**R. E. STEVENSON**

**ELEMENTARY SCHOOL**



**2023-2024 Student/Parent Handbook There is POWER in Learning**

**1000 North Main Street Russellville, KY 42276**

**270-726-8425**

# MISSION STATEMENT



**STEVENSON GUIDELINE FOR SUCCESS**

**At Stevenson Elementary, we believe in having**

**Responsibility, Ownership of my actions, Awesome attitude, and Respect for all.**

**INTRODUCING THE ADMINISTRATIVE TEAM**

**Amanda Collins, Principal**

Hello, my name is Amanda Collins. I am beginning my 21st year as an educator and my second year as principal. I am excited to see our returning students and all of our new first time students as well. It is my personal mission to build relationships with our students and help them become successful and productive citizens. I’m eager to meet and work with all of our families in order to continue building our school culture and community.

I am a firm believer in the following quote by James Conner, “No significant learning can occur without significant relationships.” It is a privilege to serve our staff, students, and families and I am excited for the future experiences we will share as a team! Know that my door is always open, and you may contact me at any time by phone or email. Let’s have a great year Panthers!

# Morgan Basham, Assistant Principal

I am so excited to continue my educational journey at Stevenson Elementary as I enter my 12th year as an educator, and my first as assistant principal. It has been a blessing to teach in the same classrooms and hallways that I walked as a child myself, and I am humbled to continue my journey as an administrator in my hometown. My goal is to continue to build upon the tradition that makes Russellville great by continuing to build relationships with students, staff, and the community.

I believe that every child has the right to an education and that it should be in the safest environment possible. My goal is to build relationships with students and teachers in order to continue to make Stevenson a great place to be and learn! I am here for you, so please feel free to reach out via email or telephone and we will work together to make this a great year!

# Justin Kirby, Dean of Students

Hello! My name is Justin Kirby and I am excited to be joining the staff at Stevenson Elementary School. I will be entering my 10th year in education with a variety of experiences in high school settings including Logan County High School, Williamson County Schools (TN), and Metro Nashville Public Schools. Being a Logan County Native I understand the rich tradition of Russellville Schools and hope to help continue that tradition and legacy.

My belief is that education should fit the needs of students towards the commitment that all students can learn at high levels. As the dean of students, I expect to be a positive role model for our students and to work collaboratively with staff and the community to ensure the success of our school and students. I am excited to begin this school year and am looking forward to meeting the students and families that make Stevenson great!

# Ashley Staggs, Guidance Counselor

My name is Ashley Staggs, and I am so happy to be able to work with the students, families, and staff here at Stevenson Elementary! I am entering my 12th year in education. In the past, I have taught special education classes, 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 believe meaningful relationships in the school environment are crucial for student success.

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 dive in deep this year in helping students develop a better understanding of their emotions and behavior. I also aim to help all students feel safe and cared for here at Stevenson. I am excited to get the year started because I know we are going to accomplish great things. Please contact me with any needs you have. I am here to help you!

Go Panthers!

**GENERAL INFORMATION**

**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 $15.00 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.

**SCHEDULE**

| **Stevenson Elementary School** |
| --- |
| **7:15 (K-5)** | **The building will open for early arrivers. All students report to the cafeteria or gym. Students may not be delivered to school prior to 7:15 am. There is no supervision provided until 7:15 am.** |
| **7:15-7:40** | **Breakfast (K-5)** |
| **7:15** | **Transition to classrooms** |
| **7:45** | **Homeroom-Instruction begins** |
| **3:00** | **School is dismissed (K-5)** |
| ***\*If your child will be eating breakfast, please have him/her at school no later than 7:30 am. Instruction begins at 7:45.*** |

**TEXTBOOKS**

All textbooks used at Stevenson Elementary are provided without cost to the students. Any textbooks or technology devices 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. Technology will be assessed by the district to determine the cost of replacement or repair.

 **VISITORS**

To ensure that the school personnel are aware of the presence of visitors, ALL visitors shall enter through the front doors and report IMMEDIATELY to the secretary upon entering the school to receive a visitor’s badge. ALL visitors will be asked to present a valid photo ID. 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 pending administrator approval. Should you want to meet with the teacher, please schedule a meeting date and time when the teacher is available. When visiting for assemblies or special events, visitor protocol still applies. You must still present a valid ID and wear a visitor’s badge.

**SCHOOL FOOD POLICIES/CAFETERIA POLICIES SCHOOL LUNCH AND BREAKFAST**

Stevenson Elementary will be a Community Eligibility Provisions school for the school year. There will be no charge to any student for Breakfast or Lunch Meals. The cost of an adult or additional meal is $4.85 for lunch and $3.00 for breakfast. All a la carte purchases require additional funds. Board policy states that staff charges and a la carte charges are not allowed.

Those individuals who 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 food. Administration reserves the right to inspect the contents of any package brought into the school for the safety of all students.

**CAFETERIA VISITORS**

Parents are invited to join their child for lunch. There are tables in the back of the cafeteria where parents may sit with their child/children. 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.

**CLASSROOM FOOD POLICIES**

Students may bring an **EMPTY** water bottle to school with them OR a **sealed bottle of water** to drink water during the day only if the classroom teacher approves. Teachers will also decide the appropriate times for having a bottle of water out on the desk as well as the appropriate times for refilling water bottles. Teachers may ask a student to wait for a better time to refill bottles.

**Students may not bring sugary drinks to school.**

Students may take unopened food from the cafeteria after breakfast or lunch so that they can have a snack at recess. These items may include unopened chips, carrots, or juice. Students will be responsible for throwing trash from these items in a garbage can.

Some teachers may allow students to bring a snack from home for recess or other events. These snacks will only be eaten at designated times and will not be eaten before lunch.

We do not allow birthday parties at school. If you would like to send in a special snack that day, please send it with students or drop it off at the front office.

**TRANSPORTATION**

**BUS POLICIES**

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. Ryan Davenport 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.
4. An adult must be home when children are being picked up and dropped off from the bus. If a parent or guardian misses the bus drop-off, the child must be brought back to school. Students who have missed drop-off or pick-up 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 the child or children will be expelled from the bus.

**CAR RIDERS**

All cars MUST have a car rider tag in order to pick up a student from the car rider line. If a car does not have a tag, they will be asked to leave the line, park their car, walk to the front door, and present ID in order to take the child home. Also please be sure to remain in the same lane once you have pulled in to pick up your child. We operate on a number system and line students up according to which lane you pull into.

Refer to page 12 for more specific information regarding student behavior on the bus.

**TRANSPORTATION CHANGES/REQUESTS**

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 1:00 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 boarded. Parents may not get their child off the bus except at the designated stop, listed on the bus form.

**MEDICATION**

**PRESCRIPTION MEDICATION**

If a child takes 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. A signed authorization form from the parent or guardian must be on file for all medications that will be taken during the school day. 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.

**EMERGENCY MEDICATION**

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.

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/CELL PHONE POLICIES SCHOOL/OFFICE/CLASSROOM PHONES**

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 – 3:00 except in the case of an emergency. Messages for the teacher will be taken and delivered during planning times. Parents are required to inform their children of transportation arrangements in the morning and a note must be sent with the student. There will be no interruptions unless an extreme emergency occurs during instruction.

**CELL PHONE USE**

If students bring a cell phone or other personal technology to school, 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 videos or conversations during school hours. 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 their 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.*

**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.**

 **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, tornado and lockdown drills will be held according to state regulations, and each room has a specific pattern of action to follow. Every student 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. A student that is responsible for pulling a fire alarm will receive one day out of school suspension.

**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.

**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 may be worn but, NO spaghetti strap shirts or dresses are permitted. Shirts or tops must cover the waistband of pants, shorts, or skirts with no midriff visible.**
3. **Shorts must be at least fingertip length and visible. This means no “oversized” shirts that completely cover shorts will be permitted.**
4. **Leggings may be worn with a long top that comes to mid-thigh.**
5. **No pajamas unless designated by the teacher or principal for special days (reward days).**
6. **Head apparel, except for religious or medical reasons, must not be worn inside the school building except on designated days.**
7. **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.**
8. **Clothing accessories may not display offensive, vulgar language or images and must not advertise products which students may not legally purchase.**
9. **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 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(s) 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 the parent(s) and send a copy of the dress code policy. In fraction, will be documented.**
	+ **Third and Future Offenses – Consequences will be administered by the principal in accordance with the school wide discipline plan.**

All dress code violations will be referred to the Family Resource Center and parents will be contacted as needed.

**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. Remain in the playground area at all times unless led by a teacher elsewhere.
2. Play safely at all times.
3. Line up when asked by adult supervising
4. Use equipment properly, and share with others.
5. Eat and/or drink in the designated area or at a picnic table and dispose of all trash.
6. Be respectful to all by using kind language and taking turns when playing.

**CAFETERIA EXPECTATIONS**

Stevenson Elementary students will adhere to the following:

1. Enter the cafeteria line at level 0.
2. Walk at all times.
3. When entering the serving line, make quick choices and be respectful to cafeteria staff.
4. When seated, talk at level 1 to those who are closest to you. We do not shout in the cafeteria.
5. Raise your hand if you need attention or help.
6. When leaving, clean up all trash and empty tray. Make sure the floor is clean where you were sitting.
7. Be kind and respectful to all adults and other students while socializing.

**HALL EXPECTATIONS**

Stevenson Elementary students will adhere to the following:

1. Keep hands, feet, and objects to self
2. Be respectful to classmates, teachers, and all wall displays.
3. WALK in the hallway on the right side in a single file line.
4. Level 0 at all times.

**BATHROOM EXPECTATIONS**

Stevenson Elementary students will adhere to the following:

1. Level 0 at all times.
2. Remember to use your manners and wait your turn.
3. ALWAYS go, flush, wash, and leave quickly. Bathroom time is not playtime.
4. Throw used paper towels in the trash can.

# SES SCHOOL-WIDE BEHAVIOR MANAGEMENT SYSTEM

**1st-5th Den System**

Our 1st through 5th grade students will be using a Den System this year to encourage positive behavior! Students will be “sorted” into one of 8 Panther Dens the first week of school. The Dens will become like a family for each student as the year goes on! Students will have the opportunity to eat lunch with their Panther Den, participate in monthly activities, sit together in the mornings in the gym plus much, much more! Students will receive individual points for positive behaviors and actions that will go to their Den point tracker.

Each Panther Den will compete for “Den Champions” at the end of the year, so whoever has the most points wins! There will also be a Den Team ROAR celebration every quarter.

We are so excited to restart this Den System with our students!

Den of **Persistence-** We Never Give UP!

Den of **Opportunity-** We Never Miss a Chance!

Den of **Worth-** We Know Our Value!

Den of **Excellence**- We Never Settle for Less! Den of **Resilience-** We Always Bounce Back! Den of **Fierceness-** We Won’t be Stopped! Den of **Unity-** We Will Never be Broken.

Den of **Loyalty-** We Always Have Your Back!

**Major and Minor Behavior Matrix**

Please take the time to review and discuss this matrix with your student. All staff members refer to this matrix in the event of a student discipline issue and adhere to this matrix at all times. Using this matrix helps keep responses to behaviors consistent throughout the school. This will also help keep communication consistent from school to home when behaviors are dealt with throughout the day.

**Stevenson Elementary - Major/Minor Behavior Matrix**

| **INFRACTION** | **SEVERITY** | **DEFINITION** | **ACTION** |
| --- | --- | --- | --- |
|   | Teacher Handled(First- teacher handlesSecond-Phone call home) | Office Referral(Third time for repeated minor behaviors)(Use referral folder system) | Immediate Admin call  |
| Inappropriate Language | Minor | Curse words or racial name-calling used as social language or communication within a peer group. |  X |    |   |
|   | Major | Curse words (in any language) used in a disrespectful context towards peers or adults, racial name calling used in a derogatory manner towards peers or adults, hand or mouth gestures suggestive of derogatory language, sexual gestures made with objects or food. |   X |   X |     |
| Physical Contact | Minor | Horseplay - pushing, shoving, grabbing, playing around, goofing off, touching, kicking, poking with pencil/scissors **without intent to harm**. | X |       |   |
|   | Major | Physical aggression with peers or adults, which may result in harm to self or others. Includes pinching, biting, punching, kicking, spitting, and hair pulling. |   |  X |   |
|  | Major | Leaving the classroom without permission, active fistfighting, running with intent to leave the building, and throwing furniture. |  | X | X |
| Defiance/Noncompliance | Minor | Intentional ignoring of teacher directives (including classwork), mumbling/backtalk/callouts, body language that is suggestive of noncompliance. Intentionally ignoring teacher directives means telling a teacher no, you can’t make me, refusal to comply, etc. |   X |     |   |
|   | Major | Threatening peers or adults, confrontational talking back, arguing, intentional refusal to cooperate with teacher directives. (Ongoing intentional refusal to cooperate with teacher directives). |   |   X |     |
| Disrespect | Minor | Student delivers low intensity, socially rude or dismissive messages to adults and students. (mumbling and/or back talk). |  X |    |   |
|   | Major | Student message is confrontational, talking back and being very argumentative. |   |  X |    |
| Disruption | Minor | Disruptive noises (w/mouth, excessive talking, pencil tapping, etc.), refusal to settle down, continual movement/out of seat. Affects the learning of the individual or small group. |   X |     |   |
|   | Major | Hindrance to the teaching and learning process, throwing objects, yelling out, ongoing minor disruptions. Affects the learning of the whole class. |   |    |   X  |
| Property Misuse | Minor | Damage to school property that can be cleaned/corrected by the student (i.e., writing in a book, locking bathroom stall doors) |  X |    |   |
| Property Misuse | Major | Damage to school property that can’t be clean/corrected by the student. (i.e., breaking equipment, permanent marker writing.\*\*If this is how student escalation begins, call immediately.  |   |  X  | X  |
| Theft/Forgery | Minor | Theft of classroom supplies (i.e., pencils, paper, crayons). Forgery of guardian signature. |  X |    |    |
|   | Major | Theft of staff/school belongings (wallet, electronics, etc.), removal of items from a teacher’s desk without permission, theft of item(s) from another student’s backpack, cubby, or desk. |     |   X  |     |
| Lying/Cheating | Minor  | Cheating on in-class work or assignments |  X |   |    |
| Harassment | Major  | Any knowing, inappropriate, unwanted touching or any unacceptable written or verbal comments, photos, gestures, or behaviors that are intended to harm, threaten, or intimidate (to include comments/attacks based on race, religion, gender, age, ethnic origin, disability and/or other personal matters). |    X |    X |    X |
| Bullying | Major | Bullying refers to any intentional act by a student or groups of students directed against another student to ridicule, humiliate, or intimidate the other student while on school grounds, or at a school sponsored activity, which acts are repeated against the same student over time.  |  X |  X |  X |
| Use/Possession of Drugs/Alcohol | Major  | Student is in possession of or is using drugs or alcohol on school grounds. Drugs may include: prescription drugs, herbal remedies, all illegal drugs, etc.   |   |   |  X |
| Use/Possession of Weapons | Major | Student is in possession of or is using weapons on school grounds. Weapons may include any of the following that may cause bodily harm or mental distress to school staff or peers: matches/lighters, fireworks, brass knuckles, slingshots, pocket or kitchen knives, plastic knives, or guns of any type.  |   |     |    X |
| Use/Possession of Tobacco | Major | Student is in possession of or is using tobacco on school grounds. |   |   |  X |
| Inappropriate Use of technology | Minor | Student not using technology in an appropriate manner. Not on correct site, changing background/computer settings, having phone/device out at inappropriate times, having device at school that isn’t registered. | X | X |  |
|  | Major | On inappropriate sites (pornographic, sexual in nature),any behaviors resulting in damage to technology equipment property, taking pictures of other students or faculty, any use of technology that documents inappropriate language/behaviors |  | X |  |

**Class Dojo**

We will continue using Class Dojo as a primary form of communication with all families. It is imperative that ALL parents are connected to their child’s teacher on Class Dojo either through the app or by phone/email. Teachers will provide parents the information on how to connect to Class Dojo. Any staff member who services your child will be able to give both positive and negative points based on the child’s behavior. Student’s points will be calculated weekly for smaller prices and quarterly for larger prices. We want to reward our students for their BEST effort in following our rules and procedures. The point system will operate as follows:

★ **Students will receive a Panther Prize each Friday if they have NO referrals (major or minor) and have received no more than 4 negative dojo points for the week.**

★ **At the end of the 9 weeks students who have NO major referrals and no more than 2 minors will be able to participate in the 9 weeks reward. These rewards will vary each 9 weeks and could consist of the following: color run, glow dance party, pizza party and movie, water slide and bubble celebration.**

★ **We will also have a big celebration at the end of the year for any student who has not received any major or minor referral for the entire year.**

★ **All students will earn positive dojo points daily. At the end of the week, their total number of points will be added to their overall Den points. Dens will compete twice a year for the highest amount of points. The Den with the highest points will win a party!**

**Referrals**

**Minors:**

Behaviors that are listed in the behavior matrix as minor will be listed on the minor referral sheet. Teachers will first use negative Dojo points as a way to prevent a student from receiving a minor referral. Once a student has received MORE THAN 2 negative dojo points from the SAME teacher in one day, they will receive a minor referral. A minor will result in a conference with admin, a lunch or recess detention, or an after school detention. If a student receives MORE than 2 minors in one day, it will become a major referral.

**Majors:**

If the behavior of the child is more severe and falls in the category of “major” according to the matrix, it will be an automatic major write-up. OR after a child receives their second minor in one day, the next offense will be a major. Majors will result in ISS time, detention, or suspension depending on the severity of the behavior.

**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 at SES. Guidelines for administering corporal punishment have been established by the Site-Based Decision Making Council.

**BUS RIDER EXPECTATIONS**

**Stevenson Elementary students will adhere to the following:**

1. **Stay seated until the bus arrives at your stop**
2. **Keep head, arms, hands, feet, legs and belongings inside the bus and out of the aisle.**
3. **Use a “whisper” voice when riding the bus and always use appropriate language.**
4. **Be respectful on the bus by keeping it clean and being kind to the bus driver.**
5. **Be kind to others and wait patiently at the bus stop. Horseplay and wrestling are forbidden.**



**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 investigated and dealt with in the appropriate manner.

1. **Students that are referred by office referrals for bullying will obtain the following:**
	* **1st Referral Referral written and sent to administration**

**Resolution: Counselor Conference**

* + **2nd Referral Referral written and sent to administration Resolution: Virtual Classroom/ISS and/or loss of privilege; Relocation; School Resource Officer (SRO)**
	+ **3rd Referral Referral written and sent to administration Resolution: In/out of school suspension; School Resource Officer (SRO)**
1. **Counselor will document all bullying incidents in office binder.**
2. **Counselor will facilitate grade level bullying seminars at least two times during the school year (Fall and Spring).**

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. All Stevenson Elementary students have a right to feel respected and safe while at school. The Board considers bullying/harassment to be an extremely serious offense that will be investigated and dealt with in the appropriate manner.

**ATTENDANCE REQUIREMENTS**

**TRUANCY**

Any pupil who has been absent from school without a valid excuse for three (3) days or has 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 arranged 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 post-dated 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.**

**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 an emergency we will accept a fax with a parent signature.**

In the event a student becomes ill, the parent/guardian will be notified. **Students must have seen the school nurse or have a doctor’s excuse in order for the student to be excused if picked up early from school by parent.**

**STUDENT PROGRESS**

**REPORTING OF STUDENT PROGRESS**

Report cards will be sent home at the end of each nine weeks grading period. If you have questions or need to speak with a teacher concerning your child, you may call the school or email your child’s teacher to set up an appointment for a conference.

**GRADING TERMS FOR THE 2023-2024 SCHOOL YEAR**

**Primary School, Grades K - 2**

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 the child receives it.**
2. **For students not exiting the primary program: A conference is held with the parent/guardian of the students who are not ready to exit the primary program. Every effort is made to include parents in the discussion of an additional year in primary school for a student; however, the school will make the final decision.**
3. **Evaluation is based on daily work, test and homework.**

**Intermediate Grades 3 – 5**

1. **Evaluation**
	1. **Grades are based on daily work, test scores, and other assessments.**

**b. Grading scale is: A = 90-100 B = 80-89 C = 70-79 D = 60-69 F = Below 59**

1. **Promotion/Retention**
	1. **Promotion/retention will be based on:**
		* **The student’s grades**
		* **Mastery of essential skills listed in the KY Common Core Standards;**
		* **Teacher’s evaluation**
	2. **Every effort is made to include parents in the decision of retaining a student; however, the school will make the final decision.**
2. **Academic Recognition Celebrations - PAW Awards**
	1. **The celebrations will be held every nine weeks.**
	2. **Kindergarten through second grade will receive the following: M= Mastery,**

**PM= Partial Mastery, and NP= Non-Mastery**

* 1. **Third, fourth, and fifth grades will receive the following letter grades: A (90-100), B (80-89), C (70-79), D (60-69), and F (59 and below).**

**SITE BASED DECISION MAKING COUNCIL POLICIES**



**SBDM COUNCIL/ELECTION POLICY**

Annual elections shall be conducted prior to May 1 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 may be 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, step-parents, 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 pre-registered 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 a school having eight percent (8%) or more minority students enrolled, as determined by the enrollment on the preceding October 1, shall have at least one (1) minority member.

**MISCELLANEOUS**

**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**

**Auxiliary Programs offered at Stevenson Elementary may include:**

* **Jump Rope Team**
* **Step Team**
* **Technology Club (STLP)**
* **Yearbook**
* **Academic Team**
* **Choir (4th-5th grade)**

**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.

**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 youth 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’ identity bandage may include, but are not limited to:**
	1. **Passport**
	2. **Military identification or immigration card**
	3. **Baptismal certificate**
	4. **Copy of the record of baptism that has been notarized or duly certified and reflects the date of the student’s birth**
	5. **Any religious record authorized by a religious official**
	6. **Recording of the student’s name and birth in a family Bible or other religious text**
	7. **Notarized statement from the parents or another relative or guardian as to the date of the student’s birth**
	8. **Prior school record indicating the date of the student’s birth**
	9. **Driver’s license or learner’s permit**
	10. **Adoption record**
	11. **Affidavit of identity and age**
	12. **Any government document or court record reflecting the date of the student’s birth**
	13. **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**

R. E. Stevenson Elementary accepts Title I funding. The following section explains what that means for our school.

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.***
1. **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:**

* + 1. **Gather and disseminate to parents for review the following materials:**

**District wide**

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

* + **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***
	+ **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***
	1. **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***
	1. **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***
1. **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 non-threatening 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.**

**Student’s Name: Date:**

**Homeroom Teacher: Date:**

**FOR PARENT OR GUARDIAN**

**The R. E. Stevenson Elementary School handbook can be accessed online on the Russellville Independent Schools website. If you would like a paper copy of the handbook, you may request one from the school.**

**By my signature below, I acknowledge that I have read 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: Date:**

**Student Signature: Date:**