication while:

- In school;
- At an on-site school sponsored activity;
- While traveling to or from school; or

- At an off-site school sponsored activity.

A student is prohibited from sharing, transferring, or in any way diverting his/her medications to any other person. The fact that a student with a completed consent form on file is allowed to carry a rescue inhaler, auto-injectable epinephrine, diabetes medication, or combination does not require him/her to have such on his/her person. The parent or guardian of a student who qualifies under this policy to self-carry a rescue inhaler, auto-injectable epinephrine, diabetes medication, or any combination on his/her person shall provide the school with the appropriate medication, which shall be immediately available to the student in an emergency.

Students may be administered Glucagon, insulin, or both in emergency situations by the school nurse or, in the absence of the school nurse, a trained volunteer school employee designated as a care provider, provided the student has:

1. an IHP that provides for the administration of Glucagon, insulin in emergency situations; and
2. a current, valid consent form on file from their parent or guardian.
3. a current, valid prescription is on file from the primary physician
4. the medication has been provided to the school.

A student shall have access to a private area to perform diabetes monitoring and treatment functions as outlined in the student's IHP.

The school shall not keep outdated medications or any medications past the end of the school year. Parents shall be notified ten (10) days in advance of the school's intention to dispose of any medication. Medications not picked up by the parents or legal guardians within the ten (10) day period shall be disposed of by the school nurse in accordance with current law and regulations. Reasonable accommodation for parent work schedules and availability of medication throughout school attendance days shall be made

The medication policy and procedures shall be included in the Student Handbook as distributed to students and parents(s)/guardian(s) in the District.

Forms

- 4.35FR1 A, B, C, D Medication Administration Permission/Prescriber Orders for
- 4.35FR1 B, C, D Medication Administration Records for B Medication, C Tube Feeding, and D Insulin
- 4.35FR2 Self Administration of Rescue Medication
- 4.35FR3 Glucagon
- 4.35FR4 Emergency Epinephrine

Student Transfers

Russellville School District Policy 4.4 Effective: 5/19/2015

- I. 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.

- II. The District may reject a nonresident's application for admission if its acceptance would necessitate the addition of staff or classrooms, exceed the capacity of a program, class, grade level, or school building, or cause the District to provide educational services not currently provided in the affected school. The District shall reject applications that would cause it to be out of compliance with applicable laws and regulations regarding desegregation.
- III. Any student transferring from a school accredited by the Arkansas Department of Education to a school in this district shall be placed into the same grade the student would have been in had the student remained at the former school. Any grades, course credits, and/or promotions received by a student while enrolled in the Division of Youth Services system of education shall be considered transferable in the same manner as those grades, course credits, and promotions from other accredited Arkansas public educational entities.
- IV. Any student transferring from home school or a school that is not accredited by the Department of Education to a District school shall be evaluated by District staff to determine the student's appropriate grade placement. The District specifically reserves the right to utilize various assessment techniques to determine appropriate grade placement.
- V. The Board of Education reserves the right, after a hearing before the Board, not to allow any person who has been expelled from another district to enroll as a student until the time of the person's expulsion has expired.
- VI. The responsibility for transportation of any nonresident student admitted to a school in this District shall be borne by the student or the student's parents. The District and the resident district may enter into a written agreement with the student or student's parents to provide transportation to or from the District, or both.

Section 4: Student Behavior and Discipline

In order to assure a climate conducive to learning for all students, behavior expectations are a necessary part of a system for schooling. The school and school district strive to maintain expectations, which are consistent and clearly-stated. When students choose to disregard an expectation, they know there will be a response from an adult in charge. For any disciplinary infraction, consequences may range from a minimum of reprimand to the maximum of expulsion. The district Discipline Policy is found in the District Calendar, which every family receives. Responses to disciplinary infractions may include a range of disciplinary action from a conference with the child to expulsion from school.

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 with accordingly. This section identifies the parameters and expectations of proper school citizenship.

Student Behaviors

Abuse of Public School Employee

Russellville School District Policy Number 3.17 Effective: 7/1/2013

School districts are required to report to the Department of Education any prosecutions of individuals who insult or abuse teachers. Abuse of a public school employee constitutes the following:

1. It is unlawful, during regular school hours, and in a place where a public school employee is required to be in the course of his or her duties, for any person to address a public school employee using language which, in its common acceptance, is calculated to:
 - a. Cause a breach of the peace;
 - b. Materially and substantially interfere with the operation of the school; or
 - c. Arouse the person to whom it is addressed to anger, to the extent likely to cause imminent retaliation

2. A person who violates this section 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).

Legal Reference: Arkansas Code Ann. 6-17-106

Behavior/Items Not Permitted

All Russellville School District Students shall comply with rules and regulations found in this handbook. Students are to obey reasonable instructions, submit to the teacher, school and Board of Education authorities on school property or at school-sponsored off-campus activities. The following behaviors/items are not permitted and results in disciplinary action.

- a. Food and drink are not allowed in the hallways or classrooms (except for water).
- b. Students are not allowed to sell or trade personal items at school.
- c. Student prohibited items may include, but not limited to:
 - i. Games (including electronic/video)
 - ii. Collector's cards, playing cards
 - iii. Skateboards, roller blades
 - iv. Dice
 - v. Yoyos
 - vi. Knives, water guns, cigarette lighters
 - vii. Fireworks.
- d. Throwing of rocks or other objects on campus is prohibited.
- e. No laser lights are allowed. (Act 1408 of 1999 prohibits possession of laser pointers by students.)
- f. Elementary Schools adheres to a "hands off" policy. Students are to keep their hands to themselves. Playing around may cause serious fights and injury. The "hands off" policy includes the use of feet, throwing of objects or any type of physical contact.
- g. Cameras and use of cell phones are not allowed at school unless approved through administration.

Bullying



Russellville School District Policy Number 4.43R Effective: 5/3/2011

SECTION ONE:

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 creates an atmosphere of fear and intimidation, robs a person of his/her dignity, detracts from the safe environment necessary to promote student learning, and will not be tolerated by the Board of Directors. Bullying of a public school student or a public school employee is prohibited in the Russellville School District. [See DEFINITIONS, SECTION FOUR]

Students who bully another person shall be held accountable for their actions whether they occur on school equipment; off school property at a school sponsored or approved function, activity, or event; going to or from school or a school activity in a school vehicle or school bus; or designated school bus stops; or by an electronic act that results in the substantial disruption of the orderly operation of the school or educational environment. Electronic acts of bullying are prohibited whether or not the electronic act originated on school property or with school equipment, if the electronic act is directed specifically at students or school personnel and maliciously intended for the purpose of

disrupting school, and has a high likelihood of succeeding in that purpose.

Students are encouraged to report behavior they consider to be bullying; including a single action which if allowed continuing would constitute bullying, to their teacher or the building principal. The report may be made anonymously. Teachers and other school employees who have witnessed, or are reliably informed that, a student has been a victim of behavior they consider to be bullying, including a single action which if allowed to continue would constitute bullying, shall report the incident(s) to the principal. Parents or legal guardians may submit written records of incidents they feel constitute bullying, or would if allowed to continue would constitute bullying, to the principal. A school principal or his or her designee who receives a credible report or complaint of bullying shall promptly investigate the complaint or report and make a record of the investigation and any action taken as a result of the investigation.

The person or persons reporting behavior they consider to be bullying shall not be subject to retaliation or reprisal in any form.

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 and that causes or creates actual or reasonably foreseeable:

- Physical harm to a public school employee or students or damage to the public school employee's or student's property;
- Substantial interference with a student's education or with a public school employee's role in education;
- A hostile educational environment for one (1) or more students or public school employees due to the severity, persistence, or pervasiveness of the act; or
- Substantial disruption of the orderly operation of the school or educational environment;

Examples of "Bullying" may include, but are not limited to, one or more of the following:

1. Sarcastic "compliments" about another student's personal appearance;
2. Pointed questions intended to embarrass or humiliate;
3. Mocking, taunting or belittling;
4. Non-verbal threats and/or intimidation such as "fronting" or "chesting" a person;
5. Demeaning humor relating to a student's race, gender, ethnicity or personal characteristics;
6. Blackmail, extortion, demands for protection, money, or other involuntary donations or loans;
7. Blocking access to school property or facilities;
8. Deliberate physical contact or injury to person or property;
9. Stealing or hiding books or belongings;
10. Threats of harm to student(s), possessions, or others.

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 which may have simultaneously occurred.

Bus: Directives for student riding school buses

1. Be at bus stop five (5) minutes before the scheduled time. The bus does not have time to wait for you. While waiting for the bus, students must remain in a safe place away from traffic. **Stay off the roadway or highway!!** Stand back at least ten feet from the bus stop and wait until the door is opened before moving toward the bus.
2. If your bus is late getting to your stop in the morning, wait until it arrives. If you are tardy at school, go to your principal's office and report it.
3. While loading or unloading, enter or leave the bus orderly and quickly.
4. Do not bring visiting relatives, friends, or pets, to ride the bus. Occasional riders (riding home with a friend; going to grandparents) must have a note from parent/guardian and signed by the principal in order to ride.
5. After you have been assigned to a bus, do not change and ride another bus without first getting permission from the Transportation Coordinator.
6. Do not bring large items on the bus or items that protrude into the aisle of the bus (e.g., balloons, glass vases, giant stuffed animals). Band instruments that can be carried on your lap are permissible.
7. Any toys or other recreational items (footballs, basketballs, soccer balls, etc.) must be kept in a backpack or some other sort of bag or container on the bus and at the bus exchange. **State law prohibits laser lights on the bus.**
8. Students are expected to conduct themselves in a manner that will not distract the attention of the driver or disturb other riders on the bus. **No food and drinks are to be consumed on the bus.**
9. There is to be no profanity or vulgar language on the bus. When you talk, talk in a normal tone.
10. There is to be no scuffling, hitting, or fighting on the bus or at bus stops. If someone is bothering you, report it to the driver.
11. Students are to keep seated while the bus is in motion. Always wait until the bus comes to a stop before standing up to get off the bus.
12. The bus driver has the authority to assign seats.
13. Students are not to tamper with any of the safety devices such as door latches, fire extinguishers, etc.

14. Students are not to put their hands, arms, heads, or any other part of their bodies out the window.
15. Do not ask the driver to let you off the bus uptown, at the store, at the mailbox, or any other place other than your regular stop. He is not authorized to do this. Going to the mailbox before the bus leaves is against state law.
16. If you must cross the road to get on the bus, wait until the bus has come to a complete stop and the driver has signaled for you to cross in front of the bus. If you must cross the road after leaving the bus in the afternoon, go to a point on the shoulder of the road approximately ten (10) feet in front of the bus. Cross the road only after the driver has signaled for you to do so.
17. While riding the bus, students are under the supervision of the driver and must obey the driver at all times.
18. Bullying will not be tolerated in any form on Russellville School District buses. Anyone participating in this type of activity may be suspended from riding all buses.
19. Any activity that is a distraction to the driver will not be tolerated. Students may be suspended from bus riding privileges for distracting activities.

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 or 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 or a driver.

Crime of Second Degree Battery as it Relates to School Employees and Students

Act 207 of 1997 redefined the crime of second-degree battery as it relates to school employees and others. This act states, "A person commits battery in the second degree if with the purpose of causing physical injury to another person, he causes serious physical injury to any person."

In relation to causing injury to school employees, this act states, "A person commits battery in the second degree if he intentionally or knowingly without legal justification causes physical injury to one he knows to be a teacher or other school employee while acting in the course of employment."

This law also defines the crime of second degree battery to include intentionally and knowingly without legal justification causing injury to one who is twelve (12) years of age or younger. Battery in the second

degree is a Class D felony.

Cyberbullying

Cyberbullying is also against the law according to Arkansas state code 6-18-514. Cyberbullying is defined as bullying with the intent to harass, intimidate, humiliate, ridicule, defame, threaten or incite violence by electronic act (such as email, text message, social networking sites, etc.) towards a student or school personnel.

Cyberbullying applies whether or not the electronic act originated on school property.

Students found to be in violation of this policy shall be 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 which may have simultaneously occurred.

Fighting

Fighting is defined as any physical violence directed at another person (including pushing, shoving, or blows struck).

An important part of growing up is learning to get along with people. In order for school to function properly, students must behave in a manner that does not create problems with others. Problem behavior includes, but is not limited to:

1. Gossiping about other students.
2. Repeating things to others, which you have heard, but do not know for a fact.
3. Name calling, abusive or profane words.
4. Bullying or intimidation
5. Teasing people you do not know well.

Behavior that contributes to a fight or causes a disturbance is punishable under the category of fighting. Students will receive appropriate disciplinary action that may include suspension from school and/or a referral to Juvenile authorities, e.g. disorderly conduct citation or a referral for expulsion.

Technically, students are under the jurisdiction of the school from the time they leave home in the morning until they return home in the afternoon.

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 upon school campus by law however, the superintendent shall have discretion to modify such expulsion requirements for a student on a case-by-case basis.”**

Prohibited Conduct



Russellville School District Policy Number 4.18 Effective: 5/19/2015

Students and staff require a safe and orderly learning environment that is conducive to high student achievement. Certain student behaviors are

unacceptable in such an environment and are hereby prohibited by the Board.
Prohibited behaviors include, but shall not be limited to the following.

1. Disrespect for school employees and failing to comply with their reasonable directions or otherwise demonstrating insubordination;
2. Disruptive behavior that interferes with orderly school operations;
3. Willfully and intentionally assaulting or threatening to assault or physically abusing any student or school employee;
4. Possession of any weapon that can reasonably be considered capable of causing bodily harm to another individual;
5. Possession or use of tobacco in any form on any property owned or leased by any public school;
6. Willfully or intentionally damaging, destroying, or stealing school property;
7. Possession of any paging device, beeper, or similar electronic communication devices on the school campus during normal school hours unless specifically exempted by the administration for health or other compelling reasons;
8. Possession, selling, distributing, or being under the influence of an alcoholic beverage, any illegal drug, unauthorized inhalants, or the inappropriate use or sharing of prescription or over the counter drugs, or other intoxicants, or anything represented to be a drug;
9. Sharing, diverting, transferring, applying to others (such as needles or lancets), or in any way misusing medication or any medical supplies in their possession;
10. Inappropriate public displays of affection;
11. Cheating, copying, or claiming another person's work to be his/her own;
12. Gambling;
13. Inappropriate student dress;
14. Use of vulgar, profane, or obscene language or gestures;
15. Truancy;
16. Excessive tardiness;
17. Engaging in behavior designed to taunt, degrade, or ridicule another person on the basis of race, ethnicity, national origin, sex, or disability;
18. 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;

19. Hazing, or aiding in the hazing of another student;
20. Gangs or gang-related activities, including belonging to secret societies of any kind, are forbidden on school property. Gang insignias, clothing, “throwing signs” or other gestures associated with gangs are prohibited;
21. Sexual harassment; and
22. Bullying/Hazing; and
23. Operating a vehicle on school grounds while using a wireless communication device.

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.

Sexual Harassment

Russellville School District Policy Number 4.27R Effective: 4/18/2000

Sexual harassment, as with other forms of discrimination, is prohibited according to Title VII of the Civil Rights Act of 1964, which protects the adolescent at work, and Title IX of 1972, which protects students from sex discrimination at school. The Supreme Court has mandated that schools provide a safe environment for students. 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 well-being. 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.

This information will then be forwarded to the appropriate administrator for review, investigation and appropriate action. In the event the harassment is caused by an employee. The offended student should report the incident immediately to the employee’s supervisor.

Student Conduct At School-Sponsored Events

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

Student Dress

The home and school need to cooperate in the matter of dress. School is the child’s place of business. Students who are dressed appropriately seem to do a better job. Students may be sent home to change clothing if they dress inappropriately for the school setting.

- Students are required to dress modestly. (For example, short shorts, transparent shirts, halter-tops, crop tops, or clothing that draws attention to private areas are not considered acceptable attire for the school setting.) 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 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. Appropriate attire for winter weather includes long-sleeved shirts and long pants.

Disciplinary Actions

Due Process

The constitution 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.

The hall mark of the exercise of disciplinary authority shall be objectivity.

Efforts shall be made by administrators and faculty members to resolve problems through utilization of school district resources or conferences with the student and his/her parent/guardian

Teachers and other school personal have the authority to give reasonable instructions to any student while he/she is under school jurisdiction and the responsibility for reporting the violation of a school regulation by student.

A teacher has the authority and responsibility for giving reasonable and necessary instructions to any student who is under school jurisdiction and for reporting violations of school regulations not resolved by the teacher.

A teacher has the authority to suspend a student from class temporarily by sending the student to the principal's office with a written statement of reasons for the student's suspension from class. The principal shall determine whether to reinstate the student to class or take other disciplinary action.

The principal, or his assistant in charge, is authorized to temporarily suspend a student from school for a period which ordinarily will not exceed five (5) days and to require a student-parent-principal conference as a condition for reinstatement. The principal may suspend a student for up to five (5) more additional days when the infraction is repeated or of a more serious nature.

When a student has been notified that he/she is suspended from school he/she shall leave the building and grounds immediately and shall remain off any school district premises for the duration of

the suspension, at which time a parent or guardian shall accompany the student for a student-parent-principal conference. While suspended or placed in the Student Discipline Center (SDC), a student may not attend or participate in any school function or activity.

When the principal decides to recommend that a student be expelled, he shall make such a recommendation to the superintendent along with a written statement of the charge or charges against the student. The superintendent shall then determine the course of action to be taken at that time.

Further due process information pertaining to suspension 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. Any disciplinary infraction is punishable from the minimum of a reprimand to a maximum of expulsion. The following are descriptions of the discipline consequences that may be assigned to a student.

Corporal Punishment

Russellville School District Policy Number 4.39 Effective: 5/22/2013

The Russellville School Board authorizes the use of corporal punishment to be administered in accordance with this policy by the Superintendent or his/her designated staff members who are required to have a state-issued license as a condition of their employment. Parental/Guardian permission must be secured prior to punishment.

Prior to the administration of corporal punishment, the student receiving the corporal punishment shall be given an explanation of the reasons for the punishment and be given an opportunity to refute the charges.

All corporal punishment shall be administered privately, i.e. out of the sight and hearing of other students, shall not be excessive, or administered with malice, and shall be administered in the presence of another school administrator or designee who shall be a licensed staff member employed by the District.

Expulsion



Russellville School District Policy Number 4.31 Effective: 4/22/2013

The Board of Education may expel a student for a period longer than ten (10) school days for violation of the District's written discipline policies. The Superintendent may make a recommendation of expulsion to the Board of Education for student conduct deemed to be of such gravity that suspension would be inappropriate, or

where the student's continued attendance at school would disrupt the orderly learning environment or would pose an unreasonable danger to the welfare of other students or staff.

The Superintendent or his/her designee shall give written notice to the parents or legal guardians (mailed to the address reflected on the District's records) that he/she will recommend to the Board of Education that the student be expelled for the specified length of time and state the reasons for the

recommendation to expel. The notice shall give the date, hour, and place where the Board of Education will consider and dispose of the recommendation.

Suspension from School

Russellville School District Policy Number 4.30 Effective: 5/22/2013



Students who are not present at school cannot benefit from the educational opportunities the school environment affords. Administrators, therefore, shall strive to find ways to keep students in school as participants in the educational process. There are instances, however, when the needs of the other students or the interests of the orderly learning environment require the removal of a student from school. The

Board authorizes school principals or their designees to suspend students for disciplinary reasons for a period of time not to exceed ten (10) school days, including the day upon which the suspension is imposed. The suspension may be in school or out of school. Students are responsible for their conduct that occurs: at any time on the school grounds; off school grounds at a school-sponsored function, activity, or event; going to and from school or a school activity. A student may be suspended for behavior including, but not limited to that which:

1. Is in violation of school policies, rules, or regulations;
2. Substantially interferes with the safe and orderly educational environment;
3. School administrators believe will result in the substantial interference with the safe and orderly educational environment; and/or
4. Is insubordinate, incorrigible, violent, or involves moral turpitude.

The school principal or designee shall proceed as follows in deciding whether or not to suspend a student.

1. the student shall be given written notice or advised orally of the charges against him/her;
2. if the student denies the charges, he/she shall be given an explanation of the evidence against him/her and be allowed to present his/her version of the facts;
3. if the principal finds the student guilty of the misconduct, he/she may be suspended.

Out-of-school suspension shall not be used to discipline a student for skipping class, excessive absences, or other forms of truancy.

When possible, notice of the suspension, its duration, and any stipulations for the student's readmittance to class will be given to the parent(s), legal guardian(s), or to the student if age 18 or older prior to the suspension. Such notice shall be handed to the parent(s), legal guardian(s), or to the student if age 18 or older or mailed to the last address reflected in the records of the school district.

Search, Seizure, and Interrogations

Russellville School District Policy Number 4.32 Effective 5/19/2015



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. The Superintendent, principals, and their designees have the right to inspect and search

school property and equipment. They may also search students and their personal property in which the student has a reasonable expectation of privacy, when there is reasonable and individualized suspicion to believe such student or property contains illegal items or other items in violation of Board policy or dangerous to the school community. School authorities may seize evidence found in the search and disciplinary action may be taken. Evidence found which appears to be in violation of the law shall be reported to the appropriate authority.

School property shall include, but not be limited to, lockers, desks, and parking lots, as well as personal effects left there by students. When possible, prior notice will be given and the student will be allowed to be present along with an adult witness, however, searches may be done at any time with or without notice or the student's consent. A personal search must not be excessively intrusive in light of the age and sex of the student and the nature of the infraction.

Examples of Search and Seizure are as follows:

A. Locker Search

1. In the assignment of school property (locker, desk, etc.) to a specific student, the school retains ownership of such property and the right to inspect it or reclaim it.
2. General searches of school property may be conducted at any time.
3. Search of an area assigned to a student should be in the student's presence except in emergencies.
4. Illegal items such as firearms or weapons or any other articles determined to be a threat to the safety or security of others shall be seized by school authorities.
5. Items, which are used to disrupt or interfere with the educational process, will be removed from a student. This may include iPods, electric games, and camera phones.

B. Personal Search

Search of a student's person will be limited to a situation in which the administration has reasonable suspicion that the student is concealing evidence of an illegal act, contraband, or has violated a school rule.

Dangerous items and/or controlled substances as defined by Act 590 of 1971 and other items which may disrupt the educational process will be removed from the student's possession and will be reported and transmitted to the proper authorities. Also, the student's parents or guardian will be notified as soon as possible.

1. A certified employee will be present when a personal search is conducted.

2. Students will be asked for their consent prior to a personal search. If the student refuses the personal search, his/her parents or guardian will be notified and a search warrant obtained, unless there is a reasonable suspicion to believe that a dangerous weapon such as a gun or knife is being concealed.
3. A pat-down search of a student's person will be done by a school official of the same sex with a certified employee present.

Teacher's Removal of Student from Classroom

Russellville School District Policy Number 3.49 Effective: 5/19/2015

Note and advisement: This policy is adopted by the Board of Directors in order to bring the District into compliance with ADE rules concerning student discipline, and to incorporate the provisions of A.C.A. § 6-18-511. However, teachers should be aware that federal law governing a student's Individual Education Program (IEP) or 504 plan, or status as an individual with a disability will supersede Arkansas law. In many cases, removing a student from a classroom due to behavioral problems, will violate a student's IEP, violate a student's 504 plan, or constitute discrimination against the student due to a disability that affects the student's ability to conform his or her behavior. Teachers have been successfully sued for IEP and 504 plan violations in other jurisdictions, and teachers need to understand that violating a student's rights is outside of the scope of his or her employment, and no insurance is available or provided by the school district for either legal defense or to pay a money judgment. Teachers who rely on this law and this policy to exclude a student with special needs or a disability are assuming a grave personal risk.

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:

- A. Consistent with state and federal law, a teacher may remove a student from class and send him or her to the principal's or principal's designee's office in order to maintain effective discipline in the classroom.
- B. A teacher may remove from class a student:
 1. Who has been documented by the teacher as repeatedly interfering with the teacher's ability to teach the students in the class or with the ability of the student's classmates to learn; or
 2. Whose behavior the teacher determines is so unruly, disruptive, or abusive that it seriously interferes with the teacher's ability to teach the students in the class or with the ability of the student's classmates to learn.
- C. The teacher's principal or the principal's designee may:
 1. Place the student into another appropriate classroom;
 2. Place the student into in-school suspension;
 3. Place the student into the District's alternative learning environment in accordance with Policy 5.26—ALTERNATIVE LEARNING ENVIRONMENTS;

4. Return the student to the class; or
5. Take other appropriate action consistent with the District's student discipline policies and state and federal law.

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:

- a. The principal or his designee;
- b. The teacher;
- c. The school counselor;
- d. The parents, guardians, or persons in loco parentis; and
- e. 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 5: Services

Guidance Services

All students have access to the services of a school counselor. The counselors have special training in helping students both personally and academically. Each counselor 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 to facilitate 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. To teach students how to find and use materials independently.
2. To encourage reading for enjoyment as well as research.
3. To teach rules concerning use of materials.
4. To help students become lifetime users of libraries and thereby informed citizens.

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 parent center coordinators that provides a communication link between home and school.

School Nurse and Health Services

A health form must be filled out for each student attending school. Having an accurate, up-to-date phone number on file is essential. When a student becomes ill at school and is unable to stay in class, parents will be called to come get their child.

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 must have a medical release form signed by the parent or guardian. Medication must be in the original bottle from the pharmacy. School personnel will not administer aspirin or Tylenol without a medical release form.

Appendix A:
Sample Forms



4.29F

Student Electronic Device And Internet Use Agreement

Effective: 7/1/2015

Student's Name (Please Print) _____ Grade Level _____

School _____ Date _____

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 which apply whether the 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 whether through a District or student owned technology device 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 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. "Misuse of the District's access to the Internet" includes, but is not limited to, the following:
 - a. using the Internet for other than educational purposes;
 - b. gaining intentional access or maintaining access to materials which are "harmful to minors" as defined by Arkansas law;
 - c. using the Internet for any illegal activity, including computer hacking and copyright or intellectual property law violations;
 - d. making unauthorized copies of computer software;
 - e. accessing "chat lines" unless authorized by the instructor for a class activity directly supervised by a staff member;
 - f. using abusive or profane language in private messages on the system; or using the system to harass, insult, or verbally attack others;
 - g. posting anonymous messages on the system;
 - h. using encryption software;
 - i. wasteful use of limited resources provided by the school including paper;
 - j. causing congestion of the network through lengthy downloads of files;
 - k. vandalizing data of another user;
 - l. obtaining or sending information which could be used to make destructive devices such as guns, weapons, bombs, explosives, or fireworks;
 - m. gaining or attempting to gain unauthorized access to resources or files;
 - n. identifying oneself with another person's name or password or using an account or password of another user without proper authorization;
 - o. invading the privacy of individuals;
 - p. divulging personally identifying information about himself/herself or anyone else either on the Internet or in an email unless it is a necessary and integral part of the student's academic endeavor. Personally identifying information includes full names, address, and phone number.

- q. using the network for financial or commercial gain without district permission; theft or vandalism of data, equipment, or intellectual property;
 - r. attempting to gain access or gaining access to student records, grades, or files;
 - s. introducing a virus to, or otherwise improperly tampering with the system;
 - t. degrading or disrupting equipment or system performance;
 - u. creating a web page or associating a web page with the school or school district without proper authorization;
 - v. providing access to the District's Internet Access to unauthorized individuals;
 - w. failing to obey school or classroom Internet use rules; or
 - x. taking part in any activity related to Internet use which creates a clear and present danger of the substantial disruption of the orderly operation of the district or any of its schools.
 - y. Installing or downloading software on district computers without prior approval of the technology director or his/her designee.
5. Liability for debts: Students and their cosigners shall be liable for any and all costs (debts) incurred through the student's use of the computers or access to the Internet including penalties for copyright violations.
6. 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 parents/guardians.
7. 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.
8. It is all staff members responsibility to educate student about appropriate online behavior, including interaction with other individuals on social networking sites/classrooms, and cyberbullying awareness and response.
9. Signatures: We, the persons who have signed below, have read this agreement and agree to be bound by the terms and conditions of this agreement.

Student's Signature: _____ Date _____

Parent/Legal Guardian Signature: _____ Date _____

Smart Core Informed Consent Form
(GRADUATING CLASS OF 2016 AND AFTER)

Name of Student: _____
Name of Parent/Guardian: _____
Name of District: _____
Name of School: _____

Smart Core is Arkansas's college- and career-ready curriculum for high school students. College and career readiness in Arkansas means that students are prepared for success in entry-level, credit-bearing courses at two-year and four-year colleges and universities, in technical postsecondary training, and in well-paid jobs that support families and have pathways to advancement. To be college and career ready, students need to be adept problem solvers and critical thinkers, to plan, compute and apply their knowledge in novel contexts and a variety of situations. Smart Core is the foundation for college and career readiness. All students should supplement additional rigorous coursework within their career focus.

Parents or guardians may waive the right for a student to participate in Smart Core and instead to participate in the Core curriculum. The parent must sign the separate Smart Core Waiver Form to do so.

SMART CORE CURRICULUM

English – 4 units

- English 9th grade
- English 10th grade
- English 11th grade
- English 12th grade or Transitional English 12

Mathematics – 4 units (or 3 units of math and 1 unit of Computer Science*) At least one MATH unit must be taken in Grade 11 or Grade 12.

- Algebra I (or Algebra A & Algebra B - Grades 7-8 or 8-9)
- Geometry (or Geometry A & Geometry B - Grades 8-9 or 9-10)
- Algebra II
- fourth math - Advanced Topics and Modeling in Mathematics, Algebra III, Calculus, Computer Science and Mathematics, Linear Systems and Statistics, Transitional Math Ready, Mathematical Applications and Algorithms, Pre-Calculus, or an Advanced Placement mathematics - Comparable concurrent credit college courses may be substituted where applicable.

Science – 3 units with lab experience (or 2 units with lab experience and 1 unit of Computer Science*)

- Biology – 1 unit (All students must have 1 unit in Biology, IB Biology, ADE Biology, ADE Approved Biology Honors, or Concurrent Credit Biology.)
- Physical Science, Chemistry, or Physics – 2 units

Social Studies – 3 units

- Civics - ½ unit
- World History - 1 unit
- U.S. History - 1 unit
- other social studies - ½ unit

Career Focus – 6 units

Oral Communications – ½ unit

Physical Education – ½ unit

Health and Safety – ½ unit

Economics – ½ unit (may be counted toward Social Studies or Career Focus)

Fine Arts – ½ unit

***Computer Science – (optional)** A flex unit of Computer Science and Mathematics, Essentials of Computer Programming, AP Computer Science, or IB Computer Science may replace the 4th math requirement or the 3rd science requirement. Two distinct units of the computer science courses listed above may replace the 4th math requirement and the 3rd science requirement. If the 4th math requirement and the 3rd science requirement have been met through other coursework, any of the computer science courses listed above may be used for career focus credit.

Beginning with the entering 9th grade class of the 2014 – 2015 school year, each high school student shall be required to take at least one digital learning course for credit to graduate. (Act 1280 of 2013)

By signing this form, I acknowledge that I have been informed of the requirements and implementation of the Smart Core Curriculum and am choosing the Smart Core Curriculum for my child.

Parent/Guardian Signature

Date

School Official

Signature Date

Arkansas Department of Education— May 19, 2015

SAMPLE

Smart Core Waiver Form

(GRADUATING CLASS OF 2016 AND AFTER)

Name of Student: _____

Name of Parent/Guardian: _____

Name of District: _____

Name of School: _____

Smart Core is Arkansas’s college- and career-ready curriculum for high school students. College and career readiness in Arkansas means that students are prepared for success in entry-level, credit-bearing courses at two-year and four-year colleges and universities, in technical postsecondary training, and in well-paid jobs that support families and have pathways to advancement. To be college and career ready, students need to be adept problem solvers and critical thinkers who can contribute and apply their knowledge in novel contexts and a variety of situations. Smart Core is the foundation for college and career readiness. All students should supplement additional rigorous coursework within their career focus.

Failure to complete the Smart Core Curriculum for graduation *may* result in negative consequences such as conditional admission to college and ineligibility for some scholarship programs.

Parents or guardians may waive the right for a student to participate in Smart Core and instead to participate in the Core curriculum. By signing this Smart Core Waiver Form, you are waiving your student’s right to Smart Core and are placing him or her in the Core Curriculum.

CORE CURRICULUM

English – 4 units

- English 9th grade
- English 10th grade
- English 11th grade
- English 12th grade or Transitional English 12

Mathematics – 4 units (or 3 units of math and 1 unit of Computer Science*)

- Algebra I (or Algebra A & Algebra B - *each may be counted as one unit of the 4-unit requirement*)
- Geometry (or Geometry A & Geometry B - *each may be counted as one unit of the 4-unit requirement*)
(All math units must build on the base of algebra and geometry knowledge and skills.)

Science – 3 units (or 2 units with lab experience and 1 unit of Computer Science*)

- Biology - 1 unit (All students must have 1 unit in Biology, IB Biology, ADE Biology, ADE Approved Biology Honors, or Concurrent Credit Biology.)
- Physical Science, Chemistry, or Physics – at least 1 unit
- other ADE approved science

Social Studies – 3 units

- Civics - ½ unit
- World History - 1 unit
- U.S. History - 1 unit
- other social studies – ½ unit

Oral Communications – ½ unit

Physical Education – ½ unit

Health and Safety – ½ unit

Economics – ½ unit (may be counted toward

Social Studies or Career Focus)

Fine Arts – ½ unit

Career Focus – 6 units

***Computer Science – (optional)** A flex unit of Computer Science and Mathematics, Essentials of Computer Programming, AP Computer Science, or IB Computer Science may replace the 4th math requirement or the 3rd science requirement. Two distinct units of the computer science courses listed above may replace the 4th math requirement and the 3rd science requirement. If the 4th math requirement and the 3rd science requirement have been met through other coursework, any of the computer science courses listed above may be used for career focus credit.

(Comparable concurrent credit may be substituted where applicable.)

Beginning with the entering 9th grade class of the 2014 – 2015 school year, each high school student shall be required to take at least one digital learning course for credit to graduate. (Act 1280 of 2013)

By signing this form, I acknowledge that I have been informed of the requirements and implementation of the Smart Core Curriculum and am choosing to waive the Smart Core curriculum for my child. I understand the potential negative consequences of this action as outlined on this form.

Parent/Guardian

Signature Date School Official Signature

Date



4.35.FR2

Medication Self-Administration Consent Form

Effective: 3/12/2013

School Year _____

Student's Name (Please Print) _____ Date of Birth _____

The following must be provided for the student to be eligible to self-administer asthma inhalers and/or auto-injectable epinephrine. Eligibility is **only** valid for this school for the current academic year. This consent form must be renewed each year and/or anytime a student changes schools.

- a written medical statement from a health-care provider who has prescriptive privileges that he/she has prescribed the asthma inhaler and/or auto-injectable epinephrine for the student and that the student needs to carry the medication on his/her person due to a medical condition;
- the specific medications prescribed for the student;
- an individualized health care plan developed by the prescribing health-care provider containing the treatment plan for managing asthma and/or anaphylaxis episodes of the student and for medication use by the student during school hours; and
- a statement from the prescribing health-care provider that the student possesses the skill and responsibility necessary to use and administer the asthma inhaler and/or auto-injectable epinephrine.

If the school nurse is available, the student shall demonstrate his/her skill level in using the asthma inhalers and/or auto-injectable epinephrine to the nurse.

Medications for self-medication shall be supplied by the student's parent or guardian and be in the original container labeled with the student's name. The parent or guardian may choose to provide the school with additional appropriate medication (use form 4.35.FR) for the school to have available to deal with an asthma or anaphylaxis emergency.

My signature below is an acknowledgment that I understand that the District, its Board of Directors, and its employees shall be immune from civil liability for injury resulting from the self-administration of medications by the student named above.

A SIGNED MEDICATION ADMINISTRATION FORM 4.35.FR, DETAILED EMERGENCY/INDIVIDUAL HEALTH CARE PLAN, AND PRESCRIBER ORDER IS REQUIRED TO BE ON FILE FOR THIS STUDENT IN ADDITION TO THIS PARENTAL CONSENT.

Parent or legal guardian signature

Date _____



4.35.FR3

Glucagon Administration Consent Form

Effective: 3/12/2013

School Year _____

Student's Name (Please Print) _____ Date of Birth _____

The school has developed a Section 504 plan acknowledging that my child has been diagnosed as suffering from Type I diabetes. The 504 plan authorizes the school nurse or, in the absence of the nurse, trained volunteer district personnel, to administer Glucagon in an emergency situation to my child.

I hereby authorize the school nurse or, in the absence of the nurse, trained volunteer district personnel designated as care providers, to administer Glucagon to my child in an emergency situation. Glucagon shall be supplied to the school nurse by the student's parent or guardian and be in the original container.

SAMPLE

I acknowledge that the District, its Board of Directors, its employees, or an agent of the District, including a healthcare professional who trained volunteer school personnel designated as care providers shall not be liable for any damages resulting from his/her actions or inactions in the administration of Glucagon in accordance with this consent form and the 504 plan.

A SIGNED MEDICATION ADMINISTRATION FORM 4.35.FR, 504 PLAN, DETAILED EMERGENCY/INDIVIDUAL HEALTH CARE PLAN, AND PRECIBER ORDER IS REQUIRED TO BE ON FILE FOR THIS STUDENT IN ADDITION TO THIS PARENTAL CONSENT.

Parent or legal guardian signature _____

Date _____



4.35FR4

Epinephrine Emergency Administration Consent Form

Effective: 12/17/2013

Student _____ DOB _____ Grade _____ School _____

This form is good for school year _____. This consent form must be updated anytime the student's medication order changes and renewed each year and/or anytime a student changes schools.

My child has an IHP developed under Section 504 of the Rehabilitation Act of 1973 which provides for the administration of epinephrine in emergency situations. I hereby authorize the school nurse or other school employee certified to administer auto-injectable epinephrine in emergency situations when he/she believes my child is having a life-threatening anaphylactic reaction.

SAMPLE

The medication must be in the original container and be properly labeled with the student's name, the ordering provider's name, the name of the medication, the dosage, frequency, and instructions for the administration of the medication (including times). Additional information accompanying the medication shall state the purpose for the medication, its possible side effects, and any other pertinent instructions (such as special storage requirements) or warnings.

Date of physician's order:

Circumstances under which Epinephrine may be administered:

Other instructions

I acknowledge that the District, its Board of Directors, and its employees shall be immune from civil liability for damages resulting from the administration of auto-injector epinephrine in accordance with this consent form, District policy, and Arkansas law.

A SIGNED MEDICATION ADMINISTRATION FORM 4.35FR, DETAILED EMERGENCY/INDIVIDUAL HEALTH CARE PLAN, AND PRECIBER ORDER IS REQUIRED TO BE ON FILE FOR THIS STUDENT IN ADDITION TO THIS PARENTAL CONSENT.

Parent or legal guardian signature

_____ Date _____

Dear Parent or Guardian:

This form allows you to opt out of releasing your child's information, name, address, and telephone number, to military recruiters and/or institutions of higher education that request this information.

If you do not consent to the disclosure of this information, you must fill out the attached request form and return it to your child's guidance counselor by September 7, 2011. If you do not return the form by this date, we will release your child's information upon request. However, please be aware that if you choose not to return the form at this time, you may do so at any time during your child's school career and the request for non-disclosure will be honored.

Thank you for your cooperation.

Sincerely,

Parental Opt Out Form

2016-2017 School Year

Please complete the following if you do not consent to the release of your child's information, name, address, and telephone number, to military recruiters and/or institutions of higher education that request this information.

Student's Last Name _____

SAMPLE

Student's First Name _____

Student's Grade Level _____

Name of School:

I am requesting that my child's name, address and telephone number NOT be shared with: (Please check appropriate box)

_____ Military Recruiters

_____ Institutions of Higher Education

_____ Both Military Recruiters and Institutions of High Education

Parent/Guardian _____

Please Print Name

Signature



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