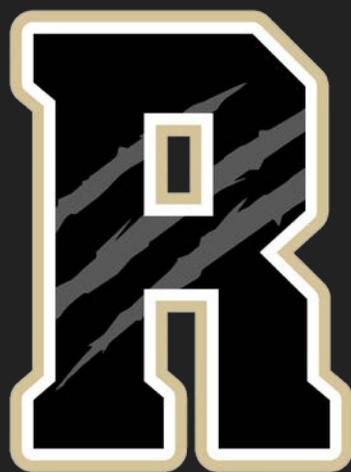


Russellville
Independent Schools



2017-2018

Stevenson Elementary School
Student Parent Handbook



R. E. STEVENSON ELEMENTARY SCHOOL



2017-2018 Student/Parent Handbook

Every Child, Every Day.

1000 North Main Street

Russellville, KY 42276

270-726-8425

PHILOSOPHY

Stevenson Elementary School shall provide a secure and supportive educational environment where the student is free to achieve his/her highest potential to become a self-sufficient individual and a responsible, contributing member of a family, work group, and community.

Individual needs/abilities shall be stressed as students' progress through a sequence of skills and concepts in a setting conducive to the development of the whole child, which includes the cognitive, social, emotional, physical, and aesthetic domains.

Continuous experiences, instruction, and evaluation of basic communications and math skills, the Sciences, the Arts, the Humanities, Social Studies, and Practical Living Studies will be provided. Developmental appropriate practices will advance the student from the concrete cognitive level, with multi-sensory materials, to the abstract level in an environment that fosters self-worth, self-motivation, and self-confidence.

Continuous experiences, instruction, and evaluation of basic communication and math skills, the Sciences, the Arts, the Humanities, Social Studies, and Practical Living Studies will be provided. Developmental appropriate practices will advance the student from the concrete cognitive level, with multi-sensory materials, to the abstract level in an environment that fosters self-worth, self-motivation, and self-confidence.

Cooperation with individuals of varying learning styles and abilities will be stressed. The student shall be an active partner in his/her learning where problem solving, logical thinking and decision making strategies are emphasized and where new experiences and prior knowledge are connected and integrated. Students should experience success while progressing according to their own unique learning needs.

MISSION STATEMENT

VISION STATEMENT

STEVENSON PLEDGE

At Stevenson Elementary, we believe in the importance of being a responsible team player, obeying the rules, always doing our best, and respect for all.



Welcome to the 2017-2018 school year! I am proud to be part of R.E. Stevenson Elementary and serve as the principal. Stevenson is dedicated center of learning for all our stakeholders---students, parents, staff, and the community-at-large. We truly believe in “**Every Child, Every Day.**” Thank you for entrusting your child to our care!

The student handbook contains important information that all parents and guardians should review to gain understanding of our school's policies and procedures, including important contact information, daily routines, attendance requirements, and student behavioral expectations. Additional information can always be found on the school's Facebook page @R.E. Stevenson Elementary.

My door is always open, and if you have questions or concerns, feel free to reach me by phone (270-726-8425) or by email (robin.cornelius@russellville.kyschools.us).

Thank you for supporting your child's education and being an important and contributing member of the Stevenson Elementary community.

Robin Cornelius, Principal



How exciting to begin a new year with R.E. Stevenson Elementary! My name is Linda Caudle and I am honored to join and serve our learning community as the assistant principal. I am a proud wife and mother of two wonderful daughters. I enjoy traveling, hiking, and reading. I have 13 years of educational experience both in the classroom and in supporting students, families, staff, and school leaders. I am passionate in my belief that every individual can experience success when a learning community is tailored to meet the needs of its students, staff, parents, and community members.. Together, we are Russellville Ready!



My name is Ashley Staggs, and I am excited to join Stevenson Elementary as your new guidance counselor! I am entering my 7th year in education, and I am thrilled to be coming to you in the role I have been preparing many years. I have taught special education classes previously, and I have had experience at all grade levels. As a teacher, I always created strong relationships with students and parents, and I am glad to be able to take that strength and apply it as your guidance counselor.

I think the essential purpose of a guidance counselor is to be a helper to all--students, parents, faculty, and staff. I am ready to get the year started and to get to know all the people that make Stevenson such a wonderful place. Please contact me with any needs you have. I am here to help you! Go Panthers!

Administrators

Principal-Robin Cornelius

Assistant Principal-Linda Caudle

Guidance Counselor-Ashley Staggs

OFFICE STAFF

Secretary- Erica Bedel

Bookkeeper- Tonya Davenport

STAFF DIRECTORY-CERTIFIED STAFF

Preschool Teachers:

Lindsey Amos

Debbie Taylor

Kindergarten Teachers:

Rhanda McKinney

Connie Southerland

Kelsey Sullivan

1st Grade Teachers:

Cynthia Duncan

Holly Behm

Samara Bell

2nd Grade Teachers:

LaDonna Harmon

Cameron Kisselbaugh

Holly White

Nick Willis

3rd Grade Teachers:

Katherine Cleary

Holly Gilbert

Nicole Pedigo

4th Grade Teachers:

Drew Norwood

Katie Yowell

Bryan Rush

5th Grade Teachers:

Rachael Durbin

Katie Kisselbaugh

Brandi Lemay

Special Education Teachers:

RaLyn Franklin

April Jackson

Greta McKenzie

Robbie Weathers

Related Arts Teachers:

Band-Trevor Cardwell

Art-Darlene Turner

Music-Elaine Blythe

Library-Sherry Bouldin

PE-Ryan Davenport

System 44/Read 180 Teachers:

Morgan Basham

Kristine Kie

Tera Ragland

Speech Therapists:

Lauren Gomez

Sara Horton

Anna Spears

ELL- Griselda Vargas

Migrant- Eunice Arevalo

Gifted and Talented-Nancy Skipworth

School Psychologist-Regina Guthrie

Instructional Coach-Michele McCloughan

RTA Interventionist-Jennifer Fritsch

Staff Directory-Classified Staff

Preschool Instructional Assistants:

Pam Robey

Christy Scarbrough

Kindergarten Instructional Assistants:

Tina Olson

Carly Shoemake

Melissa Stahl

Special Education Instructional Assistants:

Tiffani Anderson

Lynne Hartford

Clarissa Maya

Ashley Taylor

Library Assistant: Alescia Ward

ISS: Sandy Ramsey

Cafeteria Workers:

Mary Ann Morris

Mary Erby

Deborah Hutcheson

Judy Nash

Anna Stratton

Leta White

RESIDENTS AND TUITION

The Board reserves the right to refuse admittance and / or dismiss any out- of- district students as recommended by the administrative staff. Out-of-district students in grades K-5 may be accepted unless the student becomes a disciplinary concern of the principal and teachers, or overcrowding becomes a problem due to the acceptance of such pupils.

FEES

A fee of \$17.50 will be collected from every student upon entry into the Russellville City System from early childhood education through the twelfth grade. The fee will help defray the cost of workbooks, duplicating supplies, and materials. The fee does not include items such as notebooks, paper and pencils. No refund of fees will be made in the event a student moves out of the Russellville School System. Student fees shall be paid by the end of the second week of school.

VISITORS

To ensure that the school personnel are aware of the presence of visitors, all visitors shall report IMMEDIATELY to the secretary upon entering the school and receive a visitor's badge. This includes parents, alumni, salespersons, and all others. The principal or his/her designee shall have the authority to grant, deny, and/or limit the visit. **To further ensure that visits do not interfere with classroom instruction, we ask that these be for observation only and by appointment only. These observations will be limited to one person per classroom to be observed.** Should you want to meet with the teacher, please schedule a meeting date and time when the teacher is available.

TEXTBOOKS

All textbooks used at Stevenson Elementary are provided without cost to the students. **Any textbooks that are damaged or lost will be paid for by the parents.** The cost will be determined by the condition of the book and year of use when it was issued.

SCHOOL LUNCH AND BREAKFAST

Stevenson Elementary will be a Community Eligibility Provisions school for the 2017-18 school year. **There will be no charge to any student for Breakfast or Lunch Meals.** The cost of an adult meal is \$3.00. All a la carte purchases require additional funds. Board policy states that staff charges and a la carte charges are not allowed.

Those individuals that are not SES students must pay for their breakfast or lunch as they go through the lines. **Students who bring their lunch should remove the original wrapping of any commercially prepared foods.** Administration reserves the rights to inspect contents of any package brought into the school for the safety of all students.

Prices for breakfast and lunch at Stevenson Elementary are as follows:

Adult Breakfast	\$1.75	Adult Lunch	\$3.00
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Preschool breakfast for the morning early education session and lunch for the preschool afternoon early education session will be catered to the rooms.

FOOD POLICY

Parents are invited to join their child for breakfast and /or lunch. For our school cafeteria to follow Kentucky State Regulation 702 KAR 6:090, **students, parents, and visitors are not permitted to bring commercially prepared foods into the school building.** No fast food, tea, or soft drinks may be brought into the cafeteria for lunch.

BUSES

Bus and car rider change requests must be made in writing or with a visit to the school from the parent or legal guardian of the child no later than 12:00 p.m. of the day the change is to take effect. This will allow for adequate time to ensure the change is made and all parties have

received notification. **No changes will be accepted over the phone.** All transportation changes must include first and last name with address and date of change. **Only an administrator can allow a student to be taken off the bus once board.** Parents may not get their child off the bus except at the designated stop, listed on the bus form.

If a parent misses the bus drop-off the child must be brought back to school. Students may not board the bus or get off at another stop without a written note from parent. After this occurs three (3) times, a letter will be sent and child will be put off the bus.

Riding the bus is a privilege and is determined by the student's behavior. Good behavior is expected always. Bus routes are developed by the Central Office staff. Problems concerning routes should be addressed to Mr. John Myers at (270) 726-8405.

- 1. Should any pupil persist in violating any of these regulations, it shall be the duty of the driver to notify the principal, and after due warning has been given to the pupil, the principal shall then forbid such disobedient student the privilege of riding the bus.**
2. Should the conduct of a pupil on the bus endanger the lives or wellbeing of other pupils, and the offending pupil fails to cease such conduct when requested by the bus driver to do so, the offender may be removed from the bus. This should be done only in extreme cases and as a last resort to protect the safety of other pupils.
3. All parents will be required to sign a bus code of conduct form, regardless of what type of transportation their children use.

DAILY SCHEDULE

7:00	The building will open for early arrivers. All students report to the cafeteria or gym. Students may not be delivered to school prior to 7:00 am. There is no supervision provided until 7:00 am.
7:00-7:25	Breakfast
7:18	Transition to classrooms
7:30	Homeroom-Instruction
2:30	School is dismissed

****If your child will be eating breakfast, please have him/her at school no later than 7:20 am. Instruction begins at 7:30.***

MEDICATION

If your child is on medication and it is necessary to take such medication during school hours, parents must notify the child's teacher. All medicine will be left with the school nurse by a parent or guardian. If a child is on any medications, a signed authorization form from the parent or guardian must be on file. The medication must be sent to school in its original container. Non-prescription or short term medication will be administered only when permission is obtained from parent or designee. Medications must be provided by parent or designee. Simple first aid will be administered in case of injury at school. An emergency procedure card is maintained on each child listing whom to notify in case of sickness or accident. Students Will Be sent home only after a nurse referral for the reasons of fever, persistent bleeding, broken bones, vomiting, or other contagious conditions.

ILLNESS AT SCHOOL

If a student should become ill at school, the parents will be called by the school nurse or designee so they may pick up their child. No pupil who has a contagious or infectious disease shall be permitted in the school. If any pupil is known to have such disease, he/she will be sent home as soon as arrangements can be made with the parents or guardian. He/she shall remain away from school until satisfactory evidence can be presented from the attending physician or the county health officer that he/she is free from disease.

TELEPHONE

Students may not use the school telephone except with the permission of the principal or secretary. Calls will not be forwarded to the classroom or teacher between 7:30 – 2:30 except in the case of an emergency. Messages for the teacher will be taken and delivered during plan times. Parents are required to inform their children of transportation arrangements in the morning and a note sent to the school. There will be no interruptions unless an extreme emergency occurs during instruction.

LIBRARY MEDIA CENTER

The Library Media Center (LMC) attempts to provide current, accurate, and appropriate resources and accessibility to all services and resources for every student and teacher. In order to do this, three simple rules exist:

1. Everyone may use the LMC.
2. All materials, equipment, facilities, and proper behavior will be maintained so that maximum learning can occur.
3. All library materials must be turned back into the library at the closure of the year.

EMERGENCY DRILLS

Fire, earthquake, and tornado drills will be held according to state regulations, and each room

has a specific pattern of action to follow. Every students and teacher should be familiar with any room they occupy. All alarms are to be followed unless the office indicates otherwise by the public-address system.

STUDENT CODE OF CONDUCT

The Russellville Independent Board of Education requires high standards of personal conduct from each student to promote respect for the rights of others and accomplish the purposes of the schools. The Board also requires compliance with established standards and rules of the district and the laws of the community, state, and nation.

The central purpose of the school system is to educate each student to the highest level possible. To support the success of the Educational Program, the Board directs employees to hold each student accountable to Code standards in a fair manner. Compliance with the standards is necessary to provide:

- Orderly operation of the schools;
- A safe environment for students, district employees and visitors to the schools;
- Opportunities for students to achieve at a high academic level in a productive learning environment;
- Assistance for students at risk of failure or of engaging in disruptive behavior;
- Regular attendance of students; and
- Protection of property.

This Code applies to all students in the district while at school, on their way to and from school, while on the bus or other district vehicle, and while they are participating in school-sponsored trips and activities. The superintendent or designee is responsible for administration and implementation of this code within his/her school in a uniform and fair manner without partiality and discrimination.

Any person who enters school property is under the authority of the school during such time as he or she remains on school property and shall abide by all rules and regulations as set by the state, district, and school officials. Legal reference: KRS161.180

Each school/council must select and implement appropriate discipline and classroom management techniques necessary to carry out this Code and shall provide a list of the school's rules and discipline procedures in the school handbook.

Teachers and other instructional personnel are responsible for administering Code standards in the classroom, halls, and other duty assignment locations.

This Code establishes minimum behavior standards. Recognizing that each school, grade, or class may require special provisions, school councils, administrators and teachers have full authority to make rules to enforce these standards in keeping with their areas of responsibility.

DISTRICT MISSION - "EVERY CHILD, EVERY DAY"

At Russellville Independent Schools, we are committed to ensuring that all students achieve at their highest potential, all teachers teach with relevance and rigor, and all teachers establish meaningful relationships with students, parents, and the community.

DISTRICT BELIEFS

What we believe about student learning:

- Every child has the potential for high achievement.
- Every child must have access to rigorous work at every level.
- Everyone is responsible for students learning.

What we believe about teaching:

- Good teaching matters. We must leave nothing about teaching and learning to chance.
- Student work must be relevant and designed to actively engage students in learning.
- Results matter. Student learning must be frequently assessed and students who need extra help must receive it in a timely manner.

What we believe about schools:

- Schools must be organized around the needs of students rather than the work or interests of adults.
- It is our obligation to ensure that every child develops positive relationships with caring adults at every level.
- Good character, citizenship, and employability count. It is our intention that every student becomes a contributing member of society and the work force.

STATEMENT OF NONDISCRIMINATION

The Russellville Independent School District does not discriminate based on race, color, national origin, sex, genetic information, disability, or age in its programs and activities and provide equal access to its facilities the Boy Scouts and other designated youth groups. Any persons having inquiries concerning Russellville Independent Schools' compliance with Title II, Title IV, Title VI and/or Section 504/ADA may contact: Linda Shelton, Russellville Independent Schools, 355 S. Summer Street, Russellville, KY 42276 at (270) 726-8405 or Linda.Shelton@russellville.kyschools.us. Inquiries concerning Title IX compliance contact: John Myers, Russellville Independent Schools, 355 S. Summer Street, Russellville, KY 42276, at (270) 726-8405 or John.Myers@russellville.kyschools.us.

RIGHTS AND RESPONSIBILITIES

Participant Rights

The United States Constitution provides for the protection and safeguard of all people. In the

same vein, there is responsibility inherent in all rights. Therefore, all participants in the schooling process must exercise the self-discipline and care necessary to afford others the same rights and to guarantee that their own actions do not infringe upon the rights others. Further, all participants have the right and responsibility to know and understand the basic code of conduct expected of them. The following outlines the rights and responsibilities of all participants.

Students' Rights

Students have the right to engage in activities which do not:

1. Materially or substantially disrupts the education process;
2. Present a clear and present danger to the health and safety of others or property;
3. Infringe on the rights of others.

Specifically, students have the right to:

1. An orderly educational atmosphere conducive to learning;
2. Personal safety and security while at school and school-sponsored activities;
3. Academic grades based on academic performance, not on conduct.

Students' Responsibilities

Students have the responsibility to:

1. Comply with district, school and classroom rules; follow directions given by teachers and other school personnel;
2. Immediately report serious offenses and students who threaten harm to other students, a teacher, counselor, or school administration;
3. Give their best efforts to tasks assigned by their teacher, coach, or other person who works with them;
4. Discuss concerns with guidance counselor or other school personnel.

Parents' Rights

Parents have the right to:

1. Send their students to a school with a positive educational climate that deals, fairly, firmly, and quickly with disruptive behavior;
2. Expect high academic and accreditation standards; Examine their student's personal school record or to authorize representatives to examine them if the student is under eighteen (18).

*According to KRS159.180, every parent, guardian, or custodian is legally responsible for a violation of KRS 159.010 to 159.170 by the student if under the age of eighteen at which time the student becomes legally responsible.

Parents' Responsibilities

Parents/guardians have the responsibility to:

1. Instill in their student the need for an education, a sense of responsibility and the need for a positive school learning environment;
2. Encourage their student to follow school policy and to be regular and punctual in attendance;
3. Encourage their student to demonstrate respect for all school personnel, and exhibit concern for their grades and progress in school.

Teachers' Rights

Teachers have the right to:

1. Work in an educational environment, safe from physical harm and verbal abuse, with a minimum of disruptions;
2. Have the support of co-workers, administrators, and parents;
3. Expect all assignments, including homework, to be completed and turned in as assigned.

Teachers' Responsibilities Teachers Have the responsibility to:

1. Present subject matter to students, evaluate and inform students/parents of achievement and/or problems;
2. Aid in planning a flexible curriculum;
3. Assist in maintaining order;
4. Exhibit exemplary behavior in speech, personal dress, and hygiene.

Principal's' Rights

Principals have the right to:

1. Carry out the educational programs and policies established by the school system;
2. Be supported by students, parents, and teachers;
3. Take necessary action in emergencies; protect their own person or property, or the persons or property of those in their care.

Principal's' Responsibilities Principals have the responsibility to:

1. Implement and evaluate all aspects of the educational program to improve learning;
2. Comply with the policies, regulations, and laws of the district, state, and nation;
3. Create and foster an atmosphere of mutual respect among pupils and staff;
4. Administer discipline fairly and equally;
5. Exhibit exemplary behavior inaction, dress, and speech.

TITLE I PARENT INVOLVEMENT POLICY

This policy and the plan to implement it have been developed jointly and in agreement with, and will be distributed to, parents of students participating in the Title 1 program. Parents shall be notified of the policy in an understandable and uniform format and, to the extent practicable, provided in a language that parents can understand. This policy shall be made available to the local community and updated periodically to meet the needs of parents and the school.

DISTRICT LEVEL REQUIREMENTS

An annual evaluation of the District Parent Involvement Policy and activities must be conducted. The evaluation should determine whether:

- The academic quality of the school has improved.
- Parent participation has increased.
- Barriers exist that hinder greater participation by parents.

The evaluation may be conducted through a written survey, a telephone survey, or in person. District must document and summarize the evaluation findings and how the information will be used to improve the parent involvement program.

SCHOOL LEVEL REQUIREMENTS

Each Title 1 school must jointly develop, agree upon and distribute to parents a written parental involvement policy. All Title 1 participating schools must develop a school-parent compact jointly with parents, and must involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of the Title 1 program. Title1 schools must provide parents with timely information about the Title1 program; a description and explanation of the curriculum, the forms of academic assessment including a definition of proficiency; opportunities for regular meetings and to participate in decisions relating to the educator of their children and the opportunity to respond to any suggestions. An annual evaluation of the effectiveness of the school's Parent Involvement Policy and parent involvement activities must be conducted.

REQUIRED STANDARDS

The Board expects employees, students, parents/guardians and others associated with the schools to apply the following standards in a reasonable and fair manner.

To promote the full implementation of conduct standards and maximize safety in the school environment, the Board requires all employees to make supervision of ALL students at ALL school activities a top priority among their assigned duties. The district believes the younger the child, the greater the need for adult guidance and protection.

Regular and punctual school attendance is the responsibility of the parent/ guardian and the student. Poor student attendance may be detrimental to academic achievement and may result in legal action pursuant to KRS 159.010. Examples of attendance violations include, but are not limited to:

1. Absence from school without valid excuse;
2. Tardy without valid excuse.

Excuses for absences must be returned to school with three (3) days of the last day of absence or tardy.

A professionally planned and positive school atmosphere is necessary for academic progress

and a safe environment. Therefore, students shall not interfere with the orderly environment of the school or school activity. Examples of prohibited behavior include, but are not limited to:

1. Actions such as harassment or bullying of, or discrimination against, other students based on race, color, national origin, age, religion, marital status, political beliefs, sex or disability'
2. Insubordination (disobedient or defiant behavior);
3. Sale of items without prior approval of the superintendent or principal;
4. Wearing apparel, accessories or hairstyles that disrupt the educational process or threaten health or safety.
5. Possession of prohibited items such as laser lights and paging devices.

Students shall exercise self-control as required by the particular situation and in keeping with school and district rules, or be subject to removal from the regular classroom setting or transportation system. In addition, a student may be barred from participating in extracurricular activities pending investigation that she/he has violated either the District's behavior standards or the school council' criteria for participation. Examples of prohibited behaviors include, but are not limited to:

1. Fighting and physical attacks;
2. Possession of a weapon;
3. Threats by verbal or written statements or gestures with intent to harm or demean others;
4. Use of alcohol or prohibited drugs;
5. Use of prohibited tobacco products

School property belongs to the community and the state. It must be protected and preserved for educational and community use. Therefore, students shall respect school property and the property of others. Examples of prohibited behaviors include, but are not limited to:

1. Theft of school property or personal property of employees or other students;
2. Abuse of school or personal property to include intentional or careless damage or destruction;
3. Extortion of money or property;
4. Prohibited use of electronic media other District technological resources;
5. Littering.

Students shall work cooperatively and productively with each other and with school personnel in a manner that is consistent with standards of respect and courtesy. Examples of prohibited behaviors that would distract from a safe and orderly learning environment include, but are not limited to:

1. Making abusive and harassing statements regarding race, gender, disability, religion, or nationality;
2. Use of profanity;
3. Lying;

4. Cheating;
5. Ignoring or breaking rules and procedures established to maintain order;
6. Otherwise behaving in a manner disrespectful of others.

The Board has included samples of prohibited behaviors to help the reader understand how the behavior standards will be forced. Other behaviors not included in the examples may also be prohibited.

CONSEQUENCES OF VIOLATIONS

Behavioral violations of a minor nature should be handled by the classroom teacher who may choose from a variety of response options to include, but not be limited to:

- Verbal warning
- Classroom Isolation
- Parental notification
- Detention
- Alternative Assignment
- Behavior contract
- Loss of privileges
- Teacher-Student conference
- Referral for counseling/mediation
- Other techniques established by SBDM policy

For repeat or serious violations, administrators may also use these options:

- In-school suspension (ISS)
- Suspension (up to 10days)
- Alternative school placement (ACE)
- Expulsion
- Petition to Juvenile Court
- Referral to police
- Referral to court designated worker(CDW)

SES School Wide Behavior Management System

Every student will begin the day with six popsicle sticks. Students will be given a warning before they can lose a stick. At the end of the day, the teacher and student will record how many points they received. Students will be bringing home a sheet daily for parents and guardians to see how well your child is doing following the ROAR guidelines.

Perfect Day (Kept all sticks)	Awesome Day (Lost one stick)	I Made It (Lost 2 sticks)	Rough Day (Lost 3 sticks)	Notification Day (Lost 4 sticks)	Office Ref (Lost all s
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If student loses 1 stick they are awarded 4 points

If student loses 2 sticks they are awarded 3 points

If student loses 3stick they are awarded 2 points

If student loses 4 stick they are awarded 1 point

If student loses all sticks they are awarded 0 points

We will have monthly ROAR celebrations for all students that meet the goal for the month.

HARASSMENT, INTIMIDATION, AND BULLYING

“Harassment or intimidation” means any intentional written, verbal, or physical act, when the intentional written, verbal, or physical act physically harms a student, damages the student’s property; has the effect of substantially interfering with a student’s education, or has the effect of substantially disrupting the orderly operation of the school. Bullying is also a form of harassment that refers to any unwanted verbal, physical, or social behavior among students that involves a real or perceived power imbalance and is repeated or has the potential to be repeated. This includes actions that occur on school premises, on school sponsored transportation, at a school sponsored event, or that disrupts the education process. Nothing in this policy requires the affected student to possess a characteristic that is a perceived basis for the harassment, intimidation, or bullying, or another distinguishing characteristic. Harassment, intimidation or bullying can take many forms including: slurs, rumors, jokes, innuendo’s, demeaning comments, drawing cartoons or symbols, pranks, gestures, physical attacks, threats, or other written, oral or physical actions. “Intentional acts” refers to the individual’s choice to engage in the act rather than the ultimate impact of the action(s).

This policy is not intended to prohibit expression of religious, philosophical, or political views, provided that the expression does not substantially disrupt the educational environment. Many

behaviors that do not rise to the level of harassment, intimidation, or bullying may still be prohibited by other district policies or building, classroom, or program rules.

Counseling, corrective discipline at the discretion of the administration, and/ or referral to law enforcement will be used to change the behavior of the perpetrator and remediate the impact on the victim. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the violation. False reports or retaliation for harassment, intimidation or bullying also constitutes violations of this policy.

Repeat offenders may be recommended to the Board of Education for expulsion from school, assigned to an alternative school.

Students are encouraged to report such activity to teachers or administrators as soon as it occurs.

This definition shall not be interpreted to prohibit civil exchange of opinions, debate, or cultural practices protected under the state or federal Constitution where the opinion expressed does not otherwise materially or substantially disrupt the education process.

TELECOMMUNICATIONS

Stevenson Elementary School

Electronic Device Agreement updated by SBDM 11/07/17

Tablets, music players, e-readers, personal games, etc.

We recognize that cell phones have become a common tool for communication. However, they have also become a major distraction to the learning environment and are vulnerable to theft. We ask that you allow your child to carry a cell phone or other personal electronic devices only if absolutely necessary.

These devices are not to interfere with instruction.

They are not to be shared between students of the same household on the same day.

They are not to be used for social media or harassment/bullying

According to SES Student Handbook:

Electronic devices shall not be used in a manner that disrupts the education process, including, but not limited to, use that:

- Poses a threat to academic integrity, such as cheating,
- Violates confidentiality or privacy rights of another individual or school-related activities,
- Is profane, indecent, or obscene,
- Constitutes or promotes illegal activity or activity in violation of school rules, or
- Constitutes or promotes sending, sharing, or possessing sexually explicit messages, photographs, or images using any electronic device.

If students bring a cell phone or other personal technology to school then it must remain off during the school day and stored in the student's backpack during school hours. Phones or other personal electronics may not be used to text, talk, take pictures, play games, or record during school hours. Students will be allowed to use their electronics during indoor recess only. Parent permission to bring a cell phone or other personal technology devices to school must be on file in the school office.

- 1st infraction-students will have their cell phone or other personal electronic devices taken away and returned at the end of the day.
- 2nd infraction- students will have their cell phone or other personal electronic devices taken and locked up in the office until a parent can come to school to retrieve it.
- 3rd infraction- students will no longer be allowed to bring cell phone or other electronic devices to school.

**If there are reasons to believe that disruption to the school environment is occurring due to student use of electronics, teachers have the right to remove this privilege from students or a class if deemed necessary.*

Neither Stevenson Elementary School nor Russellville Independent Schools shall be held responsible for loss, theft, damage, or destruction of said devices brought on to school property, including buses.

SEARCH AND SEIZURE

Students have the right to be secure from unreasonable searches of their person and property. However, school authorities are authorized to search a student if they have reasonable suspicion that the search will reveal evidence that the student has violated or is violating this Code or a school rule or law. Also, school authorities may conduct general inspections of jointly held property on a regular basis. All searches will be conducted in accordance with Board policy.

PHYSICAL RESTRAINT/CORPORAL PUNISHMENT

Employees are authorized by law to physically restrain students as necessary for the following reasons: to protect themselves, students, or others from physical injury; to get possession of a

weapon or other dangerous object, or to protect property from serious harm. The Board does not permit use of corporal punishment as a disciplinary technique for student misbehavior. Corporal punishment shall refer to the deliberate infliction of physical pain on a student by any means.

REPORT TO LAW ENFORCEMENT OFFICIALS

Any employee of the Russellville Independent Board of Education who knows or has reasonable cause to believe that a student has been a victim of a violation of any felony offense, specified in KRS Chapter 508, committed by another student while on school premises, on school-sponsored transportation, or at a school-sponsored event, shall immediately make an oral or written report to the Principal of the school attended by the student victim. If, after investigation, the Principal determines the offense did, in fact, rise to the level of a felony offense under KRS Chapter 508, he/she shall, within forty-eight (48) hours of the original report, file a written report with the Superintendent and one of the following: local law enforcement, or the Kentucky State Police, or the County Attorney. The Principal shall also notify the parents, legal guardians, or other persons exercising custodial control or supervision of the student when the student is involved in an incident reportable under KRS Chapter 508. If the principal determines that the reported incident is not a violation of KRS Chapter 508, no reporting is required; however, the Principal may still take appropriate disciplinary actions.

Violations on school property or at a school-sponsored function requiring a report to law enforcement officials include:

1. Assault resulting in serious physical injury (first degree, second degree and third degree assault);
2. Assault under extreme emotional disturbance;
3. Kidnapping;
4. Assault involving the use of a weapon;
5. Possession of a firearm in violation of the law;
6. First degree and second degree terroristic threatening;
7. First degree stalking;
8. Possession of a controlled substance in violation of the law; or
9. Damage to school property.

In addition to violations of this Code, student may also be charged with criminal violations.

WEAPONS

Students are NEVER allowed to bring a weapon to school. The board urges parents and other citizens to make sure that students do not have inappropriate access to weapons.

Both Board policy and the law prohibit the carrying, bringing, using, or possessing of any weapon or dangerous instrument in any school building or school grounds, in any school vehicle or at any school-sponsored activity. Except for authorized law enforcement officials, the Board

specifically prohibits the carrying of concealed weapons on school property.

When a student violates the prohibition on weapons, the Principal shall immediately make a report to the Superintendent, who shall determine if charges for expulsion are to be brought before the Board. Unless the Board chooses to consider charges on a case-by-case basis, the penalty for students bringing a firearm or other deadly weapon, destructive device, or booby trap device to school or onto the school campus/property under jurisdiction of the District shall be expulsion for a minimum of twelve (12) months. Gun-Free Schools Act of 1994 and KRS 158.150.

District employees must also report to law enforcement officials if they know or have reasonable cause to believe that conduct has occurred that constitutes the carrying, possession, or use of a deadly weapon on the school premises, on a school bus, or at a school-sponsored or sanctioned event.

SUSPENSION, EXPULSION, AND DUE PROCESS

For certain violations, administrators, such as the Superintendent and Principal, may remove(suspend)a student from school for up to ten (10) days per incident. Unless immediate suspension is necessary to protect persons or property or to avoid disruption of the educational process, students shall not be suspended until they have been given due process (required by law). Due process must be given before educational benefits are taken away and shall include:

1. Oral or written notice of the charge(s) against them;
2. An explanation of the evidence, if the student denies the charge(s);
3. An opportunity to present their own version of the facts concerning the charge(s).

A report of the suspension shall be made in writing to the Superintendent and to the parent/guardian of the student being suspended.

Suspension of primary school students shall be considered only in exceptional cases where there are safety issues for the child or others.

Following legally required due process, the Board may expel any pupil from the regular school setting for misconduct as defined by law for periods longer than ten (10) days. In cases of expulsion, provision of educational services will be required unless the Board determines, on the record and supported by clear and convincing evidence that the expelled student poses a threat to the safety of other students or school staff and cannot be placed in a state-funded agency program. Action to expel a pupil shall not be taken until the parent/guardian of the pupil has had an opportunity for a hearing before the Board.

Regulations for exceptional children (special education) will be followed by school personnel.

CONDUCT AND DISCIPLINE ON BUS

The privilege of students to ride school buses is contingent on their good behavior and observance of the following rules and regulations.

- **Parent Responsibility** - Each parent has the ultimate responsibility for ensuring the good deportment of his/her child who rides on the school bus to and from school.
- **Principal Responsibility** - Each principal has the chief responsibility for enforcing consequences which will promote the safe transportation of all students.
- **Reporting or Violations** -The bus driver shall promptly report violations of district transportation guidelines to the principal.
- **Withholding of Riding Privileges** - The principal and/or transportation director is authorized to withhold riding privileges in the case of habitual or serious conduct violations. The principal shall notify the parents in cases where bus riding privileges have been withheld.
- **Restitution of Damages** - The parent or guardians may be held responsible for restitution of any damages, beyond normal usage, inflicted by their child.
- **Student 's Responsibilities** Students shall conform to transportation rules and regulations prescribed under state statutes and under state and local regulations. Students shall obey the driver respectfully and promptly.
- **Students to Wait at Assigned Bus Stop** -Students shall wait at their assigned bus stop at least 10 feet off the traveled roadway and shall remain there until the driver has stopped the bus, opened the entrance door, and signaled the students to enter the bus. Students shall be on time (5 minutes prior to arrival); the bus cannot wait for those who are not on time. If a student must walk to meet the bus, he/she should walk facing the traffic.
- **Crossing on Driver's Signal** - When students must cross the roadway to enter the bus or cross the roadway when leaving the bus, they shall not cross until signaled to do so by the bus driver. For safety reasons, students must cross in front of the bus approximately ten (10) feet in front of the bus so that the bus driver may see them.
- **Seating** - When students enter the bus, they shall proceed directly to their assigned seat and shall remain seated until the bus has come to a complete stop before leaving their seats to get off the bus. Students shall change from their assigned seat unless authorized by the bus driver. For safety reasons, students shall not extend their arms, legs, or heads out of the bus window at any time.
- **Student Noise** - Students shall not create noise on the bus to the extent that it might interfere with the driver's ability to communicate with other passengers on the bus.
- **Littering/Spitting** - Students shall not throw paper or rubbish on the bus floor. Student shall clean their feet before entering the bus. Students shall not spit on the bus.
- **Alcohol/Tobacco/Drugs** Students are not permitted to use or possess any type of alcohol, tobacco products, or illegal drugs on the bus.
- **Profane/Indecent Language** - Students shall refrain from using profane or indecent language on the bus.
- **Bringing Items on the Bus** - Students are not permitted to bring items on the bus that may frighten other students. No live animals are permitted. Items required for class projects must have prior approval from the driver and be in a closed, covered container.

Explosives, firearms, weapons of any type are not allowed on school property. This includes the school bus. Balloons (any type or size) are not allowed on the bus. Also, students shall not bring item(s) on the bus that may block any of the exits including the aisles. Items must be small enough to be held in the lap of the student.

- **Riding** - A student shall ride the bus to which he/she is assigned to and from school each day. A student shall only be let off at their designated spot unless written permission is granted by the school principal.

RETALIATION

Retaliation against a person reporting a violation of the Russellville Independent Schools Code of Conduct is strictly prohibited.

STUDENT RECORDS

Records containing student information shall be made available to the parent of the student, guardian, or eligible student on written request. Eligible students include those 18 years of age or older or those enrolled in a post-secondary school program.

For information concerning access or corrections to student records, contact the Principal or the Director of Pupil Personnel at the Central Office address and the telephone number listed on the front cover.

GRIEVANCES

Students and parents wishing to express an educational concern or grievance shall observe the following order of appeal:

1. Teacher
2. Principal
3. School council (where appropriate)
4. Superintendent
5. Board

Information on filing a formal complaint or grievance is available at each school and at the central office.

DISTRIBUTION AND ORIENTATION

Each school will distribute a copy of the Code of Acceptable Behavior and Discipline to each student, parent, teacher, and administrator, including those who enroll after the beginning of the school year. Students should have an orientation during the first week of school. School staff will discuss its contents with students in a timely and age-appropriate manner. In addition, each school will reference the Code in the school's handbook. On request, the Principal shall provide assistance for non-English speaking, blind, deaf, or non-reading students and parents so they can have access to the information contained in this code.

NOTIFICATION OF PPRA RIGHTS

The Protection of Pupil Rights Amendment (PPRA) affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)–
 1. Political affiliations or beliefs of the student or student’s parent;
 2. Mental or psychological problems of the student or student’s family;
 3. Sex, behavior, or attitudes;
 4. Illegal, anti-social, self-incriminating, or demeaning behavior;
 5. Critical appraisals of others with whom respondents have close family relationships;
 6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
 7. Religious practices, affiliations, or beliefs of the student or parents; or
 8. Income, other than as required by law to determine program eligibility.

- *Receive notice and an opportunity to opt a student out of –*
 1. Any other protected information survey, regardless of funding;
 2. Any nonemergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
 3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

- *Inspect, upon request and before administration or use–*
 1. Protected information surveys of students;
 2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 3. Instructional material used as part of the educational curriculum

These rights transfer to from the parents to a student who is 18 years old or an emancipated minor under State law.

The Russellville Independent School District has adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Russellville Independent Schools will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Russellville Independent Schools will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific

activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. The Russellville Independent School District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by.
- Any nonemergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

**Family Policy Compliance Office U.S.
Department of Education 400 Maryland
Avenue, SW Washington, D.C. 20202-
4605**

NOTIFICATION OF FERPA RIGHTS

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. These rights are:

1. The right to inspect and review the student’s education records within 45 days of the day the School receives a request for access.

Parents Or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA.

Parents or eligible students who wish to ask the School to amend a record should write the School principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record

as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to privacy of personally identifiable information in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. 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 outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, auditor, medical consultant, or therapist); a parent or student serving on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks.

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.

Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

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

DIRECTORY INFORMATION

In accordance with KRS160.725, an educational institution may publish and release the general public directory information relating to a student. An educational institution shall give public notice of the categories of directory information that it has designated as directory information with respect to each student in attendance and shall allow a reasonable time (30 days) after the notice has been given for a parent of an eligible student to inform the institution that any or all the information designated should not be released without prior consent. The directory information for Russellville Independent Schools will be as follows:

- Name
- Educational Program
- Information necessary for participation in Athletic Events or other Extracurricular Events
- Address
- Grade or Year in School

No other information will be given without the consent of the student and/or the parent/guardian.

WHERE TO CALL FOR HELP

District School Personnel • 355 S Summer Street • Russellville, KY 42276 Phone: 270.726.8405 •
Fax: 270.726.4036

Bart Flener, Superintendent bart.flener@russellville.kyschools.us

Dr. Steven Moats Ed.D., Chief Academic Officer steven.moats@russellville.kyschools.us

Linda Shelton, Director of Exceptional Children linda.shelton@russellville.kyschools.us

Kim McDaniel, Director of Pupil Personnel kim.mcdaniel@russellville.kyschools.us

John Myers, Title IX/Transportation john.myers@russellville.kyschools.us

DRESS CODE POLICY

To help create the best learning environment for elementary students, the following standards for student dress must be observed:

1. Pants must not sag below the waist. Belts should be worn if needed. Jeans/pants may not have rips above the knee that expose skin. Tights may be worn under jeans.
2. Shirts, blouses, and dresses must completely cover the abdomen, back and shoulders. Sleeveless shirts must have a strap at least 3 inches in diameter. No spaghetti strap shirts are permitted. Shirts or tops must cover the waistband of pants, shorts or skirts with no midriff visible. To reduce question, only Bermuda style shorts (to the knee) will be allowed. Leggings may be worn with a long top that comes to mid-thigh. No pajamas unless designated by teacher or principal for special days. (Polar Express Day)
3. Head apparel, except for religious or medical reasons, must not be worn inside the school building except on designated days.
4. Footwear is required and must be safe, correctly sized and appropriate for indoor or outdoor physical activity. **Flip-flops are strongly discouraged and will not be replaced by FRC.** No house shoes.
5. Clothing accessories may not display offensive, vulgar language or images and must not

advertise products which students may not legally purchase.

6. No jewelry will be allowed that could be dangerous to self or others.

These guidelines will apply to all student volunteers who visit the school. Any student volunteer who arrives at the school inappropriately dressed will be asked to either correct the concern or return to their school or origin.

The school administration reserves the right to determine whether the student's attire is within the limits of decency and modesty. The principal may allow exceptions for school-wide programs or special classroom activities. The teachers and the principal will administer consequences for policy infractions as follows:

- **First Offense**—Teacher will discuss dress code infraction with the student, send student to office, or will contact parent(s) for a change of clothes. Parent will be notified and infraction will be documented.
- **Second Offense** – Teacher will discuss dress code infraction with the student, send student to office, or will contact parent(s) for a change of clothes. Principal will talk with parent(s) and send a copy of the dress code policy. Infraction, will be documented.
- **Third and Future Offenses** – Consequences will be administered by the principal in accordance with the school wide discipline plan.

Teachers will monitor dress code daily and will send any student who does not comply to the Family Resource Center to obtain a white T-shirt to cover any shirts, blouses, or dresses that do not meet code. These white T-shirts **should be laundered and returned to the Family Resource Center.** Should the proper size white T-shirt not be available, the parent will be contacted to bring a change of clothing to the school for the student.

OTHER

There are certain other acts of misbehavior or violations of school regulations that are not included in the handbook. In such instances, disciplinary action will be at the discretion of the teacher and/or principal. In order to keep parents informed about the behavior of their children, disciplinary referrals will be mailed home when extreme and/or unusual acts of misconduct occur or after several minor violations.

DISCIPLINE POLICY

SCHOOL EXPECTATIONS

Stevenson Elementary students will adhere to the following:

1. Follow directions
2. When the teacher/designee talks, you listen
3. Keep hands, feet, and objects to yourself
4. Use “whisper voices” when directed by the teacher
5. Respect others (bullying is not acceptable)
6. Walk in the building at all times

7. Use appropriate manners at all times, including off-campus functions (such as field trips, sports events, etc.)
8. Use appropriate language at school (avoid foul language)

PLAYGROUND EXPECTATIONS

Stevenson Elementary Students will adhere to the following:

1. Stay inside the play area
2. Play safely at all times
3. Line up when asked by adult supervising
4. Use equipment properly
5. Dispose of trash properly
6. Eat and/or drink in the designated area or at a picnic table. What's on the ground, stays on the ground.
7. Use appropriate language
8. Be respectful to all (bullying is not acceptable)

CAFETERIA EXPECTATIONS

Stevenson Elementary students will adhere to the following:

1. Stay in their seats unless permission is granted
2. Use appropriate table manners
3. Be respectful to all (bullying is not acceptable)
4. Raise their hands if they need attention
5. Use a "Level 2" voice level with those around them
6. Take all trash when they empty tray
7. Leave the floor under the table clean
8. Walk at all times
9. Use appropriate language
10. All expectations for cafeteria apply when students have guests
11. Students may select 1-2 friends to join them when they have a guest
12. No pictures to be taken in the cafeteria, by students or adults, due to confidentiality

HALL EXPECTATIONS

Stevenson Elementary students will adhere to the following:

1. Keep hands, feet, and objects to self
2. Respect displayed work and art
3. WALK in the hallway on the right side
4. Stay with your group, and in no more than two lines
5. Use whisper voices while waiting – "Level 0" while walking
6. Use appropriate language
7. Be respectful to all (bullying is not acceptable)

BATHROOM EXPECTATIONS

Stevenson Elementary students will adhere to the following:

1. WALK at all times
2. Whisper voices only
3. Remember to use your manners
4. ALWAYS flush
5. Always wash your hands
6. Throw used paper towels in trash can
7. Use appropriate language (bullying is not acceptable)
8. Be Respectful of our environment and artwork

BUS RIDER EXPECTATIONS

Stevenson Elementary students will adhere to the following:

1. Stay seated until bus arrives at your stop
2. Keep head, arms, hands, feet, legs and belongings inside the bus and out of the aisle
3. Use “whisper” voice when riding the bus
4. Follow the rules and expectations of your bus driver
5. Use appropriate language
6. Respect the property of the bus and take care of the bus
7. Behave properly at the bus stop

CONSEQUENCES

- **First infraction** –Warning
- **Second infraction** – Conference with student
- **Third infraction** – A note is delivered to the home, signed and returned to school the next day, or a phone call is made to the parent.
- **Fourth infraction** –Student is sent to the principal’s, assistant principal’s or designee’s office. Options will include but are not limited to the following: (1) in school isolation; (2) after school detention; (3) suspension.

***** The severity of the behavior will determine the consequence. Consequences implemented will be determined by prior disciplinary records.***

BULLYING POLICY

In order to effectively participate in the democratic process as adults, students must learn to respect the rights of others and to interact with them in a civil manner. Bullying is defined as verbal or physical threat with intent to potentially harm or intimidate another student. All Stevenson Elementary students have a right to feel respected and safe while at school. The Board of Education considers bullying to be an extremely serious offense that will be

three (3) unexcused tardies is a truant. Any child who has 6 or more unexcused absences or tardies is considered habitually truant.

ATTENDANCE

Students may be excused for the following reasons:

1. Personal illness/Doctor or Dentist appointment
2. Family illness (The family unit shall be composed of mother, father, sister, brother, and grandparents.)
3. Death in family
4. Head Lice – (maximum of 4 TOTAL days excused) no requirement of being checked by health department but checked on reentry by school nurse or other designated employee.
5. Court or summons or citation
6. Other emergencies approved by the principal

Students may not be excused for trips (not arrange at least one week in advance) by completing the Educational Enhancement (EHO) form.

ADDITIONAL INFORMATION REGARDING ATTENDANCE

1. When a student is absent from school, it is the responsibility of the parent/guardian to contact the school and provide written documentation to the attendance clerk in the front office for the absence to be excused. Limit of three (3) parent notes per school semester. A student who has three (3) or more unexcused absences must bring in a signed physician's statement.
2. No postdated excuses will be accepted. They must be turned in within three (3) days of returning to school.
3. Three (3) or more unexcused absences or tardies will receive a letter from the school.
4. Five (5) days of consecutive absences require a physician/doctor statement to be excused.
5. The Family Resource Center (FRYSC) will make a home visit at four (4) unexcused absences. The purpose to see if assistance can be provided to break down barriers that are causing poor attendance. 6. The Director of Pupil Personnel (DPP) will make a home visit at five (5) unexcused absences and give final notice. With six (6) or more unexcused absences, the DPP may refer the parent/guardian to the court system.

MAKE-UP WORK

Students having excused or prearranged absences (acceptably documented) shall be allowed to makeup work. **It is the student's and parent/guardian's responsibility to contact the teacher concerning make-up work.** For every day, the student has an excused absence, he/she will receive the same amount of time to complete make-up work. Students placed on home suspension may be required to make up any work missed at the teacher's discretion. Projects or homework assigned prior to suspension shall be accepted for credit. Students shall be

responsible for submitting assignments due during the time of suspension. Long-term projects assigned during the suspension and due at a later date shall be accepted.

CHECK-OUT PROCEDURE

Students are expected to arrive at school on time and stay the entire day. **No student is permitted to leave school without checking the student out from the office. Any student who leaves the school grounds without permission from the principal or the principal's designee shall be subject to appropriate disciplinary action. Parents must obtain permission and sign students out at the front office.** All persons who may check a child out from school must have their name and identifying information listed on the child's emergency procedure card. Identification may be requested at the office when checking out the child. It is the responsibility of the parent to keep the emergency procedure card updated. **For the safety of your child, no one other than those listed will be allowed to check out your child from school. Phone calls to add or change names on the emergency card will not be accepted. All changes must be made in person.**

In the event a student becomes ill, the parent/guardian will be notified. **Students must be sent to the nurse for student to be excused if picked up by parent.**

ATTENDANCE INCENTIVE

All students having perfect attendance for the entire year will be recognized at an awards program and will be presented a certificate for their achievement.

SNOW DAY PROCEDURE

When school must be closed for inclement weather, announcement of closure will be made on WRUS or WBVR radio stations prior to 7:00a.m. If school is in session and it begins snowing, the Russellville School System does not dismiss early; however, parents may go to their child's school, follow the sign-out procedure in the principal's office and take their child/children home.

STUDENT PROGRESS

REPORTING OF STUDENT PROGRESS

Parents who wish to have their child's report card mailed home rather than having the child bring home the report card on his own, may send four (4) self-addressed stamped envelopes to the child's teacher.

GRADING TERMS FOR THE 2017-2018 SCHOOL YEAR

Primary School

1. Primary School Progress Reports are sent home four times each year (every nine weeks). Parents Are asked to sign the report and return it to school within three (3) days after

monitoring of homework assignments.

The policy does not apply to students receiving homebound instruction or to whom individualized Education Plans require the homework be addressed on an individual basis.

All teachers are responsible to do the following:

- A. In an age-appropriate manner, ensure students understand this policy.
- B. Make sure that students understand any individual classroom homework standards.
- C. Assign homework as deemed appropriate that is designed to support instructional goal and that does one or more of the following:
 - Reinforces class instruction and skills that have been taught by transferring and extending classroom instruction.
 - Increases understanding and retention.
 - Prepares for class discussion.
 - Provides opportunities for curriculum enrichment and real-world applications
- D. May assign appropriate amounts of homework per week which may vary depending on the subject matter and student's needs.
- E. Make an effort to correlate the amount of homework given with other teachers so as not to overload students on any given night, keeping in mind the "rule of thumb" of assigning students a total nightly amount of homework which will consume an amount of time of less than 20 minutes for primary students and 20-40 minutes for 4th – 5th grade (not to include reading practice).
- F. Allow students choice within homework assignments whenever possible.
- G. Return collected homework in a timely manner and provide instructional follow-up and feedback that focuses on content and performance standards.
- H. Ensure that students understand and can explain not only homework directions but also the purpose of any given homework assignment and its relationship to classroom instruction.
- I. Keep accurate records of homework assignments.
- J. Follow up on any parent or student request for assistance with homework assignments.
- K. Inform students, parents and administration, respectively, of missing and/or incomplete assignments. (Inform students on the first 31 day; parents on the second day; if necessary, administration on the third day.)

The administrator will ensure the following:

- A. All teachers, parents, and students receive a copy of this policy at the beginning of each year.
- B. Ensure that homework is not used as a punishment or reward.

Students are responsible for completing and turning in homework and, with support from their parents, will be encouraged to adhere to the following:

- A. Write down assignments and due dates in agenda, ask questions and select necessary

books and supplies before leaving school.

- B. Keep homework in the same place at home each day and take books and materials directly to that study area.
- C. Plan the best time to complete work.
- D. Complete work so that it is neat and legible

Parents will be urged to actively involve themselves with their children's schoolwork by doing the following:

- A. Showing interest with questions and comments on the schoolwork children bring home.
- B. Providing a suitable place to study that is free from disturbances and supplying needed materials for completing homework.
- C. Prompting and offering to clarify instructions and answer questions.
- D. Assisting their child with time management. e
- E. Checking to see that work is complete.
- F. Encouraging children to do their best work and praising a job well done including rewarding children in appropriate ways for completed work.
- G. Staying in close communication with teachers.

Stevenson Elementary School

2017-2018 Site-Based Decision Making Council Members

ADMINISTRATORS

Robin Cornelius – Principal/Chairman

PARENT MEMBERS

Ashley Collier & Amanda Wilson

TEACHER MEMBERS

Morgan Basham, Nicole Pedigo, & Kelsey Sullivan

SBDM COUNCIL/ELECTION POLICY

Annual elections shall be conducted prior to May1 for the purpose of forming a school council composed of two (2) parents, three (3) teachers, and the principal or administrator. The membership of the council maybe increased, but it may only be increased proportionately. The principal shall be the chair of the school council.

TEACHER REPRESENTATIVES

The teacher representatives shall be elected for one (1) year term. Teachers must be elected by a majority of teachers in an election conducted by teachers. KRS 160.345 gives a definition of

teacher that excludes principals, assistant principals or head teachers. Only teachers may vote in teacher elections. A teacher elected to a school council shall not be involuntarily transferred during his or her term of office.

PARENT REPRESENTATIVES

The parent representatives shall be elected for one (1) year term. The legal definition of parent allows biological parents, stepparents, foster parents or persons who have court ordered legal custody to be nominated or to vote. Parent council members cannot be employed in or be related to someone who is employed in the school or in the district administrative office. "Relative" as used in this section should have the same definition found in KRS 160.180 and KRS 160.380 that applies to school boards. This means that a parent who is a father, mother, brother, sister, husband, wife, son, daughter, aunt, uncle, son-in-law or daughter-in-law of someone who works at the school or administrative office cannot be a parent council member. The parent members shall be elected by the parents of students preregistered to attend the school during the term of office in an election conducted by the parent and teacher organization of the school or, if none exists, the largest organization of parents formed for this purpose.

MINORITY REPRESENTATIVE

School councils in school having eight percent (8%) or more minority students enrolled, as determined by the enrollment on the preceding October 1, shall have a least one (1) minority members. If the council formed under directions in numbers one and two above does not have a minority member, the principal, in a timely manner shall be responsible for carrying out the following:

- Organizing a special election to elect an additional member. The Principal shall call for nominations and shall notify the parents of the students of the date, time and location of the election to elect a minority parents to the council by ballot; and
- Allowing the teachers in the building to select one (1) minority teacher to serve as a teacher member on the council. If there are no minority teachers who are members of the faculty, an additional teacher member shall be elected by a majority of all teachers. Term limitations shall not apply for a minority teacher member who is the only minority on the faculty.

MISCELLANEOUS

SES PARENT-TEACHER ORGANIZATION

- The PTO will consist of 3 parents, 2 teacher representatives
- The purpose of the PTO is to strengthen the relationship between home and school, so that parents and teachers may cooperate for the success in the education of children at our school.

FAMILY RESOURCE CENTER (FRC)

The Stevenson Elementary (FRC) has many services available to all Stevenson Elementary students and their families. These services include but are not limited to referral to licensed and certified child care services for children; referral to parenting classes and support groups; checkout of printed materials, books and video for the enhancement of parenting skills; referral to health services & community based services; Back-to-School Bash & other community awareness activities; emergency assistance; assistance with basic needs; and summer activities through collaboration with the Logan County Public Library. The Center also handles the necessary paperwork for all volunteers at Stevenson Elementary.

AUXILIARY PROGRAMS

In an effort to meet the changing needs and interests of our students, auxiliary or extracurricular activities are encouraged at Stevenson. Research suggests positive association between participation in extracurricular activities and student achievement. We believe that the auxiliary programs held before or after school hours should be on a voluntary basis for students. Therefore, transportation from our auxiliary programs is the responsibilities of the parent or guardian.

Auxiliary Programs offered at Stevenson Elementary may include:

- Jump Rope Team
- Technology Club (STLP)
- Yearbook
- Academic Team
- Archery Team

VOLUNTEERS

The Russellville Independent Board of Education endorses the concept of volunteerism in the schools. Due to new legislation designed to protect and ensure the safety of all students, mandated security procedures will be implemented this year. All parents who accompany students on field trips act as chaperones on buses or volunteers in the school building will need to complete the paperwork for a criminal background check. The criminal records request form can be obtained from the Family Resource Center (FRC) or Central Office. A ten-dollar (10) fee is required to process the background checks. Parents will not be allowed to serve as chaperones or volunteer until they are cleared by the school Principal and Board office. All volunteers/chaperones are required to sign in and out through the front office where they will receive a Visitor's badge. Volunteers and chaperones are not permitted to bring additional children on the school bus during the field trips. Volunteers using school computers will be required to sign the district's acceptable use policy.

WHERE TO CALL FOR HELP

Board of Education • 355 S. Summer St. • Russellville, KY 42276 Phone – (270) 726-8405 • Fax
– (270) 726-4036

STUDENT ENROLLMENT AND HOMELESS/IMMIGRATION STATUS

Immigrant Status

The Principal/designee shall notify school staff that a student's right to enrollment does not depend on his/her or the parent/guardian's immigration status. School personnel should not engage in any practice that would inhibit or discourage an unauthorized alien student or any other student from attending.

Homeless Students

The term "homeless" shall refer to children and youths who lack a fixed, regular and adequate nighttime residence and includes those that are:

1. Sharing the housing of other persons due to loss of housing, economic hardship or a similar reason;
2. Living in motels, hotels, trailer parks or camping grounds due to the lack of alternative adequate accommodations;
3. Living in emergency or transitional shelters;
4. Abandoned in hospitals;
5. Awaiting foster care placement;
6. Residing in 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;
7. Living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations or similar settings; and/or 8. Migratory children who are living in the previously described circumstances.

Guidelines for Enrollment

1. In general, only minimal information, such as name and age, can be required to enroll any student in school.
2. Types of reliable proof of a student's identity bandage may include, but are not be limited to:
 - a. Passport
 - b. Military identification or immigration card
 - c. Baptismal certificate
 - d. Copy of the record of baptism that has been notarized or duly certified and reflects the date of the student's birth
 - e. Any religious record authorized by a religious official

- f. Recording of the student's name and birth in a family Bible or other religious text
 - g. Notarized statement from the parents or another relative or guardian as to the date of the student's birth
 - h. Prior school record indicating the date of the student's birth
 - i. Driver's license or learner's permit
 - j. Adoption record
 - k. Affidavit of identity and age
 - l. Any government document or court record reflecting the date of the student's birth
 - m. Oral proof when the native language of a parent or guardian is not a written language
3. A student's exact date of birth (month, day and year) is not required for initial enrollment.
 4. When a student is an unaccompanied homeless youth, appropriate staff of emergency shelters, transitional shelters, independent living programs and street outreach programs may offer proof of age and identity of a student for initial enrollment purposes.
 5. The District homeless student coordinator shall assist homeless students to obtain essential records that are not in existence so that enrollment shall not be delayed or denied.
 6. To the extent possible, the District homeless student coordinator shall attempt to provide required notices to non-English speaking parents via written language understandable to the general public and in the native language or other mode of communication of the parent with documentation of the attempt. If the native language of the parent is not a written language, the coordinator should take steps to ensure that the notice is translated orally or by other means so that the parent understands the content of the notice and that there is written evidence of the translation to the extent possible with documentation of the attempt.

SCHOOLWIDE PROGRAM REQUIREMENTS

NCLB, Title 1, Part A, Sections 1114 and 1119

Definition: A school with at least 40% low-income is eligible to plan and implement a schoolwide program (SWP). A schoolwide program must upgrade the entire educational program in the school in order to raise academic achievement for all students.

School Allocation: The district must allocate funds to school attendance areas identified as eligible and selected to participate in rank order based on the percent of low-income students.

Eligible Children: The school is not required to identify particular children. All children are to be provided the opportunity to meet the academic expectations.

R. E. STEVENSON SCHOOL PARENT INVOLVEMENT POLICY

R.E. Stevenson School agrees to implement the following statutory requirements:

- R. E. Stevenson School will jointly develop with parents, and distribute to, parents of participating children, a Parental Involvement Policy that the school and parents of participating children agree on.
- R. E. Stevenson School will notify parents about the Parental Involvement Policy in an understandable and uniform format and, to the extent practicable, will distribute this policy to parents in a language the parents can understand.
- R. E. Stevenson School will make the Parental Involvement Policy available to the local community.
- R. E. Stevenson will periodically update the Parental Involvement Policy to meet the changing needs of parents and the school.
- R. E. Stevenson School will adopt the school-parent compact as a component of its Parental Involvement Policy.
- R. E. Stevenson School Agrees to be governed by the following statutory definition of parental involvement, and carry out programs, activities and procedures in accordance with this definition: *Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring—*
 - *parents play an integral role in assisting their child’s learning;*
 - *parents are encouraged to be actively involved in their child’s education at school;*
 - *that parents are full partners in their child’s education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child;*
 - *the carrying out of other activities, such as those described in section 1118 of the ESEA.*

I. School Parental Policy Involvement

1. R. E. Stevenson School will take the following actions to involve parents in the joint development and joint agreement of its Parental Involvement Policy and its school wide plan, if applicable, in an organized, ongoing, and timely way under section 1118(b) of the ESEA:
 - a. Gather and disseminate to parents for review the following materials:
District wide
 - b. Parental Involvement Policy, the School’s Parental Involvement Policy, the school-parent compact. These materials will be disseminated to parents at regular Title 1 parent meetings, School Based Council meetings, and/or parent/teacher conferences.
 - c. Written and oral input from parents will be solicited through Title 1

parent meetings, School Based Council meetings, parent/teacher conferences, school newsletters, school website, Title 1 survey and/or other regular written communications with parents

2. R. E. Stevenson School will take the following actions to distribute to parents of participating children and the local community the Parent Involvement Policy:
 - a. The School Parental Involvement Policy will be available to parents at Title 1 parent meetings.
 - b. The policy will be posted on the school website.
3. R. E. Stevenson School will periodically update its Parental Involvement Policy to meet the changing needs of parents and the school through:
 - a. School Based Council meetings
 - b. Regular Title 1 meetings
 - c. P.T.O. meetings
 - d. Faculty/Staff school meetings

II. Policy Involvement

1. R. E. Stevenson School will convene an annual meeting to inform parents of the following:
 - *That R. E. Stevenson School participates in Title 1,*
 - *The requirement of Title 1*
 - *Meetings will be held at various and convenient times to encourage parents to attend. Parents will be notified about meetings through school memos, newsletters, the web page and/or email.*
2. R. E. Stevenson School will hold a flexible number of meetings at varying times, and may provide transportation, child care, and/or home visits, paid for with Title 1 funding as long as these services relate to parental involvement:

R. E. Stevenson School will provide information about Title 1 programs to parents of participating children in a timely manner through emails, memos, newsletters and the web page.

 - *To encourage parents to attend these meetings, the school will offer training to parents to improve student success and achievement. In situations that prevent parents from coming to the school for meetings, school personnel may make home visits or arrange to meet the parents at a mutually convenient time off campus.*
3. R. E. Stevenson School will provide information about Title 1 programs to parents of participating children in a timely manner through emails, memos, newsletters and the web page.

R. E. Stevenson School will provide parents of participating children with a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet through:

- *the annual Title 1 meeting*
 - *regular parent/teacher conferences*
 - *Title 1 meetings and Family Nights throughout the year*
- a. If requested by parents, R. E. Stevenson School will provide parents of participating children opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible:
- *through prearranged meetings with the Title 1 Coordinator*
 - *through meetings with the student's teacher which may include the Title1 Coordinator, the principal and other faculty/staff as appropriate*
- b. R. E. Stevenson School will submit to the district any parent comments if the school wide plan under section (1118) (b)(4) is not satisfactory to parents of participating children:
- *Parents may submit comments in writing regarding the school wide plan to their child's teacher, the Title 1 Coordinator, the principal or the appropriate department within the Russellville Independent School District.*

III. Shared Responsibilities for High Student Academic Achievement

1. R.E. Stevenson School will build the schools' and parents' capacity for strong parental involvement in order to ensure effective involvement of parents, and to support a partnership between the school, parents, and the community, to improve student academic achievement through the following activities described below:
 - *Back to School Ice Cream Social*
 - *Science and Math Nights*
 - *Cultures Around the World*
 - *Family Nights*
 - *Parent - Teacher Conferences*
 - *Read Across America*
2. R.E. Stevenson School will incorporate the school-parent compact as a component of its School Parental Involvement Policy:
 - *The school-parent compact will be a part of the School Parental Involvement Policy on the school's web page.*
 - *During regular parent/teacher/student conferences, the school-parent compact will be completed and signed by the teacher, the parent(s), and the student.*
 - *As needed, the school-parent compact will be sent to parents.*
 - *Progress reports will be sent home four times a year, report cards will be sent home four times a year.*
 - *Individual state testing and grade level benchmark testing results will be sent home annually.*

IV. Building Capacity for Involvement

1. R.E. Stevenson School will, with the assistance of the district, provide assistance to parents of children served by the school in understanding topics such as the following:
 - *the State's academic content standards,*
 - *Common Core Standards*
 - *the State and local academic assessments,*
 - *the requirements of Title 1,*
 - *how to monitor their child's progress*
 - *how to work with educators:*

Parents will receive training and necessary information on the topics above through:

 - *Annual Title 1 meetings, website links information*
2. As appropriate, R.E. Stevenson School will, with the assistance of the district, provide materials and training such as literacy training and using technology to help parents work with their children to improve their children's academic achievement and to foster parental involvement, by:
 - *Holding parent involvement workshops through FRYSC, Family Nights*
3. R.E. Stevenson School will, with the assistance of the district and parents, educate its teachers, pupil services personnel, principals and 40 other staff, in how to reach out to, communicate with, and work with parents as equal partners, in the value and utility of contributions of parents, and in how to implement and coordinate parent programs and build ties between parents and schools, by:
 - *Encouraging staff to attend parental involvement workshops and/or conferences*

V. Accessibility

1. R.E. Stevenson School will, to the extent feasible and appropriate, take the following actions to ensure that information related to the school and parent programs, meetings, and other activities, is sent to the parents of participating children in an understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in a language the parents can understand:
 - *Upon identification of parental need for information in another language or in another format, the school will take steps to ensure that the parent request is fulfilled.*

TITLE I STEVENSON ELEMENTARY SCHOOL FAMILY – SCHOOL LEARNING COMPACT

Effective schools are a result of families and school staff working together to ensure that children are successful in school. A learning compact is an agreement among groups that firmly unites them. This is an invitation to be involved in a partnership with your child's school.

PARENT/GUARDIAN AGREEMENT

- See that my child is punctual and attends school regularly;

- Discuss with my child the importance of working hard to get the most out of school;
- Encourage my child's efforts and be available for questions;
- Monitor my child's progress and supervise completion of homework;
- Talk to my child about the dangers of alcohol, drugs, and weapons;
- Support the school in its efforts to develop positive behavior and maintain proper discipline and encourage respect for authority;
- Find ways to give my child access to technology in school and after school to gain the necessary skills to succeed in school and in the workplace;
- Attend school events and conferences, and communicate with my child's teacher regularly;
- Be champions of the school, expressing our public support.

STUDENT AGREEMENT

It is important that I work to the best of my ability. Therefore, I shall strive to do the following:

- Attend school regularly, ready to learn with my homework completed;
- Use my free time wisely by reading for pleasure and by joining in cultural, recreational, volunteer and/or learning activities;
- Serve as a role model to my peers by honoring the school discipline codes and respecting authority and the rights of others;
- Learn to use computers to help me do well in school and share my knowledge with peers and family;
- Talk to my family about what I am learning and doing in school, my interests, and my plans for the future.
- Seek assistance from my teacher when I have problems with my school work;
- Try to do my best in my work and behavior believing I can and will learn.

STAFF AGREEMENT

It is important that students achieve. Therefore, we shall strive to do the following:

- Expect students to learn the basics and to reach their individual potentials;
- Provide high quality instruction in a supportive and nonthreatening environment conducive to learning;
- Assign homework that reinforces previous instruction;
- Provide varied learning opportunities and assistance to students who learn in different ways and progress at different rates;
- Make the use of technology a routine part of instruction to reinforce lessons and skills while enabling students to become technologically literate;
- Communicate with families frequently and seek ways to involve parent/guardians in the school program;
- Inform students, family and community about the high academic standards at our school and how they can help students learn to meet these standards;
- Make the school a friendly place for parents;

- Give families timely reports on student progress and on the school's overall performance;
- Provide guidance to parents on helping their children with homework and on learning at home;
- Demonstrate professional behavior and a positive attitude.

PRINCIPAL AGREEMENT

I support this form of parent involvement. Therefore, I shall strive to do the following:

- Provide an environment that allows for positive communication between the teacher, parent/guardian, and student;
- Encourage teachers to provide learning opportunities to meet the academic expectations;
- Encourage teachers to regularly provide homework assignments that will reinforce classroom instruction.

HAND IN HAND, WE WILL WORK TOGETHER TO CARRY OUT THE AGREEMENT OF THIS COMPACT.

STATEMENT OF ASSURANCE

PLEASE COMPLETE, SIGN, AND RETURN TO YOUR TEACHER

The students and parents are required to sign the statement and return to the homeroom teacher. (Students are required to follow the rules in this handbook even if the statement is not signed and returned.)

Student's Name: _____

Homeroom Teacher: _____

FOR PARENT OR GUARDIAN

By my signature below, I acknowledge that I have received a copy of the parent/student handbook of R.E. Stevenson Elementary School and that I read and explained the contents to my child. Additionally, I VERIFY that I have reviewed and discussed the Russellville Independent School District's Student Code of Acceptable Behavior and Discipline with my child.

Parent Signature: _____

Student Signature: _____
(Not required for Early Childhood Students through the 2nd Grade)

Date Signed: