

Russell Elementary School

Student Handbook



2016-2017



Mrs. Jo Hall
Principal

Mr. Brad Burris
Counselor/504 Coordinator



Mr. Matt DeWitt
Assistant Principal for Discipline/Title IX Coordinator

Mrs. Beth Stuerman
Assistant Principal for Instruction



Russell Elementary is Home of the Patriots!

Dr. Mark Scott, Superintendent
Houston County Board of Education
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www.hcbe.net



HOUSTON COUNTY SCHOOLS STUDENT CALENDAR 2016-2017

July 25 - 28, 2016	Pre-Planning /Professional Learning (Opening Session July 25)
July 29, 2016	First Day of School
September 5, 2016	Labor Day Holiday
October 7, 2016	Professional Learning/Parent Conferences, Student Holiday
October 10 - 14, 2016	Columbus Day & Fall Break Holiday
November 11, 2016	Veterans Day Holiday
November 21 - 25, 2016	Thanksgiving Holiday
December 15, 2016	Last Day of Semester for students
December 16, 2016	Teacher Work Day, Student Holiday
December 19 - 30, 2016	Christmas Holiday
January 2, 2017	New Year's Day Holiday
January 3, 2017	Teacher Work Day, Student Holiday
January 4, 2017	Second Semester Begins
January 16, 2017	Martin Luther King, Jr. Holiday
February 20, 2017	Presidents' Day Holiday
February 21, 2017	Professional Learning/Student Holiday
March 27 - 31, 2017	Spring Break
May 24, 2017	Last Day of School
May 25 - 26, 2017	Post-Planning
May 26 - 27, 2017	High School Graduation

Elementary School Report Card and

Nine Weeks Period	End Date	Date Report Issued
Progress Report, Day 21	August 26	August 30
Report Card (9 weeks), Day 44	September 29	October 5
Progress report, Day 66	November 8	November 10
Report Card (9 weeks), Day 87	December 15	January 9
Progress report, Day 110	February 6	February 8
Report Card (9 weeks), Day 133	March 13	March 15
Progress Report, Day 158	April 24	April 26
Report Card (9 weeks), Day 180	May 24	May 24

Principal's Message

Dear Students & Parents:

The beginning of a new school year is filled with excitement! On behalf of the entire staff, we would like to welcome back all former students and their families. We also want to say "WELCOME" to the students and parents who are new to Russell Elementary School. You are going to love it here! Russell is the Best School in the Universe!

This insert is a valuable source of information to both students and parents. It is important to take the time to become familiar with the school and how it operates. For more detailed information refer to the Houston County Elementary School Handbook on our website at www.res.hcbe.net.

Russell Elementary has a positive learning atmosphere where safety and academics are stressed above all else. We offer many clubs for students outside of the instructional day and I encourage those who are interested to become involved in these. Our goal is to provide students with a positive elementary school experience while here at Russell.

Please pay close attention to the information you will receive concerning our discipline plan and bullying policy. Our discipline plan enables us to provide a safe and orderly learning environment. Our students benefit from the consistency and uniformity of this school wide plan.

Communication between school and home is essential. Please utilize the

school website for information on upcoming events at www.res.hcbe.net. All faculty and staff email addresses are listed and email is a wonderful way to contact us should you have any questions or concerns. By working together, teachers and parents can effectively impact each student's experience at RES.

Have a great year!

Jo Hall
Principal

MISSION STATEMENT

The mission of Russell Elementary School is to promote high expectations and academic excellence for ALL students.

TELEPHONE DIRECTORY

Main Office..... 478-929-7830
Mrs. Hall..... Ext. 57200
Mrs. Stuerman Ext. 57833
Mr. DeWitt Ext. 57752
Mr. Burris Ext. 57100
To reach your child's teacher, call 929-7830, and leave a message with the front office. Or, you may email the teacher.

AFTER-SCHOOL PROGRAM

The After-School Program (ASP) is a child care project of the Houston County School System. Its purpose is to provide a safe, relaxed, and stimulating environment for elementary school age children. The program is held each day that school is in session until 6 p.m. and is available for students pre-kindergarten through fifth grade.

- The ASP operates 180 days per year.
- An application form must be completed before any student can participate. The *nonrefundable* application fee is

\$25 or the family rate of \$35, must be included with the form.

- Drop-Ins are allowed if they are registered and bring a signed note from a parent on the day they will attend. Payment must be made on the day the student attends.
- The fee structure is \$35 per child per week or \$9 per child per day. NO REFUNDS will be issued for any reason. Credits will be issued when students are out of school because of illness lasting more than one week.

Contact the ASP coordinator (Brad Burris) for detailed information and application forms.

ATTENDANCE/SCHOOL HOURS

School hours are **8:30 am - 3:30 pm** for all grades. The doors to the school are opened at 7:45 am. Students must remain in their cars with their parents should they arrive earlier. Students walking to school must not arrive on campus before 7:45 am. Additionally, the location for student “car rider” drop off is on the east side of the school under the awning. At no time should a parent ever drop a child off in a parking lot or in an area not designated for student drop off. This is a danger to the student and will not be tolerated. If you have something to take care of in the school in the mornings, please park your car in a parking place and report to the office to sign in. Please never drop off your child in ANY parking lot, the front or the side.

All students arriving before 8:00 am will report to the cafeteria. After 8:00 am students may report directly to their homerooms unless they want to eat breakfast at school. The bell to begin school rings at 8:30 am. This

means students must be in class by 8:30 am, not arriving to school by 8:30 am. Students who arrive to class after 8:30 am are tardy. Students who are tardy must report to the office for a tardy slip. **An adult is required to accompany the student and to sign him/her in.**

If students are dropped off at school prior to **7:45 am** or are left at school after **3:50 p.m.** on a regular basis the school is authorized to contact the school resource officer.

Please remember that illness as well as doctor appointments for the student are valid reasons for being absent, tardy or dismissed early. If a child must leave early, please make every effort to check him or her out before 3:00 p.m. Avoidance of traffic is not a valid reason for an early dismissal.

A doctor’s school excuse or parent note must be submitted within 3 days of your child returning to school after his or her absence, tardy, or early dismissal to be considered excused, otherwise it remains unexcused.

Please be mindful of the Board of Education policy about student absences. If a student misses 10-18 days, he/she may be promoted at the discretion of the principal. If a student misses more than 18 days, he/she may **NOT** be promoted.

Tardies and early dismissals are included in the criteria for the end-of-year Perfect Attendance Award. A student may not have any tardies, early dismissals or absences to be awarded the Perfect Attendance Award.

BACKGROUND CHECKS

All adults are required to have background checks if they plan to be chaperones for field trips or serve as

volunteers in the school. If you are new to the Houston County School System and would like to volunteer, please stop by the office and complete a Houston County School System Background Check Form. Background checks are valid for five years.

If you are currently a Russell parent and your Background Check is more than five years old, please stop by the office and fill out a new form. The school secretary will notarize the form for you.

BREAKFAST/LUNCH/SNACKS

Breakfast and lunch are provided at no cost to all students at Russell. We are asking that ALL students eat a breakfast and lunch at school. If your child eats at home or brings his/her lunch to school, he/she can pick up a breakfast/lunch supplement to go along with what you have provided. We sell snacks before school and during lunch for 50 cents. Breakfast is served from **7:45-8:30 a.m.**

- Breakfast/Lunch menus are published monthly on our school website.
- Students are allowed to bring a snack to be eaten during their recess/break time.
- Snacks are available for purchase from **7:45-8:25 am** from our snack cart.
- All students are expected to eat lunch unless they have a note.
- Students bringing lunch from home will carry it to the lunchroom. They will go through the line and pick up a “lunch buddy” to go along with their lunch from home. There is no microwave or any way to heat up a student’s lunch when brought from home.
- Due to the school systems efforts in nutrition education, staff and parents are asked NOT to bring

commercial foods into the school cafeteria.

- Students are not permitted to exchange food with or give food to other students.
- Carbonated drinks are **not** allowed in the lunchroom.
- If your child cannot drink milk or has a food allergy, please have the doctor to complete the medical form available from the Med Tech.

CONFERENCES

Parents may email the teacher or write a note in the agenda requesting a conference. Conferences may be scheduled before school, during teacher planning time, or after school. We encourage you to meet with your child’s teacher as often as possible. Communication is necessary in order to ensure your child’s progress is monitored on a regular basis.

DISCIPLINE PLAN

At Russell Elementary School our faculty and staff are committed to providing quality instruction within a safe and positive learning environment. Our school wide discipline plan focuses on teaching and encouraging positive student behaviors in and out of the classroom.

Our school wide discipline plan is aligned with the PBIS (Positive Behavioral Interventions & Supports) model. This multifaceted program includes components that encourage positive behavior, teach & reinforce school expectations, and a component that tracks and monitors behaviors. The behavior point component for

example, encourages students to earn daily behavior points. At the end of each quarter, students that maintain a 90% average or better will be invited to participate in a behavior celebration as a reward. Another component of PBIS is the school praise bucks program. Students who are caught being positive role models in the school can be given praise bucks that they can use to purchase items at our praise buck store.

Whether it is on the bus, around campus, or in the classroom, the teachers and staff here at Russell encourage, guide and support our students to reach their highest potential. A brochure with our complete discipline plan and bullying/sexual harassment policy will be sent home with each student at the beginning of the school year. Please read and discuss this plan with your child or children and assist us in maintaining a positive learning environment.

DISMISSAL POLICY

Parents are responsible for ensuring that their child/children have a **consistent** dismissal plan for the school year. It is very important that your child be dismissed the same way every day to keep them from becoming confused. **If there is a change in how your child will be going home, it is the responsibility of the parent(s) or guardian(s) to notify the school in writing.** For safety reasons, we CAN NOT take the word of a student. If we do not receive notice of the change in

writing, your child will go home in the normal manner.

It is also the parent's/guardian's responsibility to notify the school in writing when your child will be picked up by anyone other than those who are listed on the student information card. Students will not be dismissed from the classroom before **3:30** unless there is an early dismissal.

Parents who walk up to pick up their children (before 3:40) will wait in the cafeteria for their children to be dismissed. No parents are permitted anywhere other than the cafeteria during dismissal.

Walkers, bus students and day care riders will be dismissed through the front doors. Students riding home in cars will be dismissed on the east side of the building (Featherstone Drive) beginning at 3:30 p.m. They will be called to the ramp by their carpool number. It is mandatory that anyone picking up a student have the carpool number in its original form. We also accept phone pictures of the original carpool number in the cafeteria(only). You may NOT use a carpool number on your phone in the carpool line. You will need to park and go to the cafeteria. It is not permissible to "tell" the carpool number. You must "show" it in the original form. Each family will be given a set of carpool numbers per child. All children in the same family who are picked up together will receive the same carpool number. If carpool numbers are left at home, lost or misplaced there will be a \$1.00 fee for each reprint (cash only).

Students must be picked up before 3:50 pm each school day. This is Houston County School System policy. The school is authorized to contact the appropriate authorities if students are dropped off before 7:45 or picked up after 3:50 on a regular basis.

DRESS CODE POLICY

Students' dress must conform to the policies of the Houston County Board of Education. Each student, with the advice and counsel of his/her parents or guardians should dress in a manner which is appropriate for school and its related activities. Students dressed modestly will generally have no problems concerning student dress codes.

FIELD TRIPS

Appropriate field trips that relate to units of study may be planned for grade levels. A student fee to cover costs may be necessary. County policy states that chaperones are required to have a background check on file **BEFORE** going on a field trip. When students go on field trips, they **must** have the original signed permission form from their parent/guardian before he or she will be allowed to leave the campus. Should your child forget or neglect to return the signed form he or she should **not** expect to call home for you to bring the form on the day of the field trip. Please note that hand-written and oral permission will **not** be acceptable.

LEGAL NAME

All records for students in grades Pre-K to 5th will be recorded in the child's name as it appears on his or her birth certificate. If a nickname is used, it will be placed in quotation marks after the name.

MEDICATION POLICY

Students needing occasional non-prescription medications for colds, earaches, or sore throats are to take these medications at home if possible. Non-prescription medications will be administered at school for a short-term duration only (9 school days or less), and only when in the **original container** and accompanied by written parental request with directions for administering.

Medication that is prescribed three (3) times a day can be given before the student comes to school, after school, and again at bedtime. However, if medication **MUST** be given at school, it must be in the **original container** with the specific information regarding medicine, dosage, and time to be given.

If prescription medication must be given at school on a daily basis or for more than 2 weeks, you will need to have your doctor complete and sign medication form HRS-29. This form may be obtained from the Med Tech. All prescription medication must be presented to the school in a **prescription labeled bottle**, which must include the student's name, date, instructions for administering, name of drug, and name of the issuing physician.

NON-ACADEMIC ACTIVITIES

Students receiving one home suspension, or In-School-Suspension more than one time, or more than one bus referral in a 9 week period will not be allowed to attend **ANY** non-academic after school activities (after school socials, clubs, jump rope/dance performances, talent shows, etc.).

PARENT VISITATION

For safety reasons, all parents/visitors are asked to report to the office prior to visiting any classroom. All parents/visitors are required to sign-in and out on the computer and receive a visitor's pass. Any person visiting a classroom may be escorted by appropriate school personnel. Your cooperation is greatly appreciated.

Parent Observations are scheduled through the teacher and may be up to an hour in length (maximum).

REPORT CARD SCHEDULE

A progress report and report card schedule is included with this handout. All students in third - fifth grades will receive progress reports as well as report cards. K-2nd grade students will receive Records of Progress Reports at the end of each nine weeks.

RETURNED CHECK POLICY

When a check written to the school is returned due to **"Insufficient Funds"** the school is charged a fee by our local bank; therefore, should your check be returned, you will be assessed the charged fee of \$15.00. If more than two NSF checks are received from the same party during the year, the school will no longer accept personal checks as payment.

SCHOOL BUS RULES/BUS RAMP

Students who ride the school bus are expected to adhere to all of the rules as listed in the transportation guidelines. Riding the bus is a privilege and will be taken away if a student is disruptive or causes other safety problems on the bus. The bus driver will make contact with parents after the first infraction. Any future infractions will be written up as a "bus

referral" and will be given to a school administrator. School administrators will follow a progressive discipline plan regarding bus referrals.

Severe misbehavior may result in bus suspension on the first reported incident. Severe misbehavior may include, but is not limited to:

- Disrespect
- Fighting/Bullying
- Vandalism
- Possession of Drugs
- Possession of Weapons
- Profanity/Verbal Threats
- Sexual Harassment

SCHOOL PARTIES

Students at Russell Elementary have two classroom parties each year; one before the December break and one the last day of school. Houston County Board of Education Policy does not allow gifts, flowers, or balloons to be sent to students. Birthday invitations may be given out at school during non-instructional times. Board Policy does not allow addresses or telephone numbers of other students to be given out for any reason.

SCHOOL RULES

1. Listen and follow directions and procedures the first time they are given.
2. Keep hands, feet, mouth, and other objects to yourself.
3. Stay in your seat and on task unless you have permission to do otherwise.
4. Be respectful to teachers, all adults, and other students at all times.
5. Have classwork and homework ready to turn in on time, and have materials ready to use throughout the day.

STUDENT INFORMATION UPDATES

It is imperative that your child's homeroom teacher and the school office are notified immediately of a change of address, home/cell/work telephone number, or of a change in emergency contact information during the academic school year.

TELEPHONE CALLS

If a student gets sick or hurt, a call will be made to the child's parents/guardians by the Med Tech or a member of the office staff. Only in emergencies are students allowed to make telephone calls. Students will not be allowed to call home for left book bags, lunches, homework, field trip permission slips, after school activities, special practices, tutoring sessions, weekly signed paper folders, or to receive permission to stay for after school detention (students and parents are given 24-hour notice if after school detention has been given.)

TEXTBOOK GUIDELINES

Each textbook/workbook issued to a student is the responsibility of the student. A fee is assessed for lost or damaged textbooks/workbooks. The principal or the textbook coordinator will assess the appropriate fees, based on Houston County Board of Education guidelines, after the teacher has

determined that a textbook/workbook has been lost or damaged. Lost or damaged textbooks/workbooks **must** be paid for before a new book is issued.

TITLE IX-NON-DISCRIMINATION

Title IX of the Education Amendments Act of 1972 prohibits discrimination on the basis of sex in education programs and activities. Our school does not discriminate on the basis of sex in its education programs and activities. Any inquiries concerning Title IX may be referred to our school's Title IX Coordinator Matthew DeWitt 478-929-7830.

Lost and Found Articles

Please! Please! Write your child's name (first and last) on all jackets, coats, sweaters, book bags, hats, lunchboxes, etc. with a permanent marker. Lost and found articles are located in the lunchroom hall near the 3rd grade pod. These items are collected and donated to charity at the end of each quarter.

RES K – 5th Afternoon Dismissal Procedures for 16-17

PreK Students must be picked up by a parent in the cafeteria by 3:20. PreK students will not be permitted to be picked up through the car pick-up ramp.

- **Lunchroom Pickups:** Students who are picked up by parents who either PARK or walk to school to get their children.
- **Car Riders:** Students who are picked up by parents in cars who do not get out of their cars. These parents drive through the pick-up line.
- **Bus Riders:** Students who ride the bus home.
- **Day Care:** Students who ride daycare buses.
- **ASP:** Students who go to RES After School Program (after hours care provided by the school).
- **Walkers:** Students who walk home unsupervised by an adult.

Lunchroom Pickups: When students' names appear on the dismissal board they will meet their parents in the cafeteria. Parents, you will park in the front parking lot and walk down the breezeway closest to Featherstone Drive and enter the lunchroom. You will show your child's dismissal number to the paraprofessional on duty. You must have the original copy of the dismissal number either in hand or as a picture on your phone. Dismissal numbers will only be entered from 3:15 - 3:40 for Lunchroom Pick Up. After 3:40 ALL parents must drive through the car line to pick up their children. We will not allow parents to walk to classrooms to pick up children or to go to the office to pick up children. This is why you must have your child's dismissal number in hand each day.

Car Riders: You will enter the car pick up line on Featherstone Drive. Parents please attach your child's dismissal number to your car visor and flip it down when you reach the teacher on duty and make sure he/she sees it. If the teacher on duty cannot see your number and it isn't put into the system your child's name will not appear on the dismissal board and he/she won't come to the car ramp. This creates a traffic problem and slows down dismissal for everyone. If you do not have the number you will have to park, go into the office and show proper identification before your child will be released. It is important to have your child's dismissal number in hand each day! Also, please note that dismissal for car riders will not begin until 3:30 and runs until 3:50. You may pick up your child any time from 3:30 - 3:50. After 3:50 is considered a late pick up and children will be waiting in the office. Refer to the student handbook concerning consequences regarding excessive late pick-ups. Please note: If you need a reprint of your child's dismissal number you will be charged \$1.00 (cash only) per reprint.

Bus Riders/Day Care Riders: Students will go to the bus ramp when they see their bus/van listed on the dismissal board.

ASP: Students will be picked up from classrooms by an ASP worker.

Walkers: Walkers (who walk home unsupervised) are walked out the front door and across the street at 3:25 by a grade level teacher. These students must walk directly home and may not return to campus.

Questions: Please ask your child's teacher or an administrator. **Safety is our #1 Priority!**