



Russell Primary School
Student HandBook
2020-2021

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**Russell Independent School District
2020 - 2021 Calendar**

August 24Professional Development (Required for Teachers)
August 25Opening Day for Teachers
August 26First Day for Students
September 7.....No School – Labor Day
October 2-5.....No School – Fall Break
October 5.....No School-Professional Development
October 21.....First Grading Period Ends
November 2No School
November 3No School
November 25-27.....No School – Thanksgiving Holidays
November 25No School – Professional Development for Teachers
December 18Second Grading Period Ends
December 21 - Jan. 1..... No School – Christmas Holidays
January 4.....Classes Resume
January 18No School – Dr. Martin Luther King Jr. Day
February 12 - 15.....No School – Winter Break***
February 12No School-Professional Development
March 12Third Grading Period Ends
April 5 = 9No School – Spring Break***
May 26Last Day for Students
May 27Closing Day for Teachers

*****POTENTIAL MAKE UP DAYS*****



Dear Families of Russell Primary Students,

Welcome to Russell Primary School! This handbook was created to help you and your child understand the programs and procedures at RPS so they can have a positive school experience. Please read and review the contents of this handbook with your child so they will have a better understanding of what to expect at Russell Primary.

Positive and timely communication with the school is essential and we will do everything possible to keep you informed. Please sign up for your child's classroom teacher's REMIND as well as signing up for my REMIND. If you have a cell phone please send a text to 81010 and send this message: @hg994e. If you do not have a cell phone you can use any computer or tablet to join at <https://www.remind.com/join/hg994e>.

Our district webpage and school webpage are other great sources of finding out information. For our district's web page go to www.russellind.kyschools.us then use the schools tab and you will find the link to RPS. RPS also has a Facebook Page.

A collaborative partnership between the school and the home is crucial to making an exceptional educational experience for children. So together let us form a partnership to make this an exceptional year for your child by working together.

I am looking forward to a wonderful 2020-2021 school year and please know that at RPS we are working very hard to assure your child is safe, healthy, and happy.

Sincerely,
Lea Ann Crager
Principal

“Every Child, Every Day... Whatever It Takes!”

A NOTE FROM PTA

Dear Parents:

As we begin the 2020-2021 school year, we would like to take this opportunity to welcome each of you to Russell Primary School and invite you to join your P.T.A. We are looking forward to a wonderful school year full of many fun and educational activities for our children.

You will be receiving information about upcoming events on yellow paper. We encourage you to read all letters that come home with your child and look forward to you becoming involved in your P.T.A.

The P.T.A. meetings will be held four times per year in September, December, February, and April at 7:00 p.m., unless otherwise stated. The meetings will keep you informed about what is taking place not only with P.T.A., but also with our students and our school.

Our goal as P.T.A. officers are to have a strong, active organization. Your help is needed to make this happen. Please take the time to get involved with P.T.A. You will find that not only our students will benefit from your involvement, but you will benefit as well.

If you have any questions, suggestions, or comments please feel free to contact the officers.

Once again, welcome to R.P.S. Please come and help us to make this the most successful year in our history.

****Due to Covid-19 Restrictions we are currently on hold. More information will be released as restrictions are lifted.**

P.T.A. Officers

President..... Allison Kazee
Vice-President of Programs.....Lauren Bonzo
Vice-President of Membership..... Tiffany Pemberton
Vice-President of Ways & Means..... Alicia Griffith
Vice-President of Volunteers..... Katie Clark
Secretary..... Amanda Riffe
Treasurer..... Stacie Tate

****P.T.A. sponsored parties:**
*Halloween
*Valentine's Day

MISSION STATEMENT

Russell Primary School... We build the foundation for lifelong learning.

BELIEFS

We believe that home, community, parents, students and educators working together can create a positive school environment in which all learners can succeed.

We believe all children can learn challenging subject matter and skills through active learning which empowers their individual mastery.

Achievement occurs when the focus is on students and their performance, not just successful implementation of programs.

We believe all children can learn to accept responsibility for their academic progress and their own actions.

Continuous school improvement is not a lock-step process; it is driven by the uniqueness of each school and the ownership taken by the school community. There is one destination, but there are many roads to get there.

VISION STATEMENT

RUSSELL PRIMARY SCHOOL will:

- Provide instruction and learning opportunities that are **authentic, engaging, challenging** and that are focused on the **INDIVIDUAL NEEDS** of each child so that **EVERY STUDENT** in our school is successful.
- Have **high expectations** for academic excellence for ALL students.
- Show students we care by holding **ALL students accountable** for their actions.
- Establish a strong partnership between **home, school, and community** that focuses on the **success of ALL STUDENTS**.

MOTTO

Every Child, Every Day...Whatever It Takes!

SCHOOL HOURS

Building Opens	8:00 AM
Office Opens	8:30 AM
Students considered tardy	8:26 AM
School instructional day ends	3:25 AM

For those parents who need to get to work before 8:00, early morning supervision is available at no cost. Students who need to arrive before then may come to the cafeteria through the gym door for supervised care beginning at 7:30 AM. At 8:00, students will be dismissed to go to class or stay in the cafeteria for breakfast. **Every child who comes at this time will be expected to be on their best behavior. If a student misbehaves, he/she will not be allowed to come at this early time.**

Due to Covid-19, all students participating in school through the virtual model will be required to participate daily in class through a designated check in time with their child's teacher and/or turning in assignments for the day. Virtual work will be due by 9:00 pm each day. Teachers will be available throughout the day when they are not teaching students in the classroom to answer questions from virtual students. Questions asked past 5:00 p.m. will be answered the following day. Due to the nature of recording and uploading lessons, virtual student's instruction will run a day behind face to face students. We will have a teacher or teachers available through ESS to assist virtual students with questions from 5:00p.m. - 9:00p.m.

Parents/Guardians of virtual students should communicate with the attendance clerk and the student's teacher when the student is ill or has a family emergency etc. that would typically cause them to miss school so that the school make-up work policy can be followed and participation can still be given for the student.

ATTENDANCE POLICY

Students are required to attend school regularly and punctually.

Excellent attendance is a key factor in the success of students. The state of Kentucky requires students to be present in school for **1062 hours** per school year. Students are expected to be in school every day unless there is a **valid reason** to be absent.

Attendance events occur when a student is absent from school **for any reason at any time of the day.**

Students may accumulate no more than **six (6) attendance events** per year, without valid excuse.

Parents may write a note from home in order to excuse **an attendance event.**

If a student has produced the maximum of five (5) written excuses (any combination of medical and parent), covering the first five attendance events, a medical excuse is required for any subsequent attendance event.

When a student accumulates ***five (5) unexcused attendance events***, the Director of Pupil Personnel is required to deliver, in person or by certified letter, a ***Final Notice***. This letter explains that the student has reached a critical point with attendance and must not be absent without a valid excuse.

When a student continues to accumulate attendance events beyond the Final Notice, the Director of Pupil Personnel is required to proceed against the student/parent through the ***Greenup County Juvenile Court System***.

When a student accumulates more than ***ten (10) attendance events, whether excused or unexcused***, the following consequences ***may*** be incurred:

- i. Exclusion from activities considered extra or non-essential to the academic process.
- ii. Forfeiture of the driving privilege.

An excused attendance event is one for which work may be made-up such as:

1. death or severe illness in the student's immediate family;
2. illness of the student;
3. religious holidays or practices;
4. driver's test or permit appointments
5. doctor and dental appointments.
6. one (1) day for attendance at the Kentucky State Fair; or
7. other valid reasons as determined by the principal.

The parent/guardian shall notify the school stating the reason for the *attendance event*. Without prior notification, an attendance event shall be designated unexcused. ***Written excuses will not be accepted after three school days.***

Make up work shall be permitted for excused attendance events only and must be completed within the time specified by the principal. It is the student's responsibility to contact the teacher for make-up work.

Days missed due to suspension shall be considered unexcused attendance events for which a teacher ***may*** not grant credit.

If a student accumulates more than the allowable **(6) six unexcused attendance events** during a school year, an appeal may be made to the school's attendance committee. If the committee declares the attendance event excused, the work missed that was made up within the required time frame will be allowed for credit. No credit is allowed for any unexcused attendance event.

An appeal to the attendance committee must be made within three (3) days of the students' return to school after each attendance event beyond the six-day limit. Requests shall not be granted after the three-day limit has passed.

DOCTOR OR DENTAL APPOINTMENTS

If a student's absence is due to a medical or dental appointment then a note from the physician or dentist must be obtained by the student at the time of the visit. This note is then presented to the office upon the student's return to school. Doctor or dental notes confirming absences will not be accepted after three (3) days following the absence.

TARDIES

1. When a student is absent from school for a portion of the day that is less than 149 minutes, the student is considered tardy.
2. When a student accumulates tardies, adding up to more than 149 minutes, it will constitute an attendance event.

TARDINESS

A student must be at school or in class on time as not to disrupt class procedure. All students arriving at school after the bell has rung (8:25) must check in through the office and obtain a tardy slip in order to be admitted to class. Tardy is also being picked up early.

Tardiness caused by a student or parents' irresponsible action such as oversleeping, missing the bus, personal errand, or car related problem is unexcused. Some examples of excused tardies are emergencies, late buses, or accidents. Transportation is furnished by the school system; therefore any student choosing to ride with someone other than the school transportation is responsible for getting to school on time. The decision as to whether the tardiness is excusable is left to the discretion of the principal or designee.

CLASS TRUANCY

No student may leave the school premises or classroom without permission during regular school hours. Infraction of this policy may result in suspension and/or expulsion.

TRUANCY

Any student who has been absent from school without valid excuse or tardy to school three days or more is considered to be truant. If a pupil has been reported as truant three or more times he/she is considered a habitual truant. Truancy is an unexcused absence and no credit will be given for class work missed due to truancy.

Truancy will be reported to the Director of Pupil Personnel who may initiate a court referral.

A student is considered to be truant in the following cases:

1. Leaving school without checking out properly.
2. Absence from school without prior arrangement or valid excuse.
3. Arriving at school late without a valid excuse.

WHEN A STUDENT RETURNS TO SCHOOL

When a student returns to school following an absence, he/she will bring a written excuse from a parent, guardian, or doctor giving the pupil's full name, date, day(s) absent, and the reason for the absence(s) to the teacher.

PRE-ARRANGED ABSENCES

Pre-arranged absences should be made when necessary for a student to be absent from school for reasons other than illness. Pre-arranged absences are arranged through the front office. An example of a situation that should be pre-arranged is the necessity to accompany parents on out of town trips.

Pre-arranged absences must be made no less than three (3) days prior to the student's absence. This will allow the teacher(s) time to determine assignments and the date they are due (either before the student is absent or after the student returns).

To pre-arrange an absence, the student must bring a note from their parent/guardian stating the reason for the absence. This note is to be given to the front office. If a pre-arranged absence poses a potential attendance policy violation, parents will be notified. Pre-arranging an absence does not automatically excuse the absence.

ASSESSMENT AND CURRICULUM

We use many resources for the curriculum at Russell Primary School. Some of the resources are: Russell Primary Curriculum Maps, The Kentucky Combined Curriculum, which incorporates Kentucky Core Content and Program of Studies, Kentucky Common Core Standards, and Russell Independent Curriculum Alignment..

In the primary program, we use flexible grouping in our classrooms. This means that your child may work with two or more teachers for instruction. These groups will change throughout the year. The groups may be based on needs, problem solving, interest, cooperative learning, subject areas, literature choices, student choice, or teacher choice. We can better meet the needs of the students when we can group and regroup with another teacher. Continuous progress for each and every child is the core concept of the primary program. This means that students will progress through the primary program at their own rate without comparison to the rates of others or consideration of the number of years in school. We will be using multi-ability and multi-age groupings to address student's needs in order for them to have continuous progress.

PARENT / TEACHER COMMUNICATION

There are many times throughout a school year when communication between teachers and parents is necessary. Much of this can be accomplished through notes delivered via the student. Please see that your child develops habits of delivering all communication sent to either destination.

Teachers are available for personal conferences and at times will request these. If you would like to set up a conference with a teacher, please send a note to your child's teacher or call the school to schedule an appointment. Teachers will not be disturbed with phone calls during teaching time but will return your call at their earliest convenience. The Comprehensive School Improvement Plan, approved by the SBDM Council, states, "Home visits will be made to families after the third cancelled conference."

The principal is also available for conferences. An appointment must be made, so that the principal can give you uninterrupted quality time.

CHANGE OF ADDRESS AND PHONE NUMBER

Please notify the office and send a note to your child's teacher immediately when anything on the emergency card needs to be changed. We need a current address and phone number at all times so that we can reach you when needed.

FIELD TRIPS

Classes will be taking field trips. These are considered an extension of the classroom and teachers will provide parents with specific information concerning these trips. Parent chaperones will be asked as needed. Please sign the Field Trip Permission Form in the back of this book and return it to the teacher.

***Due to Covid-19, field trips will not be taken at RPS.**

PARENT PARTNERSHIP

In Partnership with RPS Parents/Guardians of Russell Primary School Students Will:

- Give the child responsibility at home.
- Attend Parent / Teacher conferences and school related activities.
- Read with the child at least 20 minutes daily.
- Make sure your face to face child attends school daily and is not tardy.
- Make sure your virtual child checks in daily with the classroom teacher through Google Meet, watches lessons live or via recordings and submits work by 9:00pm daily.
- Express interest in child's schooling.
- Talk in positive terms about school.
- Applaud correct choices a child makes.
- Monitor homework and help the child accept responsibility for returning it when due.
- Control the time the child watches television.
- Provide proper nutrition and adequate rest.

- Work in partnership with RPS in order to provide the best educational foundation for their children.

HALLWAY PROCEDURES

- Zip and Flip
This is used when we want the entire class to “zip” their lips and “flip” their arms behind themselves. This is commonly used when lining up a class and always used to walk in common areas, such as in the halls and in the cafeteria.
- Nose and Toes Forward
This is used when lining up. This reminds students that they are facing forward in order to be ready to walk in line.
- Wearing a Mask
All students will wear a mask when they are in the hallways. All hallways are marked with 6ft. distancing markers.

OTHER PROCEDURES

- Give Me Five
This is used to get the students ready to listen and learn.
 - 1 Finger – Eyes on the Speaker
 - 2 Fingers – Quiet
 - 3 Fingers – Be Still
 - 4 Fingers – Hands Free (Put things down)
 - 5 Fingers – Listen
- Voice Levels
This tells the students what is expected of them in all areas of the school.

Zone 0 – Silence (This will be used in the hallways or anywhere silence is needed. At all times when students are expected to be zipped and flipped, is Zone 0.)

Zone 1 - Talking To One Person (This is used when talking to someone next to you in the classroom or cafeteria.)

Zone 2 – Talking To A Large Group (This is used when speaking to a large group or when playing outside.)

CAFETERIA PROCEDURES

- We will enter the cafeteria “Flipped” and “Nose and Toes”.
- We will walk at all times.
- We will be in the Zone 1 talking zone as we eat lunch
- We will get our napkins, straw, and silverware first. (**Due to Covid-19, students will be given all items needed at lunch from the Cafe’ staff as they go through line)
- We will use polite words to cafeteria workers at all times.
- We will get our drink.
- We will know our number and say it clearly and loudly.
- All students will be distanced at 6ft. during lunch to be able to remove their mask to eat. Masks will be worn until they are sitting at their assigned seat. Once lunch is over, they will put their mask back on.
- We will keep our whole selves to ourselves.
- We will raise our hand if we need anything.
- We will take all our trash when we leave.
- We will carry our tray with a hand on each side of the tray.
- We will walk “Nose and Toes” to the trash can area, remembering personal space (not running into anyone) using a 0 zone.
- We will close our drink and place our drink in the trash can.
- We will dump our food and tap our tray (food facing down) on the trash can.

CAFETERIA PROCEDURES CONT.

- We will stack our tray so the trays fit like a puzzle. (**Due to Covid-19, all trays are disposable and will be thrown away)
- We will line up “Zipped and Flipped” and “Nose and Toes”.
- We will be in Zone 0 when we line up and as we leave the cafeteria.

**Reminder to parents: Please no glass or cans in the lunchroom. Plastic bottles are fine. Please do not bring fast food items or soft drinks for lunch. Please help your students learn to open items and to use as much disposable packaging in their lunch boxes as possible.

***PLEASE DO NOT BRING FAST FOOD FOR YOUR CHILD. This violates the state non-competitive law with our school cafeteria.

PLAYGROUND PROCEDURES

****Due to Covid-19 cleaning guidelines we will not be able to utilize playground equipment. Students will be socially distanced in our designated playground areas and the classroom teacher will lead the class in socially distanced games. Students will be able to remove their masks during recess and they will be able to be active.**

RESTROOM PROCEDURES

- We will flush the toilet after every use.
 - We will put toilet paper in the toilet before we flush.
 - We will make sure the stall is not locked when leaving.
 - We will wash our hands with soap after using the toilet.
 - We will put paper towels in the trash can.
 - We will keep our whole selves to ourselves.
 - We will keep the restroom clean.
 - Students will be required to wear their mask.
 - The custodians will follow a bathroom cleaning schedule and sanitize the bathrooms multiple times throughout the day.
 - In class bathrooms will not be utilized.
-

WATER FOUNTAINS

****Due to Covid-19, water fountains will not be utilized. Students will be provided water and they can bring their own water bottle from home. Please label the water bottle clearly with your child's name.**

DISCIPLINE POLICY

On the back page you will find a signature form which indicates that you and your child have read the school's expectations and as a family you understand and support these expectations of Russell Primary School. Face to Face students will be given a signature form to have signed and returned to school. Virtual students will be given a virtual form to sign and submit back to the student's teacher through their Google Classroom.

Russell Primary School has the following goals for our students.

1. To promote positive self image for each individual.
2. To show respect for adults, peers, and property.
3. To help children learn to be responsible for their own actions.
4. To help children learn to make good life choices which will help produce better behavior and respect for others.
5. To provide children a positive, pleasant, and safe environment.
6. To have a spirit of cooperation between home and school.

Below are the expectations for different areas of the school:

OVERALL EXPECTATIONS

Russell Primary students will:

- Keep their hands and feet to themselves.
- Use polite and kind words (ex. please, excuse me, thank you, yes ma'am, no ma'am, yes sir, no sir, etc.)
- Make good choices.
- Respect themselves and others.
- Follow school safety expectations.
- Follow the directions of their teachers and other school staff.
- Wear their mask appropriately (covering nose, mouth, chin) during times they are not actively eating or drinking.

INDOOR RECESS EXPECTATIONS

****Due to Covid-19 restrictions, indoor recess will occur in the student's classroom. The gym will be utilized for PE and Lunch.**

The children will be going outside if the temperature is 40 degrees or higher. Please dress them appropriately. If your child needs to stay inside for recess, the teacher must have a note from the parent / guardian. The child will either be in the classroom or office for recess time when this occurs.

For indoor recess, Russell Primary students will:

- Choose indoor activities such as: books, drawing / writing pads, board games, card games, blocks, flash cards, coloring books, puzzle books, etc.
- Be given at least a 5 minute exercise opportunity.

BUS RIDER EXPECTATIONS

All students are required to wear a mask.

Russell Primary students will:

- “Zip and Flip” and “Nose and Toes” when lining up.
- Stay seated at all times until the bus arrives at their stop.
- Keep their arms, head, feet, legs, and belongings inside the bus.
- Follow the rules and expectations of their bus drivers.
- Use polite words.
- Respect the property of the bus and take care of their bus.
- Behave safely on the bus.

CLASSROOM EXPECTATIONS

*To be written by each class.

CONSEQUENCES

At the discretion of the staff member / principal and based on the severity of the infraction, consequences may include one or more of the following: (Consequences appear in no particular order.)

- a warning.
- discussion of the problem with the student.
- time out (sitting apart from others, standing apart from others at recess.)
- a phone call home.
- a trip to the principal's office.
- detention.
- missed recess.

CONSEQUENCES CONT.

- time out in the buddy room.
- time out table during lunch.
- classroom consequences.
- conference with the counselor.
- bus riding privileges taken away.
- out of school suspension.
- loss of privileges. (i.e. track & field, field trips, assemblies, etc.)
- For students that refuse to wear a mask (medically exempt excluded) parents will be contacted and the student will be switched from face to face instruction to virtual instruction.

TELEPHONE / ELECTRONIC DEVICES

Students may use the phone in the classroom when possible. Students will be instructed on proper procedure to get an outside line. No portable electronic devices, including but not limited to, iPOD's, game boys, PSP's, cell phones, etc. are allowed.

CLASSROOM OBSERVATION

**** Due to Covid-19 restrictions, parent/guardian classroom observations within the school is not permitted.**

You may check with your child's teacher to see if there is something you can do to volunteer at home in order to help out the class.

We welcome parents and guardians to participate in their children's education, and we appreciate the help of parent / guardian volunteers in our school.

In order to ensure the safety of our children and to ensure that our children are receiving maximum instructional time, we have created the following visitation and volunteer policies.

OBSERVATION ARRANGEMENTS

- A. A parent / guardian wishing to observe his or her child's classroom in an instructional setting shall make arrangements at least 24 hours in advance through the principal. The principal will coordinate the date and time of the classroom visit with the affected teacher or teachers.
- B. Class observation is limited to one class period of no more than 60 minutes. The visitor shall not interrupt classroom activities. During the school year, an individual is limited to two classroom observations.
- C. Exceptions: The principal, or her designee, (assistant principal or counselor) in consultation with the teacher, may review the appropriateness of a request to observe classroom activities. The principal has the authority to deviate from the above guidelines to allow more frequent visits, or to restrict or deny visits; at any time he or she perceives this decision to be in the best interest of the children in the classroom, the parent, or teacher.

VOLUNTEERING GUIDELINES

**** Due to Covid-19 restrictions, parent/guardian classroom observations and volunteering within the school is not permitted.**

VOLUNTEERING

If you are providing volunteer services for your child's teacher, please pre-arrange this at least 24 hours in advance with your teacher. Volunteer work will be done outside the room unless the teacher specifies differently. If school is cancelled and you are scheduled to volunteer, please contact the teacher to reschedule your volunteer time.

****Remember, you must complete a background check at the Central Office in order to volunteer in our building.**

VISITORS

****Due to Covid-19 restrictions, visitors will have limited access inside the school. There will be a table in the vestibule to drop off forgotten items from home. you will also be able to enter the vestibule to sign your child in and out of school for doctor's appointments etc.**

All visitors must check into the office to sign in and sign out and receive a visitor's badge to wear while in the building. Visitors are **not** to go to the classrooms without office approval because this will interrupt instruction time. There will be a "buzz in" system at the front doors where you will be asked to show I.D.. before entering. All of this helps to make Russell Primary a safe place for your child to learn. Visitors may check in at 8:30 a.m.

AFTER SCHOOL CHILD CARE
PROVIDED BY RUSSELL PRIMARY SCHOOL
Coordinator – Becky Roark

****Due to the current emergency administrative regulations that licensed child care programs are operating under, and to social distancing guidelines we will be limited to the number of children who can enroll at this time.**

Please contact Becky Roark, After School Director for more information and enrollment guidelines.

becky.roark@russellind.kyschools.us or call (606) 833-1089.

The Russell Independent School – After School program provides a high quality educational program for children ages preschool – 5th grade. The program takes place at Russell Primary School, from 3:30 – 6:00 p.m. on days when school is in session.

Pre-registration is necessary for the After School program. Immunization records, and Emergency contact information forms must be completed upon registration. The program is licensed for enrollment of children between the ages of 5 to 11 years.

Registration fee of \$25.00 per child. (Due at time of registration) (2nd child in family – fee of \$20.00)

Daily fee (3:30 – 6:00) - \$8.00

If picked up by 4:30 - \$5.00

*Fees must be paid at the end of each week.

Russell Preschool Community

Russell Preschool Community



**Russell
Preschool
Community**

"Where Tradition Begins"

710 Red Devil Lane

Russell, KY 41169

Follow us on

Twitter@RussellPreK or

Facebook:Russell Preschool
Community

Russell Preschool Community

Russell Preschool Community programs actively engage children using developmentally appropriate strategies and learning activities. We work with all children to ensure they have the skills and knowledge needed to enter kindergarten ready to learn. Our programs are 5 Star Rated!

Our preschool program is for 3, 4, and 5 year olds. Three and four year old students that meet the eligibility criteria for state funded preschool may attend Monday –Thursday at no tuition charge. Three, four and five year old students that are not eligible for state funded preschool may attend for a fee.

Registration for our fee based program is \$25.00 per school year (due at the time of registration). \$20.00 for 2nd/3rd child from the same family.

Students may attend Monday-Thursday, 8:30-2:45 for **\$21 per day**.

Families pay for the days that school is in session, not for child's attendance days. There are no half days or shortened weeks. We accept the Child Care Assistance Program (CCAP).

For more information, contact Kim Staton at 606-836-0007, room 214.

HOMEWORK POLICY

Policy Number

13.04

SCHOOL COUNCIL POLICY

Russell Independent Schools
School

Russell Primary

Policy Type (Check One)

<input type="checkbox"/> Council Operations

<input checked="" type="checkbox"/> School Operations

POLICY STATEMENT

P1: Homework will be assigned on an “as needed” basis. Homework will be a reinforcement of classroom work, (a review of skills and concepts) and / or make-up work. If assigned, homework should not take more than 10 minutes per night to complete. Please note that a long-term assignment could take longer, but would be assigned so that the students could work on it over a period of several days, therefore not exceeding 10 minutes a night. If there is a great deal of make-up work due to absenteeism, then more than 10 minutes a night may be necessary. If a problem arises concerning the assignments, the teacher will contact the parent and loss of privileges may result if homework is not returned. Reading nightly with students is not necessarily a homework assignment, however it is an expectation.

P2: Homework will be assigned on an “as needed” basis. Homework will be a reinforcement of classroom work (a review of skills and concepts) and / or make-up work. If assigned, homework should not take more than 20 minutes per night to complete. Please note that a long-term assignment could take longer, but would be assigned so that the students could work on it over a period of several days, therefore not exceeding 20 minutes a night. If a problem arises concerning the assignments, the teacher will contact the parent and loss of privileges may result if homework is not returned. If there is a great deal of make-up work due to absenteeism, then more than 20 minutes a night may be necessary. Reading nightly with students is not necessarily a homework assignment, however it is an expectation.

P3/P4: Homework will be assigned on an “as needed” basis. Homework will be a reinforcement of classroom work (a review of skills and concepts) and/or make-up work. If assigned, homework should not take more than 30 minutes per night to complete. Please note that a long-term assignment could take longer, but would be assigned so that the students could work on it over a period of several days, therefore not exceeding 30 minutes a night. If a problem arises concerning the assignments, the teacher will contact the parent and loss of privileges may result if homework is not returned. If there is a great deal of make-up work due to absenteeism, more than 30 minutes a night may be necessary. Reading nightly with students is not necessarily a homework assignment, however it is an expectation.

Date Adopted: <u>September 16, 2008</u>

Date(s) Amended: <u>Annually - Refer to SBDM Minutes</u>
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Lea Ann Crager Council Chairperson

BUS ARRIVALS AND DEPARTURES

****Due to Covid-19 regulations, all students are required to have a temperature check before entering the school. Temperatures will be taken after the student exits the bus. The temperature must be below 100.4 to enter the school. If the student does not pass the temperature check, the student will wait in the isolation room for the parent/guardian to pick the student up from school and to take the student home. All students are required to wear a mask on the bus and will be given hand sanitizer when boarding the bus. Please do not send your child to school if they have a fever or have had a fever 24 hours before the next day of school. Students must be fever free for 24 hours without the use of fever reducing medications.**

The buses will drop off and pick up students at the side of the school in the bus circle. Do not park in this area and do not drop your child off or pick up in this area. This is for the safety of your child.

PARENT MORNING DROP-OFFS

****Due to Covid-19 regulations, all students are required to have a temperature check before entering the school. Temperatures will be taken before students can exit the car. The temperature must be below 100.4 to enter the school. All students are required to wear a mask.**

Student drop off is done at the front of the building. There will be staff members on duty at 7:45 in the parent drop-off area. Because we consider the safety of your child of primary importance, a staff member will supervise while your child unloads. Due to Covid-19 restrictions, parents/guardians need to unbuckle car seat belts and regular seat belts, assist children to open/close the car door. Please wait your turn and **do not** pass cars that are unloading. If you park, please **walk your child to the front door**. **Do not** allow your child to walk through the drop off traffic alone. **To help the flow of traffic, all cars need to exit down Red Devil Hill.**

***Please note that pre-school follows Federal and State guidelines for student drop-off and pick-up.**

PARENT AFTERNOON PICK-UP

Parent pick-up is a drive-thru system. Parents must stay in their cars and follow the pick-up line in the front of the school. Parents will be assigned a pick-up pass number and a student information card. The pick-up pass needs to be displayed from the rear-view mirror and the student information card needs to be displayed on the passenger side of the front dashboard. Please do not begin lining up prior to 3:15. Preschool needs to exit the building first and we cannot block their pick-up line. We will begin dismissing at 3:25.

If you do not have your pick-up pass information, you will need to park and come to the front office for a temporary pass. Once the temporary pass is obtained you may go back to your car and enter the pick-up line. Students will not be allowed to walk home from school unless they are with an adult. Parking is not permitted in the Fire Lane or where No Parking Signs are posted. **To help the flow of traffic, all cars need to exit down Red Devil Hill.**

PARKING

****Due to Covid-19 Restrictions, there will be limited visitor access inside the school.**

The front lot has spaces available for visitor parking. You need to enter the school through the front doors since all other doors are locked. There is no parking in the Fire Lane or where “No Parking” signs are posted. The Russell and Flatwoods police will patrol our school periodically and tickets will be written for cars parked in these areas.

SUPERVISION

The gym doors will open at 7:30 a.m. No children are allowed out of cars until 7:30 a.m. Children should not arrive or be left at school before this time. They will go directly to the gym. This is a complimentary service to parents only. It is not an official opening time for school. At 8:00 a.m. we will begin dismissing students in a staggered order due to Covid-19 restrictions to their classrooms. Students arriving after 8:00a.m. will still be temperature checked and enter through the gym door. They will go to their classroom or to breakfast.

CHECK IN OR CHECK OUT

Students arriving at school after 8:25 a.m. or leaving before 3:25 p.m. must be checked in and out through the office. If you are picking your child up early, the office staff will call your child down to the office. Please wait in the vestibule for your child. **Please do not call ahead and ask us to call your child down before you get here.** A great deal of instruction time is lost when we do this. Please be sure to list any other people who are allowed to pick up your child in the emergency information section on Infinite Campus. We also need to have each person's driver's license number (including parents). When anyone comes to the office to pick up your child, we may ask for identification to verify that this person has your permission to pick up your child. **WE WILL NOT KNOWINGLY ALLOW YOUR CHILD TO LEAVE THE SCHOOL WITH ANYONE EXCEPT FOR THOSE PEOPLE YOU HAVE LISTED ON THE CARD.** Please teach your child to not go home with others without your permission and notification to the school. Once again, this is for your child's safety and your peace of mind.

TRANSPORTATION CHANGES

Any change from the normal routing including riding another bus, going home with someone else, being picked up by someone else or being picked up for one day only, requires a note from you requesting the change. Your child's teacher must know where your child is going at the end of each day. If you need to make a change in your child's transportation, **YOU MUST SEND A NOTE to your child's teacher. Changes need to be made by 2:00 p.m. Otherwise, we cannot guarantee the change will happen. NO CHANGES will be made over the phone, as we cannot verify who the person is requesting the change.**

****Due to Covid-19 Restrictions and Contact Tracing; Students will not be able to ride a bus home with a friend for playdates, slumber parties etc. Parents will need to transport for those types of events.**

WEATHER / SCHOOL CLOSING/NTID

Please listen to **WLGC (105.7), WKEE (100.5), WTCR (103.3), OR WRVC radio stations, or WSAZ-TV (3), WOWK-TV (13)**, for delays, closings, or NTID. The school will issue a REMIND message informing households as to closings and delays. If we are on a delayed schedule, please be sure to have your child at the bus stop/school at the delayed time. If the Russell Independent School System is delayed for 1 hour, then the doors of the school will open at 9:10a.m. If your child usually catches the bus at 7:45 a.m. then your child will need to be at the bus stop by 8:45 a.m.

***** BIRTHDAY TREATS, FLOWERS, AND INVITATIONS

Due to Covid-19 Restrictions we will not be accepting Birthday or Special Occasion Treats, Flowers, Balloons, Stuffed Animals, Invitations etc. We will make every effort to make these occasions special for the students this year.

SCHOOL INSURANCE

School accident insurance is offered each year through the Russell Board of Education and its schools. You may pick up a brochure at the school describing the possible insurance options if you are interested.

HEALTH RECORDS

All students must have an up to date record of immunization and physical on file. The school district nurse reviews each record. Students not in compliance will be sent home until a new certificate is obtained. We also need copies of social security cards and certified birth certificates.

All records can be uploaded on the Russell Independent Schools Registration Link.

MEDICATION

Medication must be given at home when at all possible. Sometimes we realize a dose at school is unavoidable and we will do our best to assist students. However, we need parent's cooperation to provide this assistance as safely as possible. If your child must have medication during school hours, the following guidelines **must** be met:

1. An adult must deliver medication to the school office staff. **Students shall not carry medication.**
2. **Medication must be in its original prescription container** with the label attached, which includes the **physician's current directions** for dispensing the medicine. Medication will only be given as directed on the label. If the directions change we will need a new bottle or a written, legible note signed by the physician making the change. **It is against the law to carry medicine in envelopes, baggies, aluminum foil, Saran Wrap, etc. According to KRS 218A.210 a person "may" lawfully possess it (medicine) only in the container in which it was delivered to him by the person selling or dispensing."**

MEDICATION CONT.

3. School must have a current signed permission form that is to be filled out completely. These permission forms are available in the school office. Please be sure to include parent's telephone numbers at home, work, and for emergencies.
4. Students are forbidden to share any medicines. This includes over the counter medicines such as Tylenol or any prescription medicines, including inhalers.
5. Students may be permitted to carry medication for certain medical conditions (such as an inhaler for asthma) provided there is prior physician authorization and the parent/guardian have completed the permission form for the medication that is kept in the office. Students who violate this procedure are subject to disciplinary action by the principal as stated in the Code of Conduct for each building.

NON-PRESCRIPTION MEDICATIONS (Russell Board of Education Policy # 09.2241 AP.1)

Nonprescription (over the counter) medications may be accepted on an individual basis as provided by the parent or legal guardian when a completed authorization to give medication form is on file. The medication should be in the original container, dated upon receipt, and given no more than (3) consecutive days without an order from the physician/health care provider.

EMERGENCY CARDS

Emergency cards are completed through our online registration program.. Please give this your undivided and sincere attention. This information **MUST** be completed in its entirety by a parent / guardian. All students in the district are required to have one of these on file. It is critical to report to your child's school office and their teacher anytime there is a change in a phone number, address, medical condition, or allergy.

If your child has a medical condition, please make sure this information is on the card. The emergency card is the first thing that we look at if a child is injured or ill. If the medical condition requires treatment at school, or has the potential to require specific intervention, please contact the school nurse immediately. You can reach the nurse by calling the school and we will page the nurse. We will meet with you to set up a health care plan. Everyone who is involved in your child's care will be informed. Special accommodations can be made if necessary to make certain that all of your child's medical needs are met at school.

Here are some examples of medical conditions that we should have a plan of action on: diabetes, seizure disorders, severe allergies that require the use of special medications, i.e. Benadryl / Epi-pen, and asthma attacks that require the use of an inhaler or an aerosol treatment. The school nurse or office staff will attempt to call if your child has a fever, head injury, vomiting, or other serious injury. We will not call for minor scrapes, injuries or complaints. Should the student complain, they will be watched closely. As always, our goal is to keep well children in school.

This card is also one instrument we use to keep your child safe. Please give special attention to list those people that your child may leave our building with, should the need arise. A drivers' license or some identification number must be included. Our school staff will ask for identification before any student may leave our care. Please remember to include yourself!

ITEMS FROM HOME

Students should not bring personal items from home such as TOYS, electronic devices such as cell phones, iPOD'S, PSP's, Gameboy's, radios, tape players, animals, make-up, etc, unless your child's teacher sends a note requesting these items for a classroom activity. This is to avoid problems of items being lost, broken, or stolen as well as disruptions and arguments. Items the teacher/principal find disruptive to instruction or dangerous will be confiscated. All glass containers of any kind are banned from the building and will be confiscated. All weapons or items resembling weapons are banned from the building and will be confiscated.

LOST AND FOUND

Lost and found items are kept in the lost and found area. Each year numerous items are turned in as lost, but never claimed. We encourage parents and students to check the lost / found often for missing items.

TORNADO DRILL / FIRE DRILL / EARTHQUAKE DRILL / LOCK DOWN

All students at Russell Primary School will be informed of procedures to follow in case of a tornado, fire, earthquake, or lockdown drill. This information will also be posted in each classroom and in student areas. Students must follow this procedure in a safe and orderly manner. Periodically, the school will conduct a drill of each procedure. Whether a drill or not, the activity must be taken seriously.

LUNCH / BREAKFAST

(PLEASE SEE DISTRICT POLICY ON LUNCH AND BREAKFAST CHARGES BELOW)

Breakfast and lunch menus will be sent home at the beginning of the year, for the entire year. Please keep it accessible for easy reference during the year. The menu will have healthy items with many choices. We encourage you to buy a 10-day meal plan. Lunch prices are \$2.40 for students Extra milk and juice can be purchased for \$.30 each provided all charges are paid in full. Breakfast prices are \$1.00 for students.. Ala Carte items are available at extra cost. **ALA CARTE ITEMS CANNOT BE CHARGED.** We encourage you to utilize our School Bucks Program where you can load money onto your child's account from home. Please make checks payable to Russell Primary School. * **Please do not bring fast food for students. This violates the state non-competitive law with our school cafeteria.**

IMPORTANT NOTICE
LUNCH AND BREAKFAST CHARGES

Our district policy states that if your child has 5 or more charges for lunch and breakfast, he/she must see the principal or designee for permission to charge more lunches. If your child is charging due to an income problem, please contact our school cafeteria and we will make sure your child receives an application for free and reduced lunch/breakfast. IF YOUR CHILD RECEIVED FREE OR REDUCED LUNCH LAST YEAR, YOU NEED TO FILL OUT A NEW FORM THIS YEAR.

The Principal will supervise the collection of lunch / breakfast charges.

SCHOOL BASED DECISION MAKING COUNCIL

This council consists of two parents, three teachers and the principal. These meetings are open to the public. Minutes of the meetings are posted at school. The council's committees help create and research different areas in which to improve student learning at Russell Primary School. We encourage you to become involved with this council and attend its meetings. Please call the school for more details. The Council members are:

Parents:	Leslie Calico Jonathon Tate
Teachers:	Carlylnna Conley Amanda Lewis Cari Jachimczuk
Principal:	Lea Ann Crager Hillman "Ms. Crager"

Council meeting dates are as follows:

* July 21, @10am 2020	* January 19, 2021
* August 18, 2020	* February 16, 2021
* September 15, 2020	* March 16, 2021
* October 20, 2020	* April 20, 2021
* November 15, 2020	* May 18, 2021
* December 10, 2020	* June 15, 2021 @10 AM

**All meetings will take place at 4:00 p.m. unless otherwise noted.

PROGRESS REPORT CARDS

You will receive a report every nine weeks. The report will show you the growth of your child in the following areas:

- Citizenship, Work Habits, Literacy Development, Math, and Integrated Studies.

This report does not compare your child to other children in his/her class.

STEAM LAB

All students will attend the STEAM LAB a minimum of once a week.

LIBRARY MEDIA CENTER

The Library Media Center is an integral part of Russell Primary's instructional program. The library media specialist promotes information literacy and helps student's access, synthesize, produce, and communicate information. This goal is accomplished most effectively in collaboration with the classroom teacher to provide children opportunities to think critically.

Students at Russell Primary will have a scheduled library time every week for 45 minutes. This time will be used to build information literacy with students. This process includes listening to stories, conducting research, participating in pleasure reading, practicing technology skills, and checking out books.

P1 students will begin checking out one book around October. The books should be returned to the library on their next scheduled visit in order to check out another. If they finish their book(s) early they are encouraged to return them early and will be able to check out another. This is an excellent opportunity to learn and practice responsibility. Please help your child designate a special place to keep his/her library book(s) like their bookbag and aid him/her in remembering "Library Day". It is strongly suggested that parents of P1 children read daily with their child - even if the child is not yet an independent reader. Children benefit from hearing the same story more than once. If the child has mastered most of the words in a book, they love to read that book to an adult!

P2, and P3 students will be allowed to check out two books. They may return the books and check out early if desired. All students benefit from being read to! The students also enjoy reading to adults. Please have your child do this periodically and be ready with help, encouragement, and praise!

Parents and guardians can arrange to check out two books at a time for two weeks. An account will need to be established in our automated system. The library media specialist can assist you with this request.

There will be no library fines. It is the student's responsibility to take proper care of their books and return them on time. If a book is lost or destroyed, a note will be sent home. The student will not be able to check out again until the Library Media Center has made arrangements with the parent or guardian. It is the student's responsibility to pay the cost of the book.

****Due to Covid-19 restrictions, our normal library procedures have to change. Students will check out books in small groups and follow social distancing guidelines while browsing. All students will return their own books to the library. Once returned, books will be quarantined for one week, after a week they will be returned to the shelves.**

STUDENT SUPPORT SERVICES

Counseling – Russell Primary School has one full-time counselor available to serve all students and their families. The program is developmental and preventative in nature. Independent counseling services are confidential and are not entered into cumulative records. Our school counselor may be reached by calling the school.

Services include:

- Individual counseling by referral.
- Regular classroom guidance lessons covering topics such as study skills, peer pressure, understanding self and others, conflict resolutions, career awareness, goal setting, character education, etc.
- Crisis counseling.
- Parent / caretaker consultations.
- Consultation services for students and families with special needs.
- Parenting skills classes and parent support groups.
- Small group counseling for students experiencing similar issues.
- Liaison for parents, teachers, administrators, and community agencies.
- Referral services to community specialists.

Russell Family Resource Youth Services Center:

Our district resource center is located at RPS. Any family / student in the Russell Independent School system is eligible for services regardless of income. The center is “family focused” and open year-round, 8:30 – 4:00 P.M. The Director can be reached at 833-1089.

Services include:

- Child care information and referrals.
- Summer camp.
- Family needs services.
- Parenting classes.
- Substance abuse services and referrals.
- Employment counseling & training for youth and their parents.
- Family crisis and mental health referrals.
- Health services information and referrals.
- Social services information and referrals.
- Resource library for students and parents.
- GED / adult literacy referrals.
- Support and training for child care providers.
- Parent and child education.
- Referrals and support through volunteer parents.

PARTNERS IN PRIDE, INC.

This is a local non-profit organization of community volunteers, which provides new clothing for selected students in the Russell School District. Purchases will be made as the organization's finances allow and may not be exchanged or returned.

****At the time of this publication guidelines due to Covid-19 have not been released so we are unsure as to how this will look in the 2020-2021 school year.**

DRESS CODE

- Students are required to carry non-roller book bags.
- All shoes must have a back strap (no clogs, no skates on shoes, no flip flops, high heels (more than 1" up from floor) or elevated platform shoes, wedges etc.)
- No clothing or mask with suggestive, disrespectful, or vulgar language or pictures is permitted.
- No halter tops or tops with less than one inch straps.
- No hats (boys or girls) can be worn in the school building. Unless given permission (party, special day etc.)
- No articles of clothing, mask or any other items relating to wrestling.
- Pants must be on the hips and no underwear will be showing.
- Pants must be no longer than the top of the shoes.
- Suggest tennis shoes due to material on the playground and for gym class.
- Any extreme of dress or appearance not covered above shall be referred to the Principal.
- All students are required to wear a mask when not actively eating or drinking.

PRIMARY TALENT POOL

Primary students with high potential in general intellectual aptitude, specific academic aptitude, creative or divergent thinking, leadership, or visual / performing arts are identified informally for the Primary Talent Pool. Placement in the Primary Talent Pool means that a child will receive appropriate differentiated services to help develop his / her abilities in the specific area(s) in which the child was identified. Appropriate services may include options such as: cluster grouping, various acceleration options, differentiated study experiences in the regular classroom, resource services, independent projects, learning centers and / or curriculum compacting.

Children who participate in the Primary Talent Pool may or may not be identified for gifted services as they exit the primary program.

SCHOOL PICTURES AND YEARBOOKS

In the fall, you will be given the opportunity to purchase an individual picture of your child. All children will have their picture made for yearbook purposes. In the spring, you will be given the opportunity to purchase a classroom picture of your child. The PTA will also sell yearbooks in the spring.

****At the time of this publication, we do not have guidance on restrictions for individual and classroom pictures due to Covid-19.**

SCREENINGS FOR HEARING AND VISION

The district nurse facilitates the administration of the screenings. Our goal is to have these completed by January of each year. If your child is screened and the results are normal, you will not receive a note from the nurse. If a concern is noted, you will receive a note asking you to arrange further testing with your child's physician.

At the time of this publication we do not have guidance on restrictions for Screenings for Hearing and Vision due to Covid-19.

HARASSMENT AND DISCRIMINATION

(Taken from Russell Board of Education Policy #9.42811)

Definition:

Harassment / Discrimination is behavior based on race, color, national origin, age, religion, sex or disability that is sufficiently severe, pervasive, or objectively offensive that it adversely affects a student's education or creates a hostile or abusive educational environment.

The provisions in this policy shall not be interpreted as applying to speech otherwise protected under the state or federal constitutions where the speech does not otherwise materially or substantially disrupt the educational process, as defined by policy 09.426, or where it does not violate provisions of policy 09.422.

If harassment / discrimination should occur to students, disciplinary action will be taken. See Board Policy for further details.

BULLYING / HAZING

(Taken from Russell Board of Education Policy #09.422)

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. Therefore, students are required to speak and behave in a civil manner toward students, staff and visitors to the schools.

ACTIONS NOT TOLERATED

The use of lewd, profane or vulgar language is prohibited. In addition, students shall not engage in behaviors such as hazing, bullying, menacing, taunting, verbal or physical abuse of others, or other threatening behavior.¹ This policy extends to any/all student language or behavior including, but not limited to, the use of electronic or online methods. Such behavior is disruptive of the educational process and interferes with the ability of other students to take advantage of the educational opportunities offered.

09.422 Bullying & Hazing: 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.

RUSSELL INDEPENDENT SCHOOLS **CODE OF CONDUCT**

REPORTING OF CODE VIOLATIONS

Students wishing to report a violation of the Code of Acceptable Behavior and Discipline (Code) may report it to a classroom teacher or District employee, who shall take appropriate action as defined by the Code or KRS 158. 148, KRS 158. 156. The teacher or employee shall refer the report to the Principal for further action when the report involves an offense that may warrant suspension or expulsion of a student, any felony offense, or a report that may be required by law, including reports to law enforcement. Each principal shall prepare a form documenting the investigation and reporting of the incident as required by the Code and/or KRS 158.156.

RETALIATION PROHIBITED

Employees and other students shall not retaliate against a student because s/he reports a violation of the Code or assists or participates in any investigation, proceeding, or hearing regarding the violation. The Superintendent/designee shall take measures needed to protect students from such retaliation.

INFORMING OF REQUIREMENTS OF THE CODE

All students, parents, legal guardians (or other persons exercising custodial control or supervision) and school employees shall be instructed on the requirements of the code. Non-employees of the District shall consider the distribution of the Student Code of Conduct as instruction of the Code and its consequences. Students and Employees of the District shall be instructed by their Principal or Supervisor as to the requirements of the Code.

¹

VIOLATION OF THE CODE

Violation of the code shall be investigated within a forty-eight (48) hour period by the principal upon notification of the incident. Students who violate the Code are subject to disciplinary action as defined in the Student Discipline Code and the Kentucky Revised Statutes.

SPECIAL EDUCATION / REMEDIAL EDUCATION

Our school has the following special education / remedial education programs.

- ** Title I services for extra help in reading and math, Reading Recovery for P2 students and Literacy Groups for P3 students.
- ** Special Education services for learning disabilities, mild mental disabilities, emotional behavioral disabilities, functional disability, and speech & language disabilities.
- ** Extended School Services are offered to help your child be more successful in the classroom.

Contact your child's teacher for more information.

WEAPONS

Unlawful possession of a weapon on school property in Kentucky is a felony, punishable by a maximum of five (5) years in prison and a ten thousand dollar (\$10,000) fine.

SAFE SCHOOL HELPLINE

Safety is the first concern for our students. We feel that Russell Primary School is a safe environment. However, no community is immune from the threats that endanger public schools. As a preventive measure and to sustain our safe school atmosphere, we have Interquest to assist you in reporting any wrongdoing that impacts our schools, our students, or our staff. Safety issues, such as acts of violence, theft, drug, or alcohol abuse, weapons, and sexual harassment are a few examples of problems that you may want to report anonymously.

You may call on a touch-tone phone to 1-866-TIPLINE (1-866-847-5463). You may leave your information without identification or any chance of being traced. Your message will be transcribed and faxed to school officials. All information will remain anonymous to encourage the reporting of all safety concerns.

Safety is a basic need in maintaining an environment conducive to good teaching and teaming. Thank you for your continued support in our attempts to provide a better education for all Russell Primary School students.

DISCRIMINATION POLICY

It is the policy of the Russell Independent Board of Education that no person be subjected to discrimination on the basis of race, national origin, religion, sex, age, handicap or marital status in employment or in any admission or access to, or treatment in any of its programs or activities. The Russell Independent Board of Education will comply with all requirements of state and federal laws concerning non-discrimination.

ASBESTOS NOTIFICATION

Certain areas, although very limited, in our building facilities have materials containing asbestos. Anyone may review our asbestos management plan located at the Central Office, 409 Bellefonte Street, Russell, Kentucky, 41169. This notification is printed August 11, 2010. NOTE: The building architects have certified that Russell Primary is asbestos free.



****Virtual Students: Please click the link below to find the Google Form to sign that you have read and reviewed the Student Handbook with your child.**

https://docs.google.com/forms/d/e/1FAIpQLSd7zWwfeFjkZ6kFY5AVY7rylwZUNzjbpGp-GdnEOZbKKcrPcQ/viewform?usp=pp_url

All Face to Face Students will be given a copy of this page to sign and return.

**I have read and reviewed the
Student Handbook with my child.**

Student: _____

Teacher: _____

Parent Signature: _____