

# West Elementary School

## Student - Parent Handbook

2020-2021



1340 Clay Avenue  
Russellville, Alabama 35653

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**Mrs. Deanna Hollimon**

Principal

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**Mrs. Monica Moon**

Assistant Principal

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This WES Student - Parent Handbook Belongs To:

Student Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Teacher: \_\_\_\_\_ Grade: \_\_\_\_\_



**West Elementary School  
Student-Parent Handbook  
Parent Acknowledgement Sheet  
School Year 2020-2021**

Student Name: \_\_\_\_\_ Teacher Name: \_\_\_\_\_

In order to document that each student has received a copy of the handbook and that a parent or guardian in each household has read and understands its contents, we ask that you sign this sheet and return it to your child's teacher. **In signing, you are not saying that you agree with all of the contents, just that you have read and understand them.** Should you have any questions about any policy or procedure contained in this handbook, please call the school principal at 256-331-2122 or the superintendent at 256-331-2000.

Parent's Signature \_\_\_\_\_

Date \_\_\_\_\_

**Sign and return this acknowledgement sheet to your child's teacher the first week of school!**

**Discrimination**

Students in the Russellville City Schools have the right to an education free from discrimination on the basis of sex, race, color, age, religious belief, national origin, or ethnic group. Additionally, no otherwise qualified handicapped individual will solely by reason of handicap, be subject to discrimination. The supervisor of the Russellville City Schools 504 and Title IX programs is Mr. Heath Grimes. He may be contacted at 1945 Waterloo Road, Russellville, Alabama 35653

Cut Here and Submit



The West Elementary faculty, staff, and administration welcome you to a new year of learning and growing together. A good relationship among the students, teachers, and families is important for each student's success during the school year. Parents are encouraged to participate in the learning experience. It is our hope that this handbook will serve as a guide to students, parents, and families as they become familiar with school; nonetheless, it may not address all items found in the Russellville City School Board Policy Manual. For the complete Policy Manual visit [www.rcs.k12.al.us](http://www.rcs.k12.al.us) –click on Board of Education and then Policy Manual. Please contact us if you have any questions concerning the handbook, 256-331-2122.

### **Russellville City Schools Mission Statement:**

*“Pursuing Excellence...Impacting the lives of our students, our community, our world”*

### **Russellville City Schools Vision:**

Russellville City Schools will be recognized as a leader in our state for excellence in academic growth. We will reach all students through relationships, character building, and strong community involvement, while providing first class facilities, technologies, and engaging educational experiences.

### **Attendance**

The following is an excerpt from the Russellville City Board of Education Procedures Manual regarding attendance and truancy procedures adopted in 2017:

Reference RCS BOE 6.1.4 and 6.1.5; Alabama title 16-28-1; Administrative Code 290-3-1.02

#### **Reporting of Absences:**

- I. In the event of a student absence from school, the absence will be marked as unexcused until a parent note or other professional verification is presented to the school changing the unexcused absence to an excused absence. **The student/parent will have three days from date of returning to class to present professional verification or parent note to the school in order for the absence to be changed to excused.** After the third day after returning to class, the absence will remain unexcused at the discretion of the principal's evaluation of extenuating circumstances. Call in or text excuses are **no longer** accepted.
- II. **We will only accept a combination of 10 total written notes/unexcused absences per school year. (For example, if a child has 3 unexcused absences, then the parent may only send an unverified parent note for 7 additional days, summing up to a total of 10 unverified absences per year.). All other absences must be professionally verified** (doctor, dentist, attorney, court appearance, verification of death in the immediate family, or an emergency condition as determined by the school administrators). All other absences after then cumulative 10 must be professionally verified or will be shown as unexcused. Failure to provide professional verification will results in an unexcused absence.
- III. Upon the **first** unexcused absence of a child, the school shall submit a letter to the parent alerting them of the school's protocols for attendance procedures. A second letter will be sent on the **fourth** unexcused absence.
- IV. Upon the **fifth** unexcused absence of a child, the school shall report the parent and student to the Franklin County's Juvenile Court's Early Warning Program. The school will submit a letter to the parent regarding their participation in the Franklin County's Juvenile Court's Early Warning Program.
- V. Upon the **seventh** and subsequent unexcused absence of a child, the school shall file a petition of truancy with the Juvenile Court system.

#### **Withdrawal upon excessive absences:**

Each school shall make a valid attempt to contact the parent or legal guardian upon each absence of a student from school. In the event a student accumulates **ten consecutive absences** from school in a school year and the parent or guardian has failed to contact the school with reasons for the absences and all attempts by the school to contact the parent have failed then the child will be considered withdrawn from Russellville City Schools upon the 10<sup>th</sup> unanswered absence and will have to re-enroll if/when the child returns.

**Section 16-28-3: Ages of children required to attend school; church school students exempt from operation of this section.**

Every child between the ages of seven and 17 years shall be required to attend a public school, private school, church school, or be instructed by a competent private tutor for the entire length of the school term in every scholastic year except that every child attending a church school as defined in Section 16-28-1 is exempt from the requirements of this section, provided such child complies with enrollment and reporting procedure specified in Section 16-28-7. Admission to public school shall be on an individual basis on the application of the parents, legal custodian or guardian of the child to the local board of education at the beginning of each school year, under such rules and regulations as the board may prescribe.

**(School Code 1927, §301; Code 1940, T. 52, §297; Acts 1956, 2nd Ex. Sess., No. 117, p. 446, §3; Acts 1982, No. 82-218, p. 260, §4.**

**Section 16-28-12: Person in loco parentis responsible for child's school attendance and behavior; noncompliance; local boards to promulgate written behavior policy, contents, annual distribution, receipt to be documented; school officials required to report noncompliance; failure to report suspected violation; district attorneys vigorously to enforce provisions.**

- a. Each parent, guardian, or other person having control or custody of any child required to attend school or receive regular instruction by a private tutor who fails to have the child enrolled in school or who fails to send the child to school, or have him or her instructed by a private tutor during the time the child is required to attend a public school, private school, church school, denominational school, or parochial school, or be instructed by a private tutor, or fails to require the child to regularly attend the school or tutor, or fails to compel the child to properly conduct himself or herself as a pupil in any public school in accordance with the written policy on school behavior adopted by the local board of education pursuant to this section and documented by the appropriate school official which conduct may result in the suspension of the pupil, shall be guilty of a misdemeanor and, upon conviction, shall be fined not more than one hundred dollars (\$100) and may also be sentenced to hard labor for the county for not more than 90 days. The absence of a child without the consent of the principal teacher of the public school he or she attends or should attend, or of the tutor who instructs or should instruct the child, shall be prima facie evidence of the violation of this section.
- b. Each local public board of education shall adopt a written policy for its standards on school behavior. Each local public school superintendent shall provide at the commencement of each academic year a copy of the written policy on school behavior to each parent, guardian, or other person having care or control of a child who is enrolled. Included in the written policy shall be a copy of this section. The signature of the student and the parent, guardian, or other person having control or custody of the child shall document receipt of the policy.
- c. Any parent, guardian, or other person having control or custody of any child enrolled in public school who fails to require the child to regularly attend the school or tutor, or fails to compel the child to properly conduct himself or herself as a pupil in accordance with the written policy on school behavior adopted by the local board of education and documented by the appropriate school official which conduct may result in the suspension of the pupil, shall be reported by the principal to the superintendent of education of the school system in which the suspected violation occurred. The superintendent of education or his or her designee shall report suspected violations to the district attorney within 10 days. Any principal or superintendent of education or his or her designee intentionally failing to report a suspected violation shall be guilty of a Class C misdemeanor. The district attorney shall vigorously enforce this section to ensure proper conduct and required attendance by any child enrolled in public school.

**(School Code 1927, &sect;305; Code 1940, T. 52, &sect;302; Acts 1993, No. 93-672, p. 1213, &sect;1; Acts 1994, 1st Ex. Sess., No. 94-782, p. 70, &sect;1.)**

## **VI. Section 16-28-14**

### **Habitual truant.**

In case any child becomes an habitual truant, or because of irregular attendance or misconduct has become a menace to the best interest of the school which he is attending or should attend, and the parent, guardian or other person files a written statement in court as provided in Section 16-28-13, stating that he is unable to control such child, the attendance officer must file a complaint before the judge of the juvenile court of the county, alleging the facts, whereupon such child must be proceeded against in the juvenile court for the purpose of ascertaining whether such child is a dependent, neglected or delinquent child.

**(School Code 1927, §307; Code 1940, T. 52, §304.)**

**For a student to be recognized for PERFECT ATTENDANCE, the child must have been in school a full day for every day of the school year.**

### **Bad Check Collection Policy**

Upon receipt of a bad check, the principal shall notify the check writer by certified mail. The bad-check writer has ten (10) days to pay the amount of the check plus a service charge of \$30.

If the bad check amount plus service charge are not paid within ten (10) days of confirmation of receipt of the letter, the check is turned over to the Worthless Check Unit in the District Attorney's Office.

If the writer of a bad check goes to the Worthless Check Unit to pick up a check he or she will pay the Worthless Check Unit service charge (paid to WCU), the amount of bad check (paid to RCS) and the NSF check fee (paid to RCS).

Additional court fees will apply if arrest is made due to check not being collected by the Worthless Check Unit.

Occasionally, checks are returned as a direct result of a bank error. When this occurs, the bad-check writer will be required to furnish a written explanation from the bank, which clearly documents a bank error. When this documentation is provided, the principal may waive the service charge.

### **Books**

Students are responsible for all textbooks and library books issued to them during the school year. Lost or damaged books must be paid for before the end of the school year.

### **Bus Regulations and Conduct**

In order to protect students riding buses, safety precautions are a must and all students shall obey the "Required Bus Conduct" rules. Students are to understand that the bus driver is in full control of the bus at all times. **Any student who repeatedly violates the safety precautions and/or "Required Bus Conduct" rules may be denied the privilege of riding the bus.**

#### **Required Bus Conduct:**

1. Students will maintain proper conduct at all times while riding the bus.
2. Students will not use profanity, offensive or disrespectful languages or gestures.
3. Students will remain seated facing forward with feet on the floor and legs out of the aisle.
4. Students will keep all body parts inside the bus at all times.
5. Students will maintain a low level of conversation with person(s) in same seat.
6. Students will not spit or throw anything in the bus or out of the windows.
7. Students will not push, shove, intimidate, harass, fight, or make other students or staff uncomfortable.
8. Students will be at the designated stop 5 minutes before regular pick-up time.
9. Students will provide written permission from a parent/guardian to the principal when riding a bus other than the regular bus or when planning to exit the bus at another stop. The principal may approve the request based on space available basis.
10. Students will not damage the bus (Parents are financially responsible).

11. Students will not have any food, drink, gum, or balloons on any Russellville City Schools bus at any time.
12. Students will respectfully follow the directions of the normal bus driver and substitute bus driver at all times. The driver is authorized to assign seats.
13. Students will not carry items on the bus which are not allowed at school such as matches, tobacco products, lighters, knives, guns, explosives, CD players, radios, tape recorders, live animals, glass containers, large bulky items, etc.
14. Students will not open emergency doors or windows.
15. Students will demonstrate complete and total silence at railroad crossings until the bus clears the tracks. This is for your safety and the safety of others.
16. Students will not lay backpacks down by the driver due to safety issues. The backpack would be in the driver's way and could cause other students to trip while loading and unloading the bus.
17. The driver is not responsible for items lost or left on the bus.

The above rules do not cover all infractions; however, the principal and school administrators will enforce all school rules that apply to conduct on the bus. The Russellville City School System regulates the bus routes and is responsible for the bus drivers. **There must be a written dated note for a child to ride a different bus; the note should include the adult's name, address and phone number of a parent/and or guardian should school officials need more information as well as the address of the new bus stop.**

### **Cafeteria**

West Elementary participates in the National School Lunch Program. Each day the students are offered five items on the regular serving line or the option of a "grab & go" sack lunch. All students should take milk on their tray unless they present a doctor's statement that they are allergic in which case they will have water or may bring something from home. Carbonated drinks and glass containers should not be brought for lunch.

### **2019 - 2020 Prices**

RCS will transition to grant funding entitled Provision II which will enable your child to each breakfast and lunch free of charge this year. Visitor meals will be \$4.00.

The procedures for purchasing meals at West Elementary are as follows:

- Each student is assigned an account for his/her lunch money.
- Each Kindergarten child will receive his/her number on the first day of school. Everyone else will carry over his/her number from the previous school year.
- Breakfast and lunch will be provided at no cost to all students. Students may purchase extra food at lunch; however, it will be your responsibility to send money to be put in the account in order to cover the cost.
- Breakfast will be served in the classroom.
- Our cafeteria's accounting system will not allow for charged items; therefore, make sure your child has money in his/her account at all times. If at any time you wish to know your child's lunch account balance, please contact the cafeteria manager at (256) 331-2122 ext. 1811.
- WES faculty and staff will not be responsible for monitoring student account balances.

### **Car Riders (Dismissal)**

Students who are picked up in the afternoon by car should be picked up **no later** than 3:05. WES is happy to offer an affordable afterschool service for families needing afternoon assistance and childcare. WES dismisses car riders immediately following bus dismissal; this time is typically 2:55-3:00. Due to our dismissal procedures, please check with your child's teacher regarding where your child will dismiss in the afternoons. Cars will not be loaded if the student's pick-up decal is not displayed upon arrival.

### **Cell Phone Use**

Students may possess cell phones, and other communication devices during normal school hours as long as they remain off and are not visible during the school day. (See the Russellville City Board of Education Policy Manual for consequences.) Russellville City Schools is not responsible for lost or damaged technology devices on school property.

### **Check-Ins, Check-Outs, and Tardies**

All students who arrive after 8:00 a.m. are tardy to school and should be escorted by the accompanying adult to the office to be signed in and to receive a tardy slip, which should then be given to the teacher. Students should not be



dropped off after 8:00 and left outside the building. **Students must be present half the school day or they are counted absent.** Half of the school day is until 11:30 a.m.

**Check-outs should be kept to a minimum.** Students must be signed out through the office before leaving school grounds. They may be checked out only by a parent, guardian, or by those approved on the registration form. A picture ID may be required for individuals who are trying to check out students. **If check-outs become excessive, the parents will be contacted by the principal.** If the problem continues, further action will be taken. Whenever your child checks in, checks out, or is absent for an appointment, be sure to get a professional excuse and turn it in to the attendance office. **NO CHECK-OUTS WILL BE PERMITTED AFTER 2:25 DUE TO STUDENT TRANSITION AND TRANSPORTATION CONFLICTS.**

### Child Custody

Child custody papers must be filed in the office if specific rules and regulations are to be followed. It is mandatory that school personnel abide by each child's custody agreement. We ask that parents work together to keep West Elementary School free of parents' personal conflicts.

### Code of Conduct

- I. **Introduction:** Instruction should occur in an environment that is conducive to learning. Good order and discipline are basic elements of such an environment and contribute to an atmosphere in which students and school personnel work cooperatively toward mutually recognized and accepted goals. As students progress through the Russellville City Schools, they are expected to assume greater responsibility for their actions as they increase in age and maturity.
- II. **Expected behavior: Students enrolled in the Russellville City Schools are to:**
  - a. Arrive at their designated school area at the appropriate time.
  - b. Report to all classes promptly.
  - c. Prepare assigned work and participate in all learning activities as directed by teachers.
  - d. Respect individuals and their property.
  - e. Refrain from the use of profanity.
  - f. Abide by the rules of good citizenship
  - g. Obey the laws of the city, county, state, and federal governments.
- III. **Classification of Violations:** Violations of the Code of Student Conduct are grouped into three classifications: minor (Class I), intermediate (Class II), and major (Class III) offenses. A listing of offenses and the possible disciplinary actions to be implemented by the principal and/or his/her designee follows each classification.
- IV. **Procedures for formal disciplinary actions:**
  - a. In each class of violations, the principal and/or his/her designee shall hear the student's explanation and, if necessary, consult further with school personnel before determining the classification of the violation. No student shall be punished for any suspected violation until the person responsible for implementing the disciplinary action has heard the student's explanation. Due process involving student rights shall be followed.
  - b. Each elementary school classroom operates under an assertive discipline plan designed for that classroom. Ordinarily, Class I offenses are handled by the classroom teacher according to their plan. There may be instances when the plan requires disciplinary action be taken according to the Code of Conduct. Once a student has exhausted the options of the classroom plan, the student is referred to the principal's office where the Code of Conduct will determine the classification of the offense and the disciplinary action.
  - c. Under no circumstance should academic grades be used as a means of maintaining order in a classroom, nor should student behavior be included in calculating academic grades. All academic grades should reflect the teacher's most objective assessment of the student's academic achievement.

## **Class I - Minor Offenses**

- 1.01 Excessive distraction of other students  
\*Any conduct and/or behavior that is disruptive to the orderly educational process in the classroom or any other instructional setting. Examples: talking excessively, interrupting class functions, provoking other students, etc.
- 1.02 Unauthorized organizations  
\*Any on-campus activities of fraternities, sororities, secret societies, non-affiliated school clubs, or unruly groups
- 1.03 Minor intimidation of a student  
\*The intentional, unlawful threat by word or act to do harm to another student, coupled with an apparent ability to do so, and the performance of some act which creates a well-founded fear in the person that such harm is likely
- 1.04 Participation in gambling or games of chance for money and/or other things of value
- 1.05 Excessive tardiness / Repeatedly reporting late to school or class
- 1.06 Unintentional and/or non-directed use of profane or obscene language
- 1.07 Non-conformity to Physical Restraint and Seclusion. (See Policy 5.30)
- 1.08 Minor disruption on a school bus  
\*There are established consequences for each bus rule violation. Repeated bus rule violations reported and documented on the bus by the driver will be handled by each school's plan and may result in permanent loss of bus privilege.
- 1.09 Inappropriate public display of affection  
\*Including, but not limited to, embracing and kissing
- 1.10 Intentionally providing false information to school personnel  
\*Forgery of parent's name; intentionally providing false information to parents, such as changing grades
- 1.11 Continued refusal to complete class assignments
- 1.12 Failure to follow instructions  
\*Examples: Failure to carry correspondence home; failure to obey directions in hallways, assemblies, etc.
- 1.13 Unauthorized use of school or personal property
- 1.14 Disruptive pushing or horseplay
- 1.15 Littering of school property
- 1.16 Inciting student disorder and/or malicious mischief
- 1.17 Any other violation, which the principal may deem reasonable to fall within this category

## **Disciplinary Actions for Class I Violations**

- I. First Offense
  - A. Informal talk: A school official will talk with the student and try to reach an agreement regarding how the student should behave.
  - B. Other actions, including corporal punishment, may be deemed necessary by the principal or his/her designee.
- II. Subsequent Offenses
  - A. Conference - A formal conference will be held with the student and one or more school officials. During this conference, the student must agree to change his/her behavior.
  - B. Parental conference - A legal guardian is notified by telephone, personal contact, or letter. A conference may be held with the student, his/her legal guardian, appropriate school officials, and other individuals involved.
  - C. Other possible actions may include probation, non-academic work assignments, in-school suspension, detention, corporal punishment, or short suspension. When a student's behavior leads to suspension by the principal, the suspension shall be reported by the principal to the Superintendent. The Superintendent or his designee shall report such suspected violations of Section 16-28-12 of the Code of Alabama to the Franklin County District Attorney within ten (10) days.
  - D. Other actions may be deemed necessary by the principal or his designee.

## **Class II - Intermediate Offenses**

- 2.01 Defiance of authority  
\*Any verbal or non-verbal refusal to comply with reasonable directions or orders from school personnel
- 2.02 Possession and/or use of tobacco products

- \*Having or using tobacco products on the school premises or in any school-sponsored activity
- 2.03 Battery upon students
  - \*Intentionally touching, striking, or causing bodily harm to another student
- 2.04 Threat upon school board employee
  - \*The intentional, unlawful threat by word or act to do violence to a school board employee
- 2.05 Fighting
  - \*Any physical conflict between two or more individuals
- 2.06 Property damage (vandalism)
  - \*Intentional and deliberate action or damage of less than \$100 to public, real, or personal property of another
- 2.07 Stealing-Larceny-Petty Theft
  - \*The intentional, unlawful taking or carrying away of public, real, or personal property
- 2.08 Possession of stolen property
- 2.09 Threats-Extortion
  - \*Verbally or by a written or printed communication, the malicious threatening of an injury to the person, property, or reputation of another with the intent to extort money or any pecuniary advantage whatsoever, or with the intent to compel the person so threatened, or any other person, to do any act or refrain from doing any act against his/her will. Note: Completion of the threat, either by the victim's complying with the demands or the carrying out of the treat against the victim, constitutes a Class III offense.
- 2.10 Trespassing
  - \*Willfully entering or remaining in any structure, conveyance, or property without being authorized, licensed, or invited; or warned by an authorized person to depart and refusing to do so
- 2.11 Possession of/ or igniting fireworks
- 2.12 Possession of a knife
- 2.13 Offensive touching or pinching another person
- 2.14 Written or verbal propositions to promote sexual acts
- 2.15 Use of obscene manifestations (verbal, written, gesture) toward another person
- 2.16 Directing obscene or profane language to a school board employee, student, or visitor
- 2.17 Leaving school premises without permission
- 2.18 Unjustified activation of fire alarm or fire extinguishers
- 2.19 Unauthorized absence (cutting or skipping) from class or school
- 2.20 Intentional, unlawful participation in gambling activities
- 2.21 Irresponsible use of motor vehicles
- 2.22 Any other violation which the principal may deem reasonable to fall within this category

### **Disciplinary Actions for Class II Violations**

- I. First Offense
  - Parental conference and in-school disciplinary actions such as probation, detention, non-academic work assignments, in-school suspension, and/or financial restitution.
- II. Subsequent Offenses
  - A. In-school suspension, non-academic work assignments, corporal punishment, or
  - B. Suspension for 1-3 days. When a student's behavior leads to suspension by the principal, the suspension shall be reported by the principal to the Superintendent. The Superintendent or his/her designee shall report such suspected violations of Section 16-28-12 of the Code of Alabama to the Franklin County District Attorney within ten (10) days.
  - C. Student may be assigned to in-school suspension until a conference can determine a suitable consequence.
  - D. Special Circumstances may warrant a recommendation for placement in an alternative school or special program.
  - E. Assignment to Saturday school as appropriate.
  - F. Other actions which may be deemed necessary by the principal or his/her designee.

### **Class III - Major Offenses**

- 3.01 Drugs
  - \*Unauthorized possession, transfer, use of, or sale of drugs, drug paraphernalia, or alcoholic beverages
- 3.02 Arson
  - \*The willful and malicious burning or attempting to burn any part of school board property
- 3.03 Battery upon school board employee
  - \*The intentional, unlawful touching or striking of a school board employee against his/her will or the intentional causing of bodily harm to a school board employee
- 3.04 Robbery
  - \*The taking of money or other property from the person or custody of another by force, violence, assault, or instilling the fear of same
- 3.05 Stealing-Larceny-Grand Theft
  - \*The intentional, unlawful taking and/or carrying away of property valued at \$100 or more belonging to or in the lawful possession or custody of another
- 3.06 Gambling
  - \*The intentional, unlawful participation in gambling activities involving amounts of more than \$100
- 3.07 Burglary of school property
  - \*Entering or remaining in a structure or conveyance with the intent to commit an offense therein during the hours the premises are closed to the public
- 3.08 Criminal mischief
  - \*Willful and malicious injury or damages at or in excess of \$100 to public property or to real or personal property belonging to another
- 3.09 Possession of a firearm
  - \*Any firearm (including a starter gun) which will, or is designed to, or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; any destructive device
- 3.10 Discharging of any pistol, rifle, shotgun, air gun, or any other device
- 3.11 Possession of a weapon
  - \*Gun, knife, metallic knuckles, tear gas, chemical weapon, device, or any other weapon, instrument, or object with the intent to be armed
- 3.12 Bomb threat
  - \*Any such communication(s) concerning school board property which has the effect of interrupting the educational environment
- 3.13 Explosives
  - \*Preparing, possessing, or igniting explosives on school board property
- 3.14 Sexual acts
  - \*Acts of a sexual nature including but not limited to battery, intercourse, or attempted rape
  - \*Indecent exposure
- 3.15 Aggravated battery
  - \*Intentionally causing great bodily harm, disability, or permanent disfigurement; use of a deadly weapon
- 3.16 Inciting or participating in a student disorder
  - \*Leading, encouraging, or assisting in disruptions which result in destruction or damage of private or public property; personal injury to participants or others during any school-sponsored activity
- 3.17 Any other offense which the principal may deem reasonable to fall within this category

### **Disciplinary Actions for Class III Violations**

Commission of a Class III offense will necessitate a conference with the principal, parents, and/or legal guardian to discuss the option of placement in an alternative school or special program, if available, or voluntary withdrawal or expulsion of the student from the school system. The principal shall determine if law enforcement or other agencies should be contacted. If the matter of disciplinary action is not resolved during this conference, the principal shall suspend the student in the board's prescribed manner and recommend him/her for expulsion. When a student's

behavior leads to suspension by the principal, the suspension shall be reported by the principal to the Superintendent. The Superintendent or his/her designee shall report such suspected violations of Section 16-28-12 of the Code of Alabama to the Franklin County District Attorney within ten (10) days. Expulsion proceedings will be conducted in the manner prescribed by the board's expulsion policies. Due process involving student's rights shall be followed.

#### **Procedure for Corporal Punishment (see Policy 5.30.1)**

To maintain discipline or to enforce school rules, the principal or his/her designee may administer corporal punishment. Such punishment should never be in the presence of other students. A parent or guardian may make a written request that a student be exempted from corporal punishment and that an alternative punishment is made. The procedures listed below must be followed to guarantee proper and legally required due process on behalf of the student.

- I. The student must have been informed previously that his/her behavior could bring about the use of corporal punishment.
- II. Prior to corporal punishment, initial efforts and/or alternative methods should be taken in an attempt to modify the student's behavior.
- III. The administration of corporal punishment must occur in the presence of another professionally certified school official but only after:
  - i. The school official is informed about the reason for punishment in the presence of the student.
  - ii. The student is given the opportunity to defend his/her position.
  - iii. It has been determined that the instrument to be used to implement corporal punishment is appropriate for the age and physical size of the student being punished.

#### **Possession of Deadly Weapons/Dangerous Instruments (see Policy 5.32.1)**

The possession of any deadly weapon or dangerous instrument on school property will be declared a violation of the Gun-Free Schools Act of 1994 and the Alabama Gun Law of 1995.

Violation of this policy and, therefore, the federal and state laws related to the possession of deadly weapons or dangerous instruments on school property, will lead to the expulsion from school for a period of not less than one year of a student who is determined to have brought such weapons or dangerous instruments onto school property in the Russellville City School System.

In addition, the student will be referred to the criminal justice or juvenile delinquency system for the act of bringing a firearm or weapon to school.

Only authorized law enforcement personnel may bring or possess any deadly weapon or dangerous instrument on school property.

#### **Communication with School/Home/Community**

West Elementary takes great effort to maintain open lines of communication for or faculty, families, stakeholders and community. Documents relating to the educational experience of our students (i.e. Title I Compact, Parent Involvement Plan, Continuous Improvement Plan, Student/Parent Handbook, etc.) can be found on the Russellville City Schools website under the "For Parents" tab as well as the West Elementary Schools website under the "For Parents" tab. Up-to-date information regarding our school's events, important reminders, parent information, and other resources are available on the following online resources:

- West Elementary website <https://www.rcs.k12.al.us/Domain/8>
- Twitter @Westatrcs
- Facebook @Westatrcs

West Elementary special reminders and other announcements may also be sent via automated text or phone to the primary telephone number listed for the student. If you do not receive automated text or phone messages and wish to do so please contact West Elementary School office at (256) 331-2122.

### **Counseling**

West Elementary has a full-time guidance counselor who works with large groups, small groups, and individuals. Students may see the counselor as a result of their own requests, parent, teacher, or administrative referrals.

### **Discipline**

The West Elementary School teachers are cooperatively responsible for the discipline of students at any place on the school grounds. Students are subject to the direction of any and all members of the faculty and will be governed accordingly for the good of all concerned. Situations occurring that are not specifically dealt with in this handbook will be handled on an individual basis. In addition to the rules and regulations described in this handbook, every student is expected to comply with the Code of Conduct, which states clearly the school system's standards of behavior. A copy of the Code of Conduct was given to each student when he/she was enrolled at West Elementary. Another copy may be obtained in the office.

**Any parent who is opposed to corporal punishment being used at the discretion of the principal or assistant principal should file a written statement with your child's teacher. An alternative discipline plan will be used.**

### **Dress Code**

Students at West Elementary School are expected to come to school dressed appropriately, with dignity and responsibility. Dress or personal appearance should not disrupt, interfere with, disturb, or distract from school activities and should not create health or safety hazards.

#### **Students should adhere to the following guidelines:**

- Any top that is revealing in nature is not to be worn at school. No exposed midriffs or halters are allowed.
- Shorts and skirts should be of a length appropriate to the age and size of the student.
- Head coverings are not to be worn at school. This includes all hats, scarves, and bandanas. Any distracting hairstyle or color is prohibited. Special hat days will be designated periodically.
- Garments with decorations, patches, lettering, advertisements, etc. that may be considered obscene, suggestive, or offensive may not be worn at school. This includes any garment or accessory that represents a drug emblem, tobacco product, or any type of alcoholic beverage advertisement on the garment.
- Clothing, paraphernalia, or devices which are judged to be related to or associated with hate groups or gang affiliation are prohibited. The offending students may be restricted from wearing the clothing to include particular colors, paraphernalia or device to school for the remainder of the school year with violations subject to Class II/III dispositions.

#### **Consequences for Dress Code Violations:**

Teachers are responsible for monitoring dress code guidelines. Violations of dress code will result in parents being contacted to discuss the violation and further actions will be taken if necessary.

### **Enrichment: WES Tiger Bots Team**

First and second grade students will have the opportunity to enhance their STEM and robotics skills through participation in the WES Tiger Bots teams. Students and parents interested in participation in this extracurricular program must complete an application before the advertised deadline and meet all program requirements. Weights are applied for reading/math averages, Scantron Performance Series reading/mathematics scaled scores, student attendance, and office referrals. The second grade team is comprised of no more than 20 students and no less than 16. The first grade is comprised of no more than 16 students and no less than 12. If the minimum number of qualified participants is not met in any given year, the school administration and team sponsors reserve the right to either consolidate grade-level teams and/or cancel participation of the grade-level team altogether. This is a voluntary participation enrichment activity and there is a small fee associated with covering necessary supplies and the team t-shirt as well as up to three off-campus competitions.

### **Field Trips**

Field trip opportunities that enhance the curriculum are provided for students at all grade levels. Information regarding each trip will be communicated to parents. **Due to accounting issues, money cannot be refunded to students or parents who are unable to attend. Cash only is accepted for field trips!**

### **Gang Membership and/or Affiliation**

Planning, conspiring, possessing, transferring, distributing, displaying or using written materials, drawings, signs, slogans, names, apparel or other materials related to or used in gang or hate group activities are not permitted on any Board of Education property or at any school-related activity.

Students found in violation of this policy shall be guilty of a Class II offense with subsequent violations possibly culminating in a Class III offense which could lead to suspension pending board hearing or expulsion from Russellville City Schools to include exclusion from school property for a calendar year from date of disposition of latest offense.

### **Gifted Education:**

Russellville City Schools offers opportunities to challenge and motivate gifted students. Gifted students are those who perform at or who have demonstrated the potential to perform at high levels in academic or creative fields when compared to others of their age, experience, or environment. These students require services not ordinarily provided by the regular school program. Students possessing these abilities can be found in all populations, across all economic strata, and in all areas of human endeavor.

Teachers, counselors, administrators, parents or guardians, peers, self, or any other individuals with knowledge of the student's abilities may refer a student. Additionally, all second grade students will be observed as potential gifted referrals using the Second Grade Child Find Process developed by the Alabama State Department of Education.

For each student referred, information is gathered in the areas of Aptitude, Characteristics, and Performance. The information is entered on a matrix where points are assigned according to established criteria. The total number of points earned determines if the student qualifies for gifted services.

Submit request for referral in writing to the Guidance Counselor at your child's school.

### **Grade Reporting**

A report of the student's progress will be sent home regularly. Students will be assessed on the Alabama College and Career Readiness Standards. The West Elementary School grade scale for first and second grades is as follows: 90-100 – A's; 80-89 – B's; 70-79 – C's; below 70 is not passing.

Kindergarten students will be evaluated using a rubric (1-4), which describes the level of mastery of the standards. Students in first and second grades will receive a computerized report card at the end of each 9-week period. It is the responsibility of the student to share these reports with his/her parents. Kindergarten students will receive a report card providing a teacher assessment of the standards taught during those nine weeks. Parents should sign a student's report card and return it the next day.

**The 2019-2020 dates on which parents should expect students to bring report cards home are as follows:**

|                                      |   |
|--------------------------------------|---|
| <b>1<sup>st</sup> Grading Period</b> | August 12– October 15<br>Report Card – October 22   |
| <b>2<sup>nd</sup> Grading Period</b> | October 16 – December 18<br>Report Card – January 7 |
| <b>3<sup>rd</sup> Grading Period</b> | January 6 – March 11<br>Report Card – March 18      |

### Health

If your child is injured or becomes seriously ill at school, we will contact you immediately. If we cannot reach you, we will use the emergency contact information you provide on the registration form. ***Please remember that we cannot keep a child at school if the child has a fever, is vomiting, or has a contagious disease. Students must be fever-free for 24 hours without medication before returning to school.***

Please refer to section entitled “Medication Guidelines for Students” for information regarding dispensing of medication.

### Homework

Teachers use homework as reinforcement or practice for the skills taught during the school day. Homework is checked daily, regardless of whether a grade is given or not. It is the student's responsibility to have his/her homework assignment and the books and supplies needed to complete the assignment when leaving school. It is also the student's responsibility to complete the work and turn it in on time.

### Internet Access and Usage

Access to the Internet and e-mail has been made available to students, teachers, and staff of Russellville City Schools. The goal is to promote educational excellence by facilitating research, resource sharing, innovation and communication. The Internet is to be used in support of research and education that is consistent with the educational objectives of West Elementary School. Written parental permission must be granted and the form submitted to the school ***before*** students will be allowed to use these services.

### Intervention

Intervention programs are designed to provide extra help for those students who are behind in reading or language acquisition skills and/or math. Intervention groups are kept small and teachers work on individual skills.

### Library

The library is open from 7:45 until 3:00. All students at West Elementary School have a scheduled library time each week. During this time students check out books and participate in activities.

***Parents are financially responsible for lost or damaged library books.*** No refunds will be given; recovered books may be kept by the student or donated to the library in the child's name. Late fines are not charged; however, students with outstanding books (overdue, lost, stolen, or damaged) are not eligible to check out additional materials until the book is paid for or checked back into the library. Students are allowed to check out one library book at a time.

### Lost and Found

***All personal possessions should be clearly labeled with the first and last name of the child*** (jackets/coats, sweatshirts, winter accessories, lunch boxes, etc.). All items found at school are kept in the Lost and Found closet. Periodically, unclaimed items will be donated to a local charity.

Students will be informed in advance and teachers will allow students to look for their missing items before they are collected. West Elementary School is not liable for any lost or stolen items.

### Make-Up Work

Requests for assignments due to absence should be made by calling the school office **before noon**. Those items may be picked up between 3:00 and 3:30.

**All make-up work should be completed in accordance with the following time frame:** For an absence of one to three days, the student will have three days to complete the work that was assigned during the absence. If the absence has been longer than three days, the student will have the same number of days to complete the missed



work as he/she was absent.

If the work/test was assigned prior to the absence, the student will be expected to take the test and turn in the work **on the day he/she returns to school**. This rule also applies to school related absences due to parental consent with the permission of the principal. If a student does not complete his/her make-up work on schedule, then he/she will receive a zero on that work. Any incomplete grades on the report cards must be cleared before the end of the following 9-week period.

### **Medication Guidelines for Students**

The medication administration procedures for Russellville City Schools have been written to comply with the recommendations from the State Department of Education and the Alabama Board of Nursing. Please read all of the below information carefully. If your child will be taking medication during school hours, you may pick up the necessary form in the school office. Please contact Laura Pruett, school nurse, at 256-331-2122 extension 1810 if you have any questions.

1. All medication for children in grades K-12, (prescription / nonprescription), should be brought into the school nurse's office by an adult. Students should not have medication in their possession. **EXCEPTION:** Students who must carry asthma inhalers as prescribed by a physician. Students should not transport medication on a school bus with the exception being an asthma inhaler.
2. Controlled medications, such as Ritalin, will be counted by an unlicensed medication assistant or school nurse when brought to the office.
3. All medication, (prescription and nonprescription), must have a medication release form completed and on file in the office prior to medication administration by school personnel. The form must be signed by a parent or guardian for nonprescription and by the physician for prescription medication.
4. The medication release form must indicate the reason the student will be taking the medication. He/she will only be given the medication for the reason indicated.
5. Medications prescribed to be given once daily should be given at home; twice daily should be given at home before school and at night; three times daily should be given at home before school, after returning home from school and at night. One exception to this schedule involves students enrolled in after- school activities. Any other special considerations should be brought to the attention of the registered nurse.
6. A new medication release form must be completed anytime there is a medication change. To assist in this matter, information may be faxed to and from the doctor's office and the school.
7. A medication release form must be signed by a physician prior to the administration of prescription medication.
8. All prescription medication must be in the original pharmacy-labeled container. The information on the bottle must have the same information as the medication release form. Most pharmacists will give an extra bottle for home use if asked.
9. All nonprescription medication must be in the original container with the student's name written on the outside of the container. (Medication sent in any other type of container will not be administered.)
10. A student may self-administer prescription medication (such as an asthma inhaler, epi-pen, etc.) when directed by a licensed prescriber. The prescriber must indicate in writing that the student may carry the medication and that self-administration of medication is permitted with his/her signature.
11. Unused medication should be picked up by an adult for students in grades K-12. Medication that has not been picked up will be disposed of by school personnel the day after school ends for summer break. (West Elementary will not keep medication through the summer.)
12. Students with potential life-threatening illnesses/conditions (asthma, seizures, severe allergic reactions, hemophilia, diabetes, cardiac conditions, or any other condition the doctor recognizes as life threatening) should have an emergency plan on file at the school. Parent should notify the student's teacher and principal or designee if an emergency plan is needed. The school nurse will be involved in the development of the emergency health plan.

### **Music**

All students at West Elementary have a scheduled music time every other week. Students are introduced to the basic rudiments of music and apply this theory to instruments, songs, and composition.

## **Parent Conferences**

Parent-teacher conferences are encouraged and may be initiated by either the parent or the teacher. Teachers remain after school until 3:15 p.m. Monday through Thursday for the purpose of having conferences. While we try not to use instructional time during the school day for conferences, we try to accommodate parents' schedules. Please call your child's classroom teacher to arrange a conference or to cancel if you are unable to attend one previously scheduled.

## **Parties and Special Events**

WES encourages all parents and guardians to be active participants in the education experience of their child(ren). It is our desire to highlight the wonderful things WES students are learning and achieving throughout the year. To better accommodate such celebrations, we ask that siblings not attend WES parties and/or special events held throughout the year unless so noted by the school newsletter or event flyer.

Visitors may not bring outside food when eating with a student in the WES cafeteria. Outside food such as cookies and/or cupcakes may be sent to school for special birthday celebrations and enjoyed inside the classroom after 1:00 pm. **The first day for lunch guests at WES is Monday, September 9<sup>th</sup> to allow ample time for our students to learn and practice cafeteria procedures.**

## **Parent and Family Engagement**

At the beginning of the year, parents will be invited to sign up to assist with school-wide activities, classroom activities, etc. West Elementary has an active Parent-Teacher Partnership that promotes effective communication, parent-teacher engagement, and learning opportunities for parents as well as to assist teachers with activities that help provide meaningful learning opportunities for our students.

## **Physical Education**

Physical Education for elementary students is **required** as part of the state-mandated curriculum. Classes are scheduled each day. **All students are expected to participate on a regular basis. Should a student need to be held out of participation because of illness or injury, it is the responsibility of the parent to notify school by providing a verified doctor's excuse detailing the nature of the problem and the length of time the student should be held out.**

**For the safety of your child, all students must wear tennis shoes when participating in PE and/or recess.** These may be stored in the student's backpack until PE and then changed. Students not wearing appropriate shoes will be assigned an alternate task/activity at the teacher's discretion.

## **Physical Restraint and Seclusion (See Policy 5.30.2)**

As a part of the policies and procedures of the Russellville City School System, the use of physical restraint is prohibited in the Russellville City School System and its educational programs except in those situations in which the student is an immediate danger to himself or others and the student is not responsive to less intensive behavioral interventions including verbal directives or other de-escalation techniques. Physical restraint is expressly prohibited when used as a form of discipline or punishment. The use of other physical restraint, chemical restraint, mechanical restraint, or seclusion is prohibited in the Russellville City School System and its educational programs.

The use of restraint may occur along with other emergency actions such as the school seeking assistance from law enforcement and/or emergency medical personnel which could result in a removal of the student by such personnel.

Significant violations of the law including assaults on students and staff will be reported to the police. As soon as possible after the restraint or removal of a student (and no longer than one school day following the occurrence), the parent or legal guardian will be provided written notification.

## **Privacy Policy and Directory Information**

### **Family Educational Rights and Privacy Act (FERPA) Notice for Directory Information**

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that Russellville City Schools (RCS), with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, RCS may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow RCS to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Attendance call system to alert you when your child is absent;
- Graduation programs; and
- Sports activity sheets, such as for football, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.<sup>1</sup>

If you do not want RCS to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing within 10 days of your child's starting enrollment date. RCS has designated the following information as directory information:

- |                          |   |
|--------------------------|---|
| -Student's name          | -Participation in officially recognized activities and sports |
| -Address                 | -Phone Number   |
| -Electronic mail address | -Weight and height of members of athletic teams               |
| -Photograph              | -Degrees, honors, and awards received                         |
| -Date of birth           | -The most recent educational agency or institution attended   |
| -Major field of study    | -Student ID number (Not Social Security Number)               |
| -Dates of attendance     |   |
| -Grade level             |   |

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<sup>1</sup> These laws are: Section 9528 of the Elementary and Secondary Education Act (20 U.S.C. § 7908) and

<sup>1</sup> 10 U.S.C. § 503(c).

### **Promotion/Retention Policy**

- Students may be retained when they fail to pass reading or math.
- A teacher may recommend that a student repeat the current level even though passing grades have been attained. If this should occur, a plan of action will be proposed for the following year and parental approval will be required.
- A student may be placed in the next grade when school personnel who are familiar with the child feel that it is in the student's best interest.

### **Publicity**

The Russellville City School System attempts to develop a cooperative relationship with local newspapers and area television stations. We also communicate with the public via social media sites, such as Facebook and Twitter. During the year we receive requests to photograph or video students at school for use in media coverage. This form was part of the enrollment package that required a parent's signature giving permission for publicity authorization.

### **Safety**

The safety of our students is a serious matter. Behavior that is viewed as harassing or threatening will not be tolerated; **students must recognize the seriousness of such offenses.**

Measures that promote safety include:

1. Resource officer on-site
2. Locking exterior doors
3. Visitor sign-in policy
4. Monthly fire drills
5. Seasonal severe weather drills
6. Code Red school safety drill
7. Emergency evacuation plan / School Safety Plan
8. The use of security cameras

### **School Closings**

In the event that severe weather or other emergency conditions exist, the superintendent will decide if the school will open. If the decision is made to close the schools, radio and television stations serving the area will be notified. We will also attempt to notify parents and guardians by phone with a recorded message or a text message through our School Cast system. If possible, the announcement will be released to the media on the evening prior to opening and placed on the Russellville City Schools' website, WES Twitter, WES Facebook page.

If emergency conditions require that school be dismissed early, the same radio and television stations will be notified and a recorded message will be sent by phone through our School Cast system. In order for a person other than the parent/guardian to check out a child, by law, the parent/guardian must give the school permission to release the student to that individual. **Please do not call the school; this inhibits us in assuring students are being properly cared for.**

It is imperative that you **update the PRIMARY contact number** for each student. This is THE ONLY number that will be dialed through our School Cast system. Please make sure that the number you want to receive any notifications is listed as **PRIMARY** for your student.

### **School Hours**

School will be in session from 8:00 a.m. until 2:55 p.m. each day.

To ensure proper supervision students should report to the location indicated upon arrival.

- |             |                           |
|-------------|---------------------------|
| 7:20 – 7:30 | Holding area(s)           |
| 7:30 – 8:00 | Directly to the classroom |

Students **SHOULD NOT** be brought to school before 7:20 a.m. and should **never** be left unattended when the

**doors are locked.** Teachers may be arriving early for their assigned morning duties; however, students may not enter the building before the designated time. All students who arrive after 7:30 a.m. will report directly to their grade level holding area.

Breakfast will be served in the classroom each day from 7:30 – 8:00. The regular school-day schedule begins at 8:00. Students arriving after 8:00 are considered tardy and must be taken to the office to be checked in by an adult. Students may **not** be dropped off at the office at/after 8:00 and sent inside alone. Student tardies are documented as excused or unexcused and truancy regulations apply.

### **School Nondiscrimination Policy**

The Russellville City Board of Education does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies:

Heath Grimes, Superintendent  
1945 Waterloo Road  
Russellville, AL 35653  
256-331-2002

### **Signed Papers**

As a means of keeping you informed, our teachers periodically send home copies of student work which should be signed as directed and returned the following day. Signatures indicate only that you have seen the papers. If you have questions about a paper or the quality of work, please call the teacher at 256-331-2122 to arrange an appointment. Not all grades that come home to be signed will go into the grade book.

### **Telephone Usage**

Student use of the office telephone will be limited to matters of illness or emergency. With the teacher's permission, students may be allowed to use the phone for personal matters. Cell phones are to remain turned off and not visible during the school day.

Classroom phones are not for student use. Important messages for students must be left on the teacher's voice mail **before 2:00 p.m.** Parents who wish to arrange a phone or personal conference should leave a voice mail with the teacher. These messages will be checked periodically and responded to as the teacher's schedule permits.

### **Textbooks**

All textbooks are the property of the Russellville City Schools.

Textbooks must not be damaged. Some damages to textbooks are as follow:

- One or more pages of content missing.
- Water-soaked, causing backs and pages to be swollen or molded.
- Unnecessary marking with any kind of pencil, pen, crayon, etc. on outsides of cover, insides of cover and on ends of cover.
- Defaced or marred, such as broken, cut, or smeared backs or pages, etc.

Penalties for lost or damaged textbooks:

- The student will pay full price for any lost or damaged textbooks.
- No textbook will be issued to any student while the payment for lost or damaged textbooks is outstanding.

All textbooks must be returned by the student when promoted or transferred.

### Traffic

**In the morning, car riders should be dropped off at the cafeteria sidewalk in front of WES.** Parents should pull all the way up to the sign. Students are not to be dropped off and left to sit outside. The school will not unlock any doors until 7:20 and, at that time, the SRO will be at the crosswalk to direct traffic and escort students. **The area in front of the office is reserved for buses during the morning and afternoon. Traffic will not be allowed to pass through this area for drop-off from 7:20-7:45 or pick-up 2:00-3:00.** We do not allow students to be dropped off at the crosswalk between WES and RES and walk across traffic.

**All students should walk into the building on their own.** If a parent needs to speak with a teacher, he/she may set up a conference or leave her a voicemail to call the parent during her planning time. If a student needs help bringing something into the building (projects, snacks, etc.), please check in the office to get a visitor's pass before going to the classroom. This is for your child's safety as well as the safety and security of all students.

Early bus students will be dismissed to their buses at approximately 2:40 p.m. Late bus students will be dismissed at 2:50 p.m. Car riders will be dismissed immediately following the buses. All students will need to be picked up by 3:05 p.m. every day. Students attending our afterschool program will be dismissed to their designated area at 3:00 p.m.

**Students who leave school at the end of the day by a different means of transportation (change buses or cars), or go to a different destination, must present a note signed by a parent or guardian giving permission for this change or contact the WES office at (256) 331-2122 no later than 2:00 p.m.**

### Truancy Policy (Early Warning Program)

In addition to other school policies and procedures regarding attendance this year, the Russellville City Schools, in cooperation with Franklin County District Attorney Joey Rushing and Juvenile Court, will continue the Early Warning program. This program is another way of stressing the importance of good school attendance. The majority of school dropouts are students who have poor attendance and/or truancy while in school. It is most important that our children be educated so they can achieve success in today's highly technological world of work.

Alabama children and youth between the ages of seven and sixteen years are required to attend school (Ala. Code S 16-28-1). Additionally, the state requires parents/guardians who enroll a student in school be responsible for that child's regular attendance and proper conduct while there. It is the responsibility of the parent or guardian to assure that any absence of the student is considered an "excused absence" according to the policy of the school system. If this necessary information is not provided to the school, the absence will be "unexcused" and could result in the intervention of the court.

On September 9, 2004, the Alabama State Board of Education adopted a resolution, which contained:

#### Truancy Definition

A parent, guardian, or other person having charge of any child officially enrolled in Alabama public schools (K-12) shall explain in writing the cause of any and every absence of the child no later than three (3) school days following return to school. A failure to furnish such explanation shall be evidence of the child being truant each day he/she is absent. The child shall also be deemed truant for any absence determined by the principal to be unexcused based upon the State Department of Education's current School Attendance Manual. Seven unexcused absences within a school constitute a student being truant for the purpose of filing a petition with the Court. The Interagency Committee on Youth Truancy Task Force recommendations known as the Early Warning Truancy status of any student as follows:

1. First Truancy/Unexcused Absence (Warning)
  - a. Parent/guardian shall be notified by the school principal or his/her designee that the student was truant and the date of the truancy.
  - b. Parent/guardian shall also be provided with a copy of the Alabama's compulsory school attendance laws and advised of the penalties that can be applied and the procedures that shall be followed in the event that other unexcused absences occur.
2. No Earlier Than the Fifth Unexcused Absence (Conference) the parent, guardian, or person having control of the child shall (1) attend a conference with the attendance officer and principal or his/her designee and/or (2) participate in the early warning program provided by the juvenile court.

- a. Attendance at one of these conferences shall be mandatory except where prior arrangements have been made or an emergency exists.
  - b. Failure to appear at the school conference and/or to appear at the early warning program shall result in the filing of a complaint/petition against the parent under Code of Alabama (1975), #16-28-12(c) (failure to cooperate), or truancy against the child, whichever is appropriate.
3. No Earlier Than Seventh Unexcused Absence, But Within Ten (10) School Days (Court).  
File complaint/petition against the child and/or parent/guardian, if appropriate.
4. Child Under Probation
  - a. The school attendance office should be notified by the juvenile probation officer of all children in the school system under probation supervision by the juvenile court as consistent with state statute, Code of Alabama (1975), #12-15-100 and 105.
  - b. Where a child under probation is truant, the school attendance officer should immediately notify the juvenile probation officer.
5. Tardies  
Students and parents who accumulate excessive unexcused tardies may also be required to attend the Early Warning Program.

We realize that most students in the Russellville City School System have good attendance. Neither they nor their parents need this information. However, since the Early Warning Program is implemented, we are required to see that all parents and students are informed of the program. It is our hope that you and your children have a successful school experience this year.

#### **Use of Digital Device During the Administration of a Secure Test (Student Policy)**

The possession of a digital device (including but not limited to cell phones, smart watches, MP3 players, cameras, or other telecommunication devices capable of capturing or relaying information) is strictly prohibited during the administration of a secure test. If a student is observed in possession of a digital device during the administration of a secure test then the device will be confiscated.

If a student is observed using a digital device during the administration of a secure test, testing for the student will cease, the device will be confiscated and is subject to search, the student will be dismissed from testing, and the student's test will be invalidated.

#### **Visitors and Volunteer Workers**

All visitors must check in at the office upon entering the building to receive a visitor's pass. This pass should be worn throughout the visit. Your assistance in adhering to this policy helps to ensure your child's safety. Students are not allowed to bring a "guest" to school.

Volunteers are always welcome at West Elementary School. Please contact your child's teacher or the office if you are interested in sharing your time and talents. Be sure to follow the visitor check-in procedure and receive a volunteer's badge upon arrival.

It is the policy of West Elementary School that sibling(s) or any other non-WES child(ren) **not** accompany the parent for activities during the school day. This includes class parties, lunch visits, volunteer work, a conference with teacher, etc. While we do not wish to create a hardship for parents, nonetheless, lack of space and supervision makes this request necessary. We also feel that this policy will increase the meaningfulness of the parent visit for the West Elementary student. Visitors may not bring in outside food and/or fast food when eating with a WES student in the cafeteria.

#### **Withdrawal and Transfer**

The student or student's parent or legal guardian must request a withdrawal form from the office on the day he/she plans to withdraw. A student must have this form if going to another school in the State of Alabama.





**Russellville City Schools**  
**INTERNET ACCEPTABLE USE**

**Parent's or Guardian's Agreement**

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Student Name (Print Clearly)

*To be read and signed by parents or guardians of students who are under 18:*

As the parent or legal guardian of the above student, I have read, understand and agree that my child or ward shall comply with the terms of the School District's Acceptable Use and Internet Safety Policy for the student's access to the school district's computer network and the Internet. I understand that access is being provided to the students for educational purposes only. However, I also understand that it is impossible for the school to restrict access to all offensive and controversial materials and understand my child's or ward's responsibility for abiding by the policy. I am therefore signing this policy and agree to indemnify and hold harmless the school, the school district and the data acquisition site that provides the opportunity to the school district for computer network and Internet access against all claims, damages, losses and costs, of whatever kind, that may result from my child's or ward's use of his or her access to such networks or his or her violation of the foregoing policy. Further, I accept full responsibility for supervision of my child's or ward's use of his or her access account if and when such access is not in the school setting. I hereby give permission for my child or ward to use the building- approved account to access the school district's computer network and the Internet.

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Parent or Guardian name(s) (Print Clearly)

---

Home phone

---

Parent or Guardian Signature(s)

---

Date

---

Address

Cut Here and Submit



| August 2020 |    |    |    |    |    |    |
|-------------|----|----|----|----|----|----|
| Su          | M  | Tu | W  | Th | F  | Sa |
|             |    |    |    |    |    | 1  |
| 2           | 3  | 4  | 5  | 6  | 7  | 8  |
| 9           | 10 | 11 | 12 | 13 | 14 | 15 |
| 16          | 17 | 18 | 19 | 20 | 21 | 22 |
| 23          | 24 | 25 | 26 | 27 | 28 | 29 |
| 30          | 31 |    |    |    |    |    |

| September 2020 |    |    |    |    |    |    |
|----------------|----|----|----|----|----|----|
| Su             | M  | Tu | W  | Th | F  | Sa |
|                |    | 1  | 2  | 3  | 4  | 5  |
| 6              | 7  | 8  | 9  | 10 | 11 | 12 |
| 13             | 14 | 15 | 16 | 17 | 18 | 19 |
| 20             | 21 | 22 | 23 | 24 | 25 | 26 |
| 27             | 28 | 29 | 30 |    |    |    |

| October 2020 |    |    |    |    |    |    |
|--------------|----|----|----|----|----|----|
| Su           | M  | Tu | W  | Th | F  | Sa |
|              |    |    |    | 1  | 2  | 3  |
| 4            | 5  | 6  | 7  | 8  | 9  | 10 |
| 11           | 12 | 13 | 14 | 15 | 16 | 17 |
| 18           | 19 | 20 | 21 | 22 | 23 | 24 |
| 25           | 26 | 27 | 28 | 29 | 30 | 31 |

| November 2020 |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|
| Su            | M  | Tu | W  | Th | F  | Sa |
| 1             | 2  | 3  | 4  | 5  | 6  | 7  |
| 8             | 9  | 10 | 11 | 12 | 13 | 14 |
| 15            | 16 | 17 | 18 | 19 | 20 | 21 |
| 22            | 23 | 24 | 25 | 26 | 27 | 28 |
| 29            | 30 |    |    |    |    |    |

| December 2020 |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|
| Su            | M  | Tu | W  | Th | F  | Sa |
|               |    | 1  | 2  | 3  | 4  | 5  |
| 6             | 7  | 8  | 9  | 10 | 11 | 12 |
| 13            | 14 | 15 | 16 | 17 | 18 | 19 |
| 20            | 21 | 22 | 23 | 24 | 25 | 26 |
| 27            | 28 | 29 | 30 | 31 |    |    |

# Russellville City Schools

2020-2021 School Calendar



180 Student Days / 187 Teacher Days

Institute Day - August 6  
 Teacher Workday - August 7  
 Teacher PD - August 10 and 11  
 Schools Open - August 12  
 Labor Day - Monday, September 7  
 Homecoming - October 16  
 Fall Break - October 5-6  
 Teacher PD - October 7  
 Veterans Day - Wednesday, November 11  
 Thanksgiving Break - Nov. 25-27  
 Christmas Break Begins - December 21  
 Teacher PD - January 4 and 5  
 Students Return - January 6  
 MLK Holiday - Monday, January 18  
 President's Day - Monday, February 15  
 Spring Break - March 29 - April 2  
 Spring Holiday - April 30  
 Last Day for Students - May 28  
 Last Day for Teacher - May 28

## Beginning/Ending of Nine Week Grading Periods

1st - August 12 - October 15 (43)  
 2nd - October 16 - December 18 (42)  
 3rd - January 6 - March 11 (45)  
 4th - March 12 - May 28 (50)

Virtual Days

Teacher Days

Student Days

Holidays/No School

Early Dismissal

| January 2021 |    |    |    |    |    |    |
|--------------|----|----|----|----|----|----|
| Su           | M  | Tu | W  | Th | F  | Sa |
|              |    |    |    |    | 1  | 2  |
| 3            | 4  | 5  | 6  | 7  | 8  | 9  |
| 10           | 11 | 12 | 13 | 14 | 15 | 16 |
| 17           | 18 | 19 | 20 | 21 | 22 | 23 |
| 24           | 25 | 26 | 27 | 28 | 29 | 30 |
| 31           |    |    |    |    |    |    |

| February 2021 |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|
| Su            | M  | Tu | W  | Th | F  | Sa |
|               | 1  | 2  | 3  | 4  | 5  | 6  |
| 7             | 8  | 9  | 10 | 11 | 12 | 13 |
| 14            | 15 | 16 | 17 | 18 | 19 | 20 |
| 21            | 22 | 23 | 24 | 25 | 26 | 27 |
| 28            |    |    |    |    |    |    |

| March 2021 |    |    |    |    |    |    |
|------------|----|----|----|----|----|----|
| Su         | M  | Tu | W  | Th | F  | Sa |
|            | 1  | 2  | 3  | 4  | 5  | 6  |
| 7          | 8  | 9  | 10 | 11 | 12 | 13 |
| 14         | 15 | 16 | 17 | 18 | 19 | 20 |
| 21         | 22 | 23 | 24 | 25 | 26 | 27 |
| 28         | 29 | 30 | 31 |    |    |    |

| April 2021 |    |    |    |    |    |    |
|------------|----|----|----|----|----|----|
| Su         | M  | Tu | W  | Th | F  | Sa |
|            |    |    |    | 1  | 2  | 3  |
| 4          | 5  | 6  | 7  | 8  | 9  | 10 |
| 11         | 12 | 13 | 14 | 15 | 16 | 17 |
| 18         | 19 | 20 | 21 | 22 | 23 | 24 |
| 25         | 26 | 27 | 28 | 29 | 30 |    |

| May 2021 |    |    |    |    |    |    |
|----------|----|----|----|----|----|----|
| Su       | M  | Tu | W  | Th | F  | Sa |
|          |    |    |    |    |    | 1  |
| 2        | 3  | 4  | 5  | 6  | 7  | 8  |
| 9        | 10 | 11 | 12 | 13 | 14 | 15 |
| 16       | 17 | 18 | 19 | 20 | 21 | 22 |
| 23       | 24 | 25 | 26 | 27 | 28 | 29 |
| 30       | 31 |    |    |    |    |    |