

**RUSSELL-
MCDOWELL
INTERMEDIATE
SCHOOL**

This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____ ZIP CODE _____

PHONE _____

STUDENT NO. _____



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Welcome to Russell-McDowell Intermediate School!

Our vision at RMIS is to **LEAD- Learn, Excel, Achieve, Dream.** We strive to:

- Provide an enriching, challenging, and caring learning environment
- Promote a positive learning atmosphere
- Celebrate successes
- Meet the needs of all students
- Create a social and physical environment that enables students to become life-long learners, critical thinkers, problem solvers, communicators, inventors, dreamers, and explorers of our changing world.

This handbook contains important information that will allow our students to have a safe, orderly, and productive school experience. While reading these policies and procedures, remember that the school and parents are partners in helping each child succeed.

Mission Statement

The Mission of Russell-McDowell Intermediate School is to empower students with the necessary skills to become productive citizens of the 21st century.

School Hours

School Opens	7:30 a.m.
Breakfast	7:30 a.m. - 8:25 a.m.
Students Tardy	8:25 a.m.
Student Dismissal	3:25 p.m.

Visitors

All visitors must check in at the office to receive a visitor's badge and sign in.

Volunteers

If you wish to volunteer, please go through the central office for a background check first. Once you have your volunteer badge from central office, we are happy to have you as a volunteer!

Lunch/Breakfast

Breakfast: \$1.00, students/ \$1.50, adults
Lunch: \$2.00, students/ \$2.50, teachers/
\$3.00, all other adults
Milk and juice can be purchased for \$0.30 each.

Ala Carte items sold in the cafeteria may not be charged. Please, no glass containers in lunchroom. Additionally, fast food items or soft drinks are not permitted for lunch as per KRS 158.854.
Make checks payable to Russell McDowell Intermediate School Café Or R-MIS Café.

You can also check your child's lunch balance on our district website.

www.russellind.kyschools.us

Attendance

Upon returning to school after an attendance event, your child needs a written excuse stating the reason for the event. Attach a doctor's excuse, if applicable. Because we care about our students, we may call to check on them when they are absent.

Parents may request make-up work from their child's teacher, but we must receive the request by 11:00 a.m. each day. You

can pick up your child's work after 3:00 p.m. at the office.

Perfect attendance means students must be in school from 8:25-3:25 each day.

Leaving during the day for appointments, activities, etc. is considered a tardy.

A student is allowed a maximum of five (5) valid parent notes a year. A valid medical excuse is required for any subsequent attendance event.

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

Parents or guardians should notify the school in advance when it becomes necessary for their child to accompany them on out-of-town trips. This will allow the pupil to secure advance assignments, which may be handed in upon returning to school. The arrangement will permit teachers to administer missed tests and to grade homework. Pre-arrangements must give teachers sufficient time to determine assignments. Some requests for pre-arranged absences will be excused, some will not. Each case will be judged on its own merit.

To encourage high attendance, these rules and procedures shall be complied with:

1. All missed schoolwork may be made up. The student has the responsibility to request make-up work upon his/her return to school.

2. If the absence is excused, teachers shall assist the student in making up the work. Make-up work must be turned in by the third day after returning to school. This due date may be adjusted, based on teacher's discretion.
3. If the absence is unexcused, the teacher shall give assignments upon request. However, work missed during unexcused absences will receive a "0". If tests are missed, the teacher is not required to develop new tests or to give the old tests.
4. Students who have unexcused tardies or absences may be subject to detention, suspension, referral to the court system, and/or other disciplinary measures.

Tardies

Students who arrive at school after 8:25 a.m. are considered tardy. Any time after 8:25 a.m., parents are to bring their children into the office in order to sign them in for the day. Children must receive a tardy slip from the office in order to go to their classroom. Tardies are excused for illness with note from parent and/or doctor's excuse.

Deliveries

Please do not have items delivered from florists or other agencies to the school. We cannot accept these deliveries.

Birthday Celebrations

If you plan on sending small snacks to school on your child's b-day, please

have prior approval from the teacher. If your child is inviting all the children in the class to a birthday party, the teacher will be glad to distribute the invitations for you. **If only a part of the class is invited, please mail the invitations.**

Dress Code

Appropriate attire and acceptable appearance strongly correlate with school success. R-MIS students are expected to be neat, clean, and well groomed at all times as a show of respect for themselves as well as others. The following is a description of generally acceptable attire for students attending R-MIS:

- ✓ slacks or jeans
- ✓ leggings with a mid-thigh top
- ✓ shirt, blouse, top, or t-shirt
- ✓ sweater or vest in appropriate weather
- ✓ below the mid-thigh length shorts (below fingertips when arms are at sides)
- ✓ below the mid-thigh length dress or skirt (below fingertips when arms are at sides)
- ✓ sweatshirt and sweatpants
- ✓ appropriate footwear, including backless shoes
- ✓ tennis shoes are required on physical education days

The dress code prohibits the following:

- ✗ cropped tops, tube tops, camisoles as external wear, bare back, bare midriffs, halter tops, bare chests, slit jeans
- ✗ short shorts, cut offs, bike shorts
- ✗ leggings without a mid-thigh top
- ✗ hats or toboggans in the building
- ✗ bandanas
- ✗ coats worn during the day, unless building conditions require them
- ✗ sunglasses

- ✗ miniskirts and mini dresses without leggings
- ✗ pants/jeans worn below the hip bones
- ✗ clothing with suggestive, vulgar, or inappropriate language or pictures (clothing that advertises alcohol or tobacco products, any illegal substances, or promotes violence)
- ✗ shoes with a heel height exceeding 1 ½ inches
- ✗ wallet chains or any excessive length necklaces
- ✗ other items considered inappropriate by the teachers or administration

Behavior Expectations

The classroom teacher and the principal will handle most discipline problems. In some cases, students may be referred to the counselor to resolve conflicts or handle situations on an individual basis.

Many times, the classroom teacher through teacher/parent communication and conferencing can resolve the behavior(s). When the behaviors become habitual, or are severe in nature, Russell-McDowell will refer to the following violations and consequences to handle student behavior.

Due to the nature of certain offenses, removal of field trip privileges, AEP, detention, or suspension may be assigned.

Violations/Consequences

Class I

- *Electronic Devices
- *Public display(s) of affection
- *Integrity

- *Skipping/Truancy
- *Loitering
- *Tobacco
- *Gambling

First Offense-

This violation may result in a detention.

Repeated Offenses-

This violation may result in a suspension or Alternative Educational Placement (AEP)

Class II

- *Assault on another student
- *Theft or Damage to Property
- *Breaking of State Law
- *Threatening Action/Verbal Threats
- *Bullying
- *Trespassing
- *Disrespect
- *Disruptive Behavior/Disruption of School
- *Fighting
- *Harassment
- *Failure to comply with directions of school personnel

First Offense-

This violation may result in detention, AEP, or suspension.

Repeated Offenses-

This violation may result in AEP or suspension.

Class III

- *Assault on another student (causing serious injury)
- *Assault on school personnel, employee
- *Assault with weapon
- *Bomb Threats or Hoax
- *Firearms/Explosives
- *Weapons/Dangerous Instruments other than firearms

*Sexual Harassment

*Starting Fire

*Narcotics, Alcoholic Beverages, Controlled Substances, Chemicals, & Drug Paraphernalia

*Sexual Harassment

*Weapons/Dangerous Instruments other than Firearms

*Starting a Fire

This violation **will** result in an out-of-school suspension for up to ten (10) days; possible notification of offenses to the proper law enforcement agency, and may result in expulsion.

Field Trips

At the beginning of the year, we will send home a field trip permission form. This form gives permission for all trips. However, the class teacher will send home specifics about each trip at the time of the trip.

Traffic/Parking

Bus Arrivals/Departures

The buses will drop off and pick up students on the Playground side of the school, entering from Long Street and exiting Espy Lane. **Please DO Not Park, Drop Off, or Pick UP your child in this area.** It is very hectic at times, and we are concerned about the safety of students.

Parent Drop Off

This is done at the side of the building closest to the soccer field. Please drop off your student at the side door with the awning. Parents dropping off students must come into the drop off area from Espy Lane onto the school parking lot.

Please follow the directions of staff in order to help the students unload safely.

Harassment/Discrimination Definition

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

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

Bullying Defined

Bullying refers to any intentional act by a student or groups of students directed against another student to ridicule, humiliate, or intimidate the other student while on school grounds, or at a school sponsored activity, which acts are repeated against the same student over time.

See Related Board Policies:

Student Behavior 9.4

Student Conduct 9.42

Student Disciplinary Process 9.43

Early duty staff will report at 7:30 a.m. No student is permitted to be dropped off prior to 7:30.

Parent Pick-Up Area

If your child is a pick-up, you must park in the back, front, or soccer field side of

the school and come into the gym to sign your child out. The gym doors will open at 3:20 p.m. for you to wait. Students being picked-up will be called to the gym at 3:25 p.m. If you have not picked up your child by 3:30 p.m. your child will be taken to the front office foyer to wait. **If your child is a pick up, you must be here by 3:40. If you can not pick your child up by this time, you will need to make other arrangements.**

Check-In/Check Out

Students arriving at school after 8:25 a.m. or leaving at any point in the day, must be checked in or out through the office. A parent must sign his/her child in or out at the office. If you are picking up early, the office staff will call your child down to the office. Please wait in the lobby/office for your child. **Please do not call ahead and ask us to call your child down before you get here.** A great deal of instruction time is lost when we do this. Be sure to list any other people on the back of the emergency card who are allowed to pick up your child. We also need to have each person's social security number (including parents') when anyone comes to the office to pick up a child. **We will not allow your child to leave the school with anyone except those people you have listed on the card.**

Parking/Handicap Spaces

The front and side lot has spaces for visitor parking. When visiting the school for any reason, please park in the spaces. Please **do not** park in the fire lane in front of the school or block other cars into parking spaces. You must enter the school through the front doors since

all other doors are locked. Please **do not** park in handicap parking spots unless you have a handicap pass.

Transportation Changes

Any change from the normal routine, including riding another bus, going home with someone else, being picked up by someone else or being picked up for one day only, requires a note from you requesting the change. Your child's teacher must know where your child is going at the end of each day. Change in bus routine requires principal's approval as well as teacher's awareness. Students will be issued a temporary bus pass when they are not riding their regular bus. If you need to get a message to your child regarding transportation, please call the school (836-8186) before 2:00. If possible, inform us by your child's lunchtime. This allows us to get a note to your child before school is dismissed.

Supervision

We will have staff on duty from 7:30 a.m. until 3:40 p.m. or until the last bus leaves. Children should not arrive or be left at school outside of these times. In the mornings, students being dropped off or arriving by bus are greeted by a teacher on duty. All students will go to the gym and be supervised by duty teachers. In the afternoon, students stay in their classrooms until their bus is announced. Students being picked up are called to the gym at 3:25 p.m. and must let the teacher on duty know when they see the person picking them up. Walkers are dismissed last to ensure their safety. This system is efficient and effective. **In**

order for it to work, we need your complete cooperation. Our school personnel have been instructed to remind anyone in violation of the correct procedures. Thanks for your cooperation.

School Insurance

School accident insurance is offered each year through the Russell Board of Education and its schools. You may request a brochure describing the possible insurance options during the first week of school.

Health Records

All students must have an up-to-date immunization record and school physical on file. The district school nurse reviews each record. Reminder letters will be sent home when it is time for updated immunizations. If students are not in compliance, they will be sent home until all records are complete. We must also have a copy of the certified birth certificate. You must bring in the original, and we will copy it. Social Security cards are requested.

Medication

Medication should be given at home when possible. If your child must have medication during school hours, the following guidelines must be met:

1. An adult must bring the medication to the office staff. **Students shall not carry medicine.**

2. Medications **must** be in the original container. It is against the law to carry medicine in envelopes, baggies, aluminum foil, saran wrap, etc. According to KRS 218A.210 a person “may lawfully possess it (medicine) only in the container in which it was delivered to him/her by the person selling or dispensing.”
3. School must have **a current signed permission form that is to be filled out completely on each medication.** These permission forms are available in the school office.
4. Students are **forbidden** to share any medicines. This includes over the counter medicines such as Tylenol or any other prescription medicines including inhalers.
5. Students who need to use inhalers for asthma must have the signed permission slip from a parent as with all other medications. These may be carried by students with signed permission slips. Over the counter medications are discouraged during school hours. However, if your child’s attendance depends on a dose of over the counter medicine, the above requirements must be met.

Non-prescription situations are only accepted on a limited and short-term basis.

Food Allergies/Cafeteria Regulations

Due to certain food allergies, peanut and other nut products **are prohibited in the café at all times.** Peanut products are allowed in some classrooms. Your child’s teacher will let you know if the classroom is peanut free or not. Thank you for your patience and understanding of others’ needs.

Due to the competitive foods law KRS.158.854 (2a) **we cannot allow restaurant food to be brought into the school café.** Thank you for your cooperation.

Emergency Cards

It is critical to report to your child’s school office and his/her teacher anytime there is a change in a phone number, address, medical condition, or allergy. The emergency card is the first thing we look at if a child is injured or ill.

Tornado/Earthquake Drills/Lockdown

All students at R-MIS will be informed of procedures to follow in case of a tornado, fire, earthquake, or other emergency situations. This information will also be posted in each classroom and other student areas. Students must follow this procedure in a safe and orderly manner. Periodically, the school will conduct a drill of each procedure. **All drills must be taken seriously.**

Asbestos Notification

Certain areas, although very limited, in our building facilities have materials containing asbestos. Anyone may review our asbestos management plan located at the Central Office, 409 Belfont Street. This notification is printed August 1, 2014.

Pesticide Notice

The RIS Board of Education has implemented a program of Integrated Pest Management (IPM) in order to control pests in a way that minimizes economic, health, and environmental risks. All individuals applying pesticides will be properly certified in keeping with applicable legal requirements.

SBDM

This council consists of two parents, three teachers and the principal. These meetings are open to the public. Minutes of the meetings and agendas are posted at school. Additionally, you will find SBDM information and polices on our school website. SBDM regular meetings begin at 4:00 PM.

2016-2017 Calendar

July 12 @ 9 a.m.		Aug. 16
Sept. 13	Oct 11	Nov. 15
Dec. 13	Jan. 10	Feb. 21
Mar. 14	April 11	May 9
June 6 @ 9 a.m.		

PTA

Please consider supporting PTA through membership. Information goes home at the beginning of the year.

Mission Statements

The best way to predict your future is to create it. -Stephen Covey

Class Mission Statement

Personal Mission Statement

Student Self Reflection

*Based on your report card and discussion with your teacher, shade in the appropriate 9-Weeks box (1st, 2nd, 3rd, and 4th) for each subject and skill.

	Exceeds Expectations				Meets Expectations				Working Towards Expectations				Working Below Expectations			
	1 st	2 nd	3 rd	4 th	1 st	2 nd	3 rd	4 th	1 st	2 nd	3 rd	4 th	1 st	2 nd	3 rd	4 th
Language Arts																
Math																
Science																
Social Studies																
Homework																
Behavior																

Strengths:

1st 9-Weeks: _____

2nd 9-Weeks: _____

3rd 9-Weeks: _____

4th 9-Weeks: _____

Weaknesses:

1st 9-Weeks: _____

2nd 9-Weeks: _____

3rd 9-Weeks: _____

4th 9-Weeks: _____

S. M. A. R. T. Goals

Specific	Good goals are clear, precise, and definite. If your goals are too broad, too general, or too fuzzy, they will be hard to achieve.
Measureable	The goal must be written so that you can measure your progress toward it, so you'll know when you've achieved it.
Action	Be prepared to take action to meet your goal.
Realistic	Make sure that your goal is not too difficult or too easy. Think about the steps you'll have to take to achieve this goal.
Timely	The goal should have a definite timeline.

S.M.A.R.T. Goal Example

I will earn 16 A.R. points by the end of the first nine weeks of school. I will do this by checking out A.R. books on my

reading level and reading for 30 minutes at home 5 days a week.

Student SMART Goals

1st 9-Weeks:

Specific Measurable Action Realistic Timely

2nd 9-Weeks:

Specific Measurable Action Realistic Timely

3rd 9-Weeks:

Specific Measurable Action Realistic Timely

4th 9-Weeks:

- Specific Measurable Action Realistic Timely

Begin with the end in mind. - Stephen Covey

MAP and STAR Student Conference Sheet

Reading

My Spring 2015 Score _____

	Proficient Score	My Goal	My Score	Growth
Fall 2015				
Winter 2016				
Spring 2016				

Math

My Spring 2015 Score _____

	Proficient Score	My Goal	My Score	Growth
Fall 2015				
Winter 2016				
Spring 2016				

Language

My Spring 2015 Score _____

	Proficient Score	My Goal	My Score	Growth
Fall 2015				
Winter 2016				
Spring 2016				

STAR

	Beginning	2 nd 9 Wks.	3 rd 9 Wks.	End of Year
Reading				
Math				

Accelerated Reader

	1 st 9Weeks	2 nd 9Weeks	3 rd 9Weeks	4 th 9Weeks
Range				
Goal				

Book Title	Book Level	Points	Date Began	Date Finished	Score

Book Title	Book Level	Points	Date Began	Date Finished	Score
