

RUSSELLVILLE ELEMENTARY SCHOOL

# STUDENT HANDBOOK



NURTURING EXCELLENCE IN OUR SCHOOL TOGETHER

*#HornetStrong*

## 2025-2026

**Primary Campus**  
PreK-2nd Grade  
423-586-6560

**Intermediate Campus**  
3rd-5th Grade  
423-585-3861

Dr. Sarah Cooper-Principal  
John Watkins-Assistant Principal



Russellville Students and Families,

We are thrilled to extend a warm welcome to all of you for the 25-26 school year!

At Russellville, we believe in creating a supportive environment where students are encouraged to thrive and reach their full potential. We are focused on and committed to making sure that our students love coming to school, are learning and achieving success at high levels, and grow as individuals. Our goal is that students love coming to school and learning.

To the new faces joining our school, we are excited to welcome you into our family. To our returning students and community members, your enthusiasm and commitment are the foundation of our school's success.

Together, let's make this academic year a rewarding and fulfilling journey for all.

Thank you for your ongoing support, dedication, and partnership. We are eagerly looking forward to a year filled with learning, growth, and shared accomplishments.

Dr. Sarah Cooper  
Principal

### MISSION STATEMENT

At Russellville, we believe in nurturing excellence in our students through strong academic and positive social/emotional learning experiences while fostering and maintaining strong partnerships with our school families and the community to help provide our students with a strong educational foundation.

### VISION STATEMENT

N.E.S.T.-Nurturing Excellence in our School Together

### AFTERNOON DISMISSAL

Dismissal in the afternoon begins at 2:50pm at the primary campus and 3:00pm at the intermediate campus. **All car riders must be picked up by 3:30 p.m.** Please follow the traffic patterns that are set up at each campus. All car riders are picked up at the **front** of each building. Parents/guardians are to wait in line in their vehicles to pick up students. A driver's license or photo I.D. may be requested. It is extremely important that everyone consistently follows afternoon dismissal procedures in order to keep our children safe.

### ATTENDANCE POLICY( District Policy 6.200)

Establishing good attendance habits is a trait to begin early! The rules and procedures discussed below are established by the Hamblen County Board of Education and by the staff of our school to provide an optimal learning experience for your child. In order for students to benefit from the strong emphasis on instruction, they must attend class regularly and be on time.

### ABSENCES

Absences are classified as either **excused or unexcused**. Parents/guardians must contact the school office between 8:00 a.m. and 8:30 a.m. when a student will be absent. Absences will be excused **ONLY** for the following reasons:

1. Personal illness; parent/guardian signed note shall be accepted for three (3) days for each semester; after three (3) days a physician's statement shall be required. Parent notes will be accepted thirty (30) days after the absence. After thirty (30) days the absence will be considered unexcused.
2. Illness of parent/guardian requiring temporary help; physician's statement shall be required
3. Recognized religious holidays
4. Court summons
5. Doctor or dentist appointment; medical statement shall be required
6. Military
7. Injury
8. Hospitalizations
9. Homebound
10. Subpoena
11. Court order
12. School-sponsored activities
13. School-endorsed activities
14. Extenuating circumstances determined on a case-by-case basis by the school principal.

When a student returns to school following an absence, the student **MUST** bring a signed note by the parent/guardian and an explanation for the absence. **If a student fails to bring in a note after 30 days, the absence is classified as unexcused.**

Absences due to a student's personal illness can be excused in accordance with a note written by the parent/guardian - up to a maximum of 3(three) school days each semester. **Beyond this limit, a medical**

**statement is required for absences to be classified as excused. Excessive absences will result in a conference with the principal and possible referral to the Hamblen County Attendance Review Committee.**

**In order to be counted as present for the full day, a student must be at school for a minimum of three hours and thirty-one minutes. Therefore, a student must be present at school at least until 11:31 a.m.**

Students will be permitted to make up all missed class work. The number of days missed is the number of days the student shall be given to complete the assignment. Failure of a student to turn in assignments within these guidelines shall result in zeros being recorded for the missed assignments.

### **UNEXCUSED ABSENCES**

Grades K-5: Parents of elementary students shall be notified by letter or phone when their child receives the third unexcused absence. Attendance coaches shall contact parents after the fourth unexcused absence. A student shall be placed on an Attendance Contract or face other disciplinary action after the fifth unexcused absence. Students with excessive absences may be referred to attendance review at the discretion of the principal.

### **EXCUSED & UNEXCUSED TARDIES / EARLY DISMISSALS**

Arriving on time and remaining the entire school day provides students with full academic instruction. A student will be counted as tardy if he/she is not in his/her seat ready to work when the 8:00 a.m. bell rings or leaves before the school day is completed. Any student who is tardy must be signed in by the parent or guardian at the school office. Students shall be permitted to leave school prior to regular dismissal time only in the company of a parent, legal guardian, police officer, court officer, or a person designated in writing by the parent/guardian. Acceptable reasons for being tardy or being dismissed early would include:

1. Excused tardies/early dismissals
  - a. Late bus
  - b. Illness with doctor's note
  - c. Death in family
  - d. Religious holiday 4
  - e. Medical/dental appointment
2. Unexcused tardies/early dismissals (Grades K-5)
  - a. Tardy # 3 Parent contact by mail
  - b. Tardy # 6 Loss of perfect attendance, parent contact by attendance personnel
  - c. Tardy # 8 to 10 Tardy Contract
  - d. Tardy # 11 or more: Attendance Review Committee
  - e. Five unexcused tardies/early dismissals will be considered an unexcused absence.

### **BUS CONDUCT**

In view of the fact that bus service is an extension of the classroom, students are expected to conduct themselves on the bus in a manner consistent with the established standards for classroom behavior. School bus transportation is not required by state law, but is a service extended to eligible students by the Hamblen County Department of Education. Misconduct on the bus or at bus stops may result in a loss of this privilege.

Students are expected to abide by the following transportation rules:

1. Obey the bus driver's instructions.
2. Remain seated at all times while on the bus, facing the front with their feet on the floor.

3. Students shall keep their hands, arms, and heads inside the bus at all times.
4. Do not throw objects of any kind on the bus or from a bus window.
5. No profanity, shouting, disorderly, or improper conduct of any kind.
6. Food or drink is not permitted on the bus.

The following disciplinary action will be taken for students in grades K-5 that receive bus referrals:

- 1<sup>st</sup> Offense: Warning  
 2<sup>nd</sup> Offense: Suspension from bus for at least five (5) days  
 3<sup>rd</sup> Offense: Suspension from bus for at least fifteen (15) days  
 4<sup>th</sup> Offense: Suspension from bus for at least thirty (30) days  
 5<sup>th</sup> Offense: Suspension from bus for at least one (1) year.

**Parents/guardians are responsible for the transportation of their child in the event bus privileges are lost.** Parents/guardians may contact the Transportation Department at 423-586-2103 for information concerning their student's transportation services.

Any student riding the bus home with a friend or to a different location must have a note from both parents/guardians. This note must be signed by the principal before the student boards the bus.

### CAFETERIA

Breakfast is served from 7:15 a.m. until 7:55 a.m. each morning. Your child's teacher will send home a daily lunch schedule.

*Note: Due to schedule changes, some days your child may eat earlier or later than the regular schedule states.*

All students are provided with a free breakfast and lunch every day. In our cafeteria, we have à la carte items (extra entrees, extra milk, bottled water, etc.) available for purchase daily. If a student would like to be able to purchase these items, he or she may bring money daily or have the option of taking the items off their lunch account.

**Hamblen County Board Policy prohibits food being brought into school cafeterias from any outside commercial food service establishments.** No carbonated drinks will be allowed in the cafeteria at any time.

Students are expected to follow school rules and use good manners during lunch time. Parents/guardians/visitors may eat lunch with a student, however, asking other students to eat with you is not allowed. Due to safety reasons, visitors may not take pictures of other students when visiting the cafeteria.

### COMMUNICATION

Throughout the year we strive to have close contact with 100% of our parents/guardians. We need your help in this process. We encourage families to stay in contact by:

- Reading grade level newsletters
- Signing up for our school-wide Remind groups.
- Attending parent teacher conferences
- Register for "School Messenger" text messages located on the school website
- Register for "ParentPortal" through our school office
- Take a few minutes each day to talk to your child about school and review his/her planner
- Visiting our website; Go to [www.hcboe.net](http://www.hcboe.net) - then click on "Schools"

### CONFERENCES

Parent/guardian conferences are very important to the success of your child. The school or parent/guardian may call or write to request a meeting at any time. Please make an appointment with the teacher at least 24 hours prior to your requested visit. Teachers are not available to meet every day or during instructional time. School-wide conferences will be scheduled in the fall and spring.

### DISCIPLINE

The Hamblen County School System uses a systemwide discipline plan, called Assertive Discipline, which will afford every student guidance in making good decisions about their behavior, and thus an opportunity to learn in a positive, nurturing classroom environment. The plan below outlines our classroom rules and consequences for appropriate and inappropriate behavior. The department of education believes that acceptable behavior is an essential ingredient of effective education programs. Students are expected to conduct themselves in such a manner as to reflect favorably upon themselves, their families, their community, and their school. The professional staff is expected to ensure student conduct that allows for an acceptable learning atmosphere both in and outside the classroom. **Students receiving two or more office referrals or ALP (alternative learning placement) will not be allowed to attend the upcoming field trips or events. Students receiving a suspension, expulsion, placement at Transition academy or Miller-Boyd will not be allowed to attend the upcoming field trip or events for the entire year.**

### CLASSROOM RULES

1. Follow directions the first time given.
2. Be prepared and ready to work with all proper materials.
3. Keep hands, feet, and objects to yourself.
4. Remain seated until given permission to be out of your seat.
5. Be respectful. No talking when the teacher or others are talking, raise your hand and wait to be recognized before speaking.

To encourage students to follow the classroom rules, teachers reinforce appropriate behavior with praise, “good news” notes home, positive phone calls, special privileges, special events, and tangible rewards as determined by the teacher.

### CONSEQUENCES

#### **Level I (Teacher administered)**

1. Verbal warning
2. Meeting with school counselor
3. Principal referral

**Severe Clause:** Students may be sent immediately to the principal for fighting, obscene language, or gestures, vandalism, stealing, or refusal to follow a teacher’s instructions. In order to maintain an excellent learning atmosphere, the administration and faculty of Russellville Elementary will continue to uphold high standards for the behavior of our students.

#### **LEVEL 2 (Administered by the Principal)**

If a child exhibits severe or persistent misconduct, he/she will be sent to the principal or assistant principal. Discipline may include a student conference and/or parental phone call. In severe forms of misconduct, any K-5 student is subject to Alternative Learning Placement (ALP), or possible suspension. The type and length of suspension will vary in accordance with the nature of the specific misbehavior.

\*The school will follow the district’s assertive discipline policy.

### DRESS CODE

It is the goal of Russellville Elementary to provide a quality education for its students, in an atmosphere

that is conducive to learning. Russellville follows the district policy for dress code.

Slacks, Blue Jeans, Pants

- Pants will be hemmed and worn at the waist.

Skirts, Dresses

- Skirts and dresses will be a minimum length of mid-thigh.

Shorts

- Shorts will be a minimum length of mid-thigh and will be worn at the waist.

Shirts

- Shirts shall be buttoned and fitted properly. Tank tops and halter tops are not permitted.

All Apparel

- Clothing must be neat.
- No holes, rips, or tears will be allowed.
- Clothing will fit properly, not tight or baggy.
- Students will wear appropriate undergarments that are not visible.

Shoes

- Shoes and sandals are allowed, but flip-flops are not.

Hats

- No headwear of any type will be worn inside the buildings.
- Hair bows and barrettes are permitted, provided they are of reasonable size and subtle color.

Hair

- Hair will be worn in a manner that does not disrupt the educational process and does not call attention to the individual.

Jewelry

- Facial jewelry will be limited to the ear with no more than 3 piercings per ear.

The display of any symbol on school property or any object that promotes racial discord or gang activity is prohibited.

Principals have the right to take appropriate actions to correct any student whose clothing and/or appearance, while not specifically covered by this policy, is considered by said principal to be out of compliance with the Board's stated goal or to be disruptive to the educational process.

**EARLY DISMISSALS DUE TO WEATHER CONDITIONS**

*The decision to close schools due to weather conditions is made by the Director of Schools, not by the principal.* Local radio and television stations will broadcast such information. Families will also be notified through School Messenger of closing, dismissals and delays.

**ELECTRONIC DEVICES/PERSONAL COMMUNICATION DEVICES (District Policy 6.312)**

Students in Grades K-5 may not possess personal communication devices. A student in violation of this policy is subject to disciplinary action as outlined below.

- First Offense: Warning. Student may pick up the device at the end of the day.
- Second Offense: One (1) day of ALP (commonly termed in-school suspension). Student may pick up the device at the end of the day.
- Third Offense: A level on the assertive discipline plan, orientation to alternative school, and three (3) day ALP placement. Device shall be released to a parent.
- Fourth Offense: Placement in alternative school for forty-five (45) days. Parent may pick up the device at the home-base school.

**EMERGENCY INFORMATION CARDS**

**All students must have an emergency information card on file in the office. Parents/guardians need to update this information as needed. Only those persons listed on the card will be allowed to pick up and/or eat lunch with the child.**

Any parent/guardian wanting his/her child to ride home with another child must have a signed note by both parents/guardian and call the school to notify the office personnel. Please visit the school during the year as the information needs to be updated on the card.

### **FEES**

Consumable materials, workbooks, and general supplies for classroom use must be purchased by each teacher. In order to secure these items, students are assessed an instructional fee of **\$12.00**. This fee can be paid during the first week of school, or make arrangements with the teacher to pay through an installment plan.

### **FIELD TRIPS**

At various times during the school year, teachers will organize field trips that enhance the curriculum taught at that grade level. A permission form will be sent home prior to the trip. There will be a deadline for turning in the money and form. Some field trips may require additional supervision by parents/guardians. Due to school regulations, parents/guardians are not allowed to ride the school bus. They may drive and meet the group at the trip destination. Parents/guardians are responsible for paying their own admission for activities.

**All students must ride the bus to the field trip destination in order to be counted present at school.** Parents/guardians desiring to take their child home at the end of the trip must see the classroom teacher for proper sign out procedures. If a parent/guardian wishes to sign out other children at the end of the trip, he/she must have completed and signed the proper forms with office personnel prior to the day of the field trip.

### **FIELD TRIP & SPECIAL EVENT REQUIREMENTS**

Please note that student participation in school field trips and school events is considered a privilege. We want all of our students to be able to participate, and in order to do this, students must meet the following requirements:

- Students receiving two or more office referrals or ALP will not be allowed to attend the upcoming field trips or events. Students receiving a suspension, expulsion, placement at Transition academy, or Miller Boyd will not be allowed to attend the upcoming field trip or events for the entire year.

Students and parents/guardians will be notified of ineligibility when any one or a combination of the above requirements prevents participation. In the event a student is not eligible to attend, school attendance will be expected and academic assignments will be given.

### **HARASSMENT**

The Hamblen County Department of Education is committed to safeguarding the rights of all students and employees within the school system to learn and work in an environment that is free from all forms of harassment, sexual harassment and discrimination. Persons who believe they have been the victim of harassment, sexual harassment, or discrimination by a student or an employee of the school system, or any third person with knowledge or belief of any conduct that may constitute harassment, or discrimination should report the alleged acts immediately to an appropriate school official. In each school the appropriate official is the principal. If the complaint involves the principal, then the report will be filed directly with the Title IX Coordinator at Central Office.

### **HOMELESS STUDENTS**

Homeless students shall be immediately enrolled, even if the student is unable to produce records normally required for enrollment (i.e., academic records, immunization records, health records, and proof of residency) or missed the district's application or enrollment deadlines. Parent(s)/guardian(s) are required to submit contact information to the district's homeless coordinator. The Director of Schools shall ensure that each homeless student is provided services comparable to those offered to other students within the district, including transportation, special education services, programs in career and technical education, programs for gifted and talented students, and school nutrition.

### **LIBRARY**

The school library is a well-stocked media center that fosters learning opportunities for students. Students attend one library class each week. The library is open for student use each day. Students have the responsibility of keeping up with their library book and returning it in good condition. Parents/guardians will need to pay for lost or damaged books.

### **Prescription Drugs (Board Policy):**

Russellville has a nurse at both campuses. A Permission to Give Medication Form must be on file at the school before medication can be dispensed. Prescription medications must be brought to school by the parent/guardian in the original, pharmacy-labeled container.

Written instructions signed by the parent/guardian will be required and will include:

1. Student's name
2. Prescription number
3. Medication name and dosage
4. Administration route or other directions
5. Date
6. Licensed prescriber's name
7. Pharmacy name, address, and phone number

### **Nonprescription Drugs (Board Policy):**

All nonprescription drugs will be brought to school by the parent/guardian in the manufacturer's original package with the ingredients listed and the child's name affixed to the container.

Written instructions signed by the parent/guardian will be required and will include:

1. Child's name
2. Name and Signature of Parent/Guardian
3. Name of medication and dosage
4. Route of administration
5. Frequency and time of administration
6. Parent/Guardian phone number in case of emergency
7. Medication in the original package

Children will not be allowed to keep any medications in their backpacks. Medications must be brought to school by the parent/guardian, not the student. It is the parent/guardian's responsibility to pick up any unused portion of the medication when the duration of the medication is complete or out of date.

### **NO BULLYING POLICY**

It is the policy of Hamblen County Schools and Russellville Elementary to promote a secure and safe environment, free from threat, harassment, and any type of bullying behavior. Any bullying behavior will be regarded as a serious matter and will be treated accordingly. Any student found to be carrying out bullying behavior will be disciplined according to the school's assertive discipline plan.

### **NOTIFICATION OF UNSAFE**

### SCHOOL CHOICE OPTION

Under the Tennessee State Board of Education's Unsafe School Choice Policy, as required by the No Child Left Behind Act, any public school student who is the victim of a violent crime as defined under the TCA 40-38-111(g), or the attempt to commit one of these offenses as defined under TCA 30-12-101, will be provided an opportunity to transfer to another grade-level appropriate school within the district. Additional information may be obtained by contacting the Director of Schools, 210 East Morris Blvd, Morristown, TN 37814, (586-7700).

### OUT OF ZONE STUDENTS

Students are expected to attend the school to which they are assigned by virtue of their residence. No student whose custodial parent or legal guardian resides outside of Hamblen County will be permitted to enroll in Hamblen County Schools. Parents/guardians residing in Hamblen County may elect to enroll their children in any school provided the parent/guardian provides transportation to and from that school and provided that such choice of school does not cause overcrowding. It is the principal's discretion to accept out-of-zone students on a space available basis. In all cases, residential students have preference over students who reside out-of-zone.

### PARENT TEACHER ORGANIZATION

The Parent Teacher Organization (PTO) is a vital part of our school! Our PTO is actively involved in a host of school programs and activities. Without their support, our school could not have attained its present level of success. More information about PTO is shared with school families at the start of each school year.

### PARKING

Extended parking for parents/guardians, visitors, and volunteers is available for both buildings. **Parents/guardians are not permitted to park in the front entrance areas of either building due to the bus/ traffic pattern.**

### PHYSICAL EDUCATION

The physical education program provides organized activities planned and directed by a certified physical education teacher. No child will be excused from participation in P.E. unless a written excuse is presented or the teacher/principal feels it is necessary. Prolonged excuses must have a doctor's recommendation for exclusion (in excess of 3 days). It is required that students wear tennis shoes for P.E. classes.

### SAFETY DRILLS

Monthly practice drills are conducted to make certain that all students and school personnel are aware of safety guidelines. Please discuss with your child that these drills are only practice to make sure we are prepared and ready to keep everyone safe.

### SCHOOL COUNSELOR

The RES counselor offers assistance to students and parents who have questions about academic and social-emotional development. The school counselor leads a guidance class that all students attend weekly. As the students' advocate, the counselor works closely with teachers, administrators, and special services to provide students with information and support necessary for a positive school experience. The counselor may also act as an important link between the family and appropriate community agencies. Students' parents are encouraged to reach out to our school counselor when needed.

### SCHOOL DAY HOURS

Regular school hours are 8:00-3:00 for all students. **Doors open at 7:10 a.m.** The cafeteria is open for breakfast at 7:15 a.m. All students are asked to be in their classrooms and ready to work by 8:00 a.m. to be counted present and on time. In the event schools are on a one hour delay due to weather conditions,

the doors will open at 8:10 a.m. and 9:10am for a two hour delay day.

### **SCHOOL ENTRANCE REQUIREMENTS**

Children must be five years of age by August 15<sup>th</sup> to be eligible for Kindergarten. A child entering school for the first time must present:

1. A birth certificate or officially acceptable evidence of date of birth at the time of registration.
2. Evidence of a current medical examination. There shall be a complete medical examination of every child entering school for the first time. This applies to kindergarten, first grade, and other students for whom there is no health/immunization record.
3. Evidence of state required immunizations.
4. Social security card
5. Students will be asked to provide 2 proofs of residency to the office for documentation. The policy of the Hamblen County Board of Education states the residence of a student is that of the custodial parent or legal guardian.

Residential documents may include lease agreements bearing the date and length of agreement, cable bill (within the past 30 days), telephone bill (within the past 30 days) or utility bill (within the last 30 days)

### **SCHOOL RESOURCE OFFICER(SRO)**

Our school is grateful to have two full time SROs that patrol both the primary and intermediate campus on a daily basis to help provide a safe and orderly educational environment.

### **STUDENT CLUBS AND ORGANIZATIONS**

Russellville offers a variety of student clubs and organizations. Parents/guardians may prohibit their child(ren) from participating in any club or organization by providing written notification to the school. Each club/organization will have a participation permission form for school families to complete in order for students to be able to participate in the club/organizations and their activities.

### **SUBSTANCE ABUSE**

A student shall not possess, use, transmit, or show evidence of having consumed any drug or alcoholic beverage of any kind on school grounds at any time. All OTC drugs and prescription drugs must be sent to the office and proper paperwork completed before a student may consume the medication.

### **THREAT POLICY**

We are dedicated to providing a safe learning environment for all students and staff members. Threats will not be taken lightly. Students who make threatening comments will be subject to an Alternative Learning Program and/or expulsion from school.

### **VISITORS / PARENTS**

Russellville Elementary works to ensure that our school is safe for our students and their privacy is protected. All guests, parents/guardians, and volunteers are asked to sign-in, as well as sign-out, at the office, obtain a visitor's badge, and remain in the designated areas that have been indicated on the form. No one will be permitted in the classrooms or buildings without a visitor pass.

### **WEAPONS**

A student shall not fire, display, possess, or threaten use of firearms, explosives, knives, toy weapons, or other weapons on the school premises, on a school bus, at a bus stop, or at a school-sponsored event or activity. Violations of this rule will result in disciplinary action by the school including expulsion for not less than one calendar year.

**The faculty, staff, and administration at Russellville Elementary School appreciates your support of**

**these policies. Our students benefit when we all work together. The school operates on the reasonable assumption that parents/guardians and students are familiar with the expectations and procedures outlined in this handbook.**



## Russellville Expectations

**P**

**We are positive.**

- We will celebrate and encourage each other.
- We will do our best every day.

**R**

**We are respectful.**

- We will be mindful of our peers and our learning environment.
- We will follow Russellville expectations.

**I**

**We take initiative.**

- We will be self motivated and model expected behaviors.
- If we see something, we will say something.

**D**

**We are dependable.**

- We will represent Russellville proudly.
- We will be responsible with our materials and actions.

**E**

**We are engaged.**

- We will actively listen and follow directions.
- We will work together collaboratively.

## Russellville Expectations Matrix

	Classrooms	Hallways/ Restrooms	Recess	Cafeteria	School Events	Arrival & Dismissal
<b>We are positive.</b> (Trustworthiness)	-Encourage and celebrate each other. -Do your best every day <span style="border: 1px solid black; padding: 2px;">P1</span>	-Radiate positive energy <span style="border: 1px solid black; padding: 2px;">P2</span>	-Use kind words -Play well with others in a kind manner <span style="border: 1px solid black; padding: 2px;">P3</span>	-Make everyone feel welcome at your table <span style="border: 1px solid black; padding: 2px;">P4</span>	-Uplift and encourage others <span style="border: 1px solid black; padding: 2px;">P5</span>	-Greet each other with a positive attitude. <span style="border: 1px solid black; padding: 2px;">P6</span>
<b>We are respectful.</b> (Respect)	-Follow expectations -Be mindful of peers and our learning environment <span style="border: 1px solid black; padding: 2px;">R1</span>	-Be thoughtful of learning and the work of others Clean up after yourself -Value the privacy of others <span style="border: 1px solid black; padding: 2px;">R2</span>	-Keep our hands and feet to ourselves <span style="border: 1px solid black; padding: 2px;">R3</span>	-Use table manners -Maintain proper noise level <span style="border: 1px solid black; padding: 2px;">R4</span>	-Be polite -Show your support <span style="border: 1px solid black; padding: 2px;">R5</span>	-Be mindful of others' space -Listen to staff member's instructions <span style="border: 1px solid black; padding: 2px;">R6</span>
<b>We take initiative.</b> (Caring/Fairness)	-Take care of our classroom -Be self motivated -Overcome challenges <span style="border: 1px solid black; padding: 2px;">I1</span>	-Encourage others -See something, say something <span style="border: 1px solid black; padding: 2px;">I2</span>	-Model expected behaviors -See something, say something <span style="border: 1px solid black; padding: 2px;">I3</span>	-Be neat in all areas -Make adults aware of concerns <span style="border: 1px solid black; padding: 2px;">I4</span>	-Represent Russellville proudly -Actively participate and help <span style="border: 1px solid black; padding: 2px;">I5</span>	-Have personal belongings with you and ready <span style="border: 1px solid black; padding: 2px;">I6</span>
<b>We are dependable.</b> (Responsibility)	-Be on time. -Turn in assignments on time. -Have materials ready. <span style="border: 1px solid black; padding: 2px;">D1</span>	-Be where you asked to go -Take care of needs -Only use what you need <span style="border: 1px solid black; padding: 2px;">D2</span>	-Do the right thing even when no one is watching <span style="border: 1px solid black; padding: 2px;">D3</span>	-Clean up after yourself -Remember all needed items <span style="border: 1px solid black; padding: 2px;">D4</span>	-Do the right thing when you represent Russellville <span style="border: 1px solid black; padding: 2px;">D5</span>	-Arrive on time ready to learn -Be where you are supposed to be <span style="border: 1px solid black; padding: 2px;">D6</span>
<b>We are engaged.</b> (Citizenship)	-Actively listen. -Participate in class activities. -Work in groups collaboratively. <span style="border: 1px solid black; padding: 2px;">E1</span>	-Move with purpose -Attend to all needs -Use time wisely <span style="border: 1px solid black; padding: 2px;">E2</span>	-Play well with others <span style="border: 1px solid black; padding: 2px;">E3</span>	-Move with purpose through the line -Use time wisely <span style="border: 1px solid black; padding: 2px;">E4</span>	-Actively listen and follow directions <span style="border: 1px solid black; padding: 2px;">E5</span>	-Actively listen and follow directions <span style="border: 1px solid black; padding: 2px;">E6</span>