



RUNNELS

ELEMENTARY



A GUIDE FOR PARENTS AND STUDENTS 2018-19

DEAR PARENTS,

Welcome to Runnels Elementary! Whether you are a new member of the Runnels Community or an “old timer,” we are glad that your family will be a part of our adventure in education.

We hope you will be involved with as many of the school’s activities as possible. You are welcome to join the Parent Association of Runnels (PAR), the Booster Club, or the School Corporation. Why not volunteer to serve on one of the PAR committees? It’s never too late to volunteer, and your efforts will be very much appreciated.

There are so many ways to be a part of the life of the school – sharing a talent or information with a class, helping with Hearing and Vision Screenings in our clinic, working in the library, helping to mat and display student artwork, coaching a team, leading a scout troop — the list is endless!

Runnels has the reputation of being a “human school” — a place where people are important. You and your children matter very much to us. I will always have time to discuss a concern or problem with you, and will appreciate the opportunity to work with you toward a happy solution.

Most of all, our faculty and administration strives to create a warm enthusiastic environment where children can be comfortable, develop self confidence, and experience the joy of learning. Please join hands with us as we create this magic!

Sincerely,

*Marcia Mackay
Principal*

FOREWORD

A school is successful when its students succeed. When the students succeed in mastering academic skills, in achieving true friendships, and in participating in the total life of the school community, then the parents and faculty join the students in the joy of success.

The purpose of this guide is to help Runnels School students, with the assistance of their parents, realize these successes. A clear understanding of our school's goals and expectations is an important first step toward school success.

No set of rules, however, can ever be either perfect or complete. At Runnels the worth of an individual person has always been held more precious than any set of rules. As Runnels continues to grow and flourish, may it always adhere to this principle.

Runnels Alma Mater

*To thee our Alma Mater,
With grateful hearts we sing.
To Runnels School we lift our voice
And let our praises ring.
Forever will our banner
Wave for all to see,
In blue and silver glory,
In loyalty;
Forever shall our Alma Mater
Stand victoriously.*

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Introduction to Runnels

WHAT IS RUNNELS?

The oldest independent school in Baton Rouge, Runnels was founded in 1965. It began as a preschool, and grew into an elementary school in 1970. The Junior and Senior High School was established in 1983.

Runnels School is an independent, non-sectarian, co-educational, nonprofit institution whose purpose is to provide a college preparatory program of studies to students from age 2 through grade 12. The school -- its faculty, administration, and curriculum in all programs -- is fully accredited by the State Board of Elementary and Secondary Education.

Our students take part in the fullest kind of learning -- the kind that encourages not only academic skill and curiosity, but initiative and responsibility as well. This is the type of education that sets students on a course toward productive lives. Whether in the classroom or on the playing fields, they are made ready for the challenges yet to come.

We believe that what happens to us in youth sets a pattern for the way we choose to live the rest of our lives. At Runnels School, we help young people make the most of this time, and the best of themselves.

MISSION STATEMENT

The Runnels School instills knowledge in a community of respect and compassion, celebrates student individuality, and inspires creativity to grow confident and curious lifelong learners.

VISION

The Runnels School strives to fulfill the educational needs of our community and empower students to positively impact our world.

PHILOSOPHY

The Runnels School is a comprehensive school dedicated to the emotional, intellectual, social and physical growth of the students in our preschool through high school programs.

We believe that education is a cooperative effort among students, parents, faculty, administration and staff, designed to stimulate the creativity and academic achievement of the individual.

We believe in the importance of the individual and the value of a personal approach to education. We help each student to develop a realistic and positive self-image. We seek to develop self-discipline by encouraging positive behavioral traits.

We respect the dignity of the individual and strive to discipline in a fair, consistent and caring manner.

We believe that a young person learns from his or her total experience in the school setting. Accordingly, we provide opportunities for social and physical growth in both the curriculum offerings and extracurricular activities.

We recognize that increasing in technical academic knowledge, social graces, and physical well-being is not enough for a complete education.

We believe that a very important part of a child's growth is developing an appreciation of the arts. We strive to inspire this appreciation in many ways, and also provide an opportunity for self-expression in the arts.

We feel that each young person entrusted to us is important, and we consider it an honor and a privilege to be allowed to be a part of his or her life.

GOALS

All of the curricular offerings have certain underlying beliefs and goals that permeate their overall planning and development. Our goal in general is two-fold: first, to ensure that each child realizes his or her potential in every area of the curriculum; and second, that the children attain this maximum achievement in a pleasant, safe environment, and that they enjoy learning. We aspire to the following goals for each child:

1. *To read with understanding.*
2. *To write and speak clearly and effectively.*
3. *To calculate with accuracy*
4. *To think critically.*
5. *To be creative.*
6. *To understand the world around us in general, and America in particular.*
7. *To be inspired to search for answers.*
8. *To acquire the skills needed for successful library and internet research.*
9. *To develop a sense of responsibility.*
10. *To develop the skills of relaxation and recreation that enable people to enjoy life.*

Additionally, it is our goal to aid students in becoming happy, knowledgeable, and productive young people who are aware of and considerate toward others.

Our concern is not only for what is being taught, but also for whom we are teaching; accordingly, we maintain an environment which recognizes the individuality and needs of our students.

ENROLLMENT

Admission to Runnels Elementary School is based on application supported by interview, examination, and -- where applicable -- records from previously attended schools.

In addition to the admission requirements that an applicant student must meet, parents of applicants are reminded that enrollment agreements are contracts between the school and the parents. Parents, therefore, must present themselves as both financially responsible and eager to cooperate with school policies, programs and decisions.

Continuing enrollment is based on satisfactory academic progress and acceptable social development of the student, on the parents' fulfillment of financial obligations to the school, continued cooperation with school policies, programs and decisions and on the school's continuing ability to meet the needs of the student. In matters of judgment on these issues, final responsibility rests with the principal and/or Board of Trustees.

Academic Pursuits

COURSES AND EXTRAS

CURRICULUM OFFERINGS

GRADE 1

Reading
Mathematics
Language Arts
(English Grammar,
Composition, and
Penmanship)
Spelling
Science
Social Studies
Art
Drama
Health and P.E.

GRADES 2-3

Reading
Mathematics
English
Spelling
Composition
Science
Social Studies
Art
Drama
Health and P.E.

GRADES 4-6

Reading
Mathematics
English
(Grammar,
Composition,
and Spelling)
Science
Social Studies

ELECTIVES:
Health and P.E.
Band
Strings
Harp
General Music
Art
Drama
Ballet
Introduction to
Computer Science

SPECIAL REQUIREMENTS AND ACTIVITIES

LIBRARY POLICIES

Students in the school are permitted to check out books from the library. Books may be checked out and taken home for a period of one week. Books may be renewed by the librarian.

Students will be given instructions in using the reference materials and they will have many opportunities to use them for research during school hours. Some reference books may be checked out for a period of one day.

Responsibilities of Students for Books:

Library orientation is given to the students at the beginning of the year to instruct them in care of the books and respect for school property. Students are expected to demonstrate such respect throughout the school year. Library books that are lost or damaged must be paid for and reimbursements will be collected via SMART Tuition.

The library schedule will provide specific times during which each class may visit the library and have an opportunity to check out and return books. Teachers and students will be informed of the schedule at the beginning of each school year. Students may also enjoy the library during recess and from 8:00 a.m. until 8:25 a.m. each morning. The library is closed after 3:00 p.m.

The Elementary Librarian is assisted by a volunteer group of parents called "Bookends." The "Bookends" read books selected by the librarian to classes in the library, help at the circulation desk, assist students taking Accelerated Reader tests, and staff book fairs and other special events throughout the year. This group is a special committee of the PAR. All parents are welcome to join the "Bookends."

Teachers accompany their classes to the library and may assist with supervising the check-out and return of books on scheduled "Library Days." Teachers also assist with Accelerated Reader testing when needed.

OUTSIDE READING REQUIREMENTS

Home Reading Program for Grades K-2. First and second graders each receive a home reader or access to an electronic book. A portion of this book is to be read aloud daily to a parent or older brother or sister. It would be helpful to make a list of new or troublesome words and review them each day before beginning the next day's oral reading. When a book has been completed, it should be returned and another will be issued. These books are not read in class; different readers are used for classwork. A certificate stating the number of these "extra books" read will be presented to the student at the end of the school year.

Grades 3-6. Each student in grades 3 through 6 is required to do outside reading. These books can be selected from our school library, the public library, or any other source. To receive credit, books should be approved by the reading teacher, and a satisfactory book report must be turned in upon completion of each book. The requirements for grades 3-6 are: one book report per month (total of nine). Specific requirements, such as the number of books to be selected from each category (fiction, non-fiction, biography, etc.) will be given to the students at the beginning of the school year. Students also will receive guidelines for writing the book reports.

“ACCELERATED READER” PROGRAM

The Accelerated Reader is a computerized reading program available to students in grades 1-6. Special computer equipment and a large collection of books and accompanying software are located in our library. Students are challenged to read a variety of books, thereby improving reading skills and broadening reading horizons. All books under the umbrella of the program have computerized tests designed to determine the student’s understanding of the book. The reading teachers will work with students to guide them in setting personal goals within the program. Teachers will record and recognize student effort and progress toward meeting the goals they set.

UPPER ELEMENTARY TECHNOLOGY

Students in grades 1-6 will have use of a Chromebook in each of their academic classes. Students will be expected to follow the Acceptable Use Policy (AUP) signed by the student and his/her parents. Failure to follow the rules and guidelines set forth in the AUP will result in disciplinary action, which could include loss of technology use for a length of time to be determined by the teacher and/or administration. Such loss of technology use could negatively impact a student’s performance in his/her academic classes.

Students are expected to use reasonable care when using the Chromebooks. Should a Chromebook be damaged intentionally or by a student’s failure to use reasonable care, the cost of the repair or replacement of the Chromebook will be the responsibility of the student’s parent(s)/guardian(s). The cost of the repair and/or replacement of the device will be collected via Smart Tuition.

Earbuds/Headphones. Initially, students will be supplied with their own earbuds/headphones in each of their four academic classrooms. Students

wanting to supply their own earbuds/headphones are welcome to do so; however, a student is to have a pair of earbuds/headphones THAT REMAIN in each of their FOUR academic classrooms. Runnels will provide replacement earbuds/headphones to a student at a cost of \$3.00 a pair, and this amount will be collected via SMART Tuition.

MATH APPLICATIONS IN SCIENCE AND SOCIAL STUDIES

The material in the mathematics textbooks on measurement is taught in all elementary science classes, and testing on that material will be done in the science class. The science class is a natural place to teach measurement and doing so leaves more time in mathematics to develop accuracy in computation and to expand problem-solving skills.

Similarly, the materials in the mathematics textbooks on telling time and using money are taught and tested in social studies classes in grades 1-3.

Teachers of science and social studies stay in close contact with the mathematics teachers during the planning stages and during the teaching of these concepts to maintain continuity and to assure reasonable and appropriate expectations. There are overlaps of mathematics applications into all subject areas, and during the year Runnels teachers find even more ways to teach and apply mathematics concepts.

THE PHYSICAL EDUCATION PROGRAM

Dress. Students participate in a physically active program and should keep this in mind when selecting school clothing and shoes. Students with improper shoes will not be permitted to participate. This rule is not meant to punish the children but to protect their feet.

Participation. Students are required to participate in the day's activities. Non-excused students will be given no credit for the day's activity.

Illness and Excuses. Any day a parent does not wish his/her child to participate, he or she must send a signed, dated note to the Physical Education teacher stating the reason the child may not participate.

Rainy and/or Cold Days. In case of inclement weather, P.E. classes are conducted inside.

Health classes are a part of the Physical Education program.

STUDENT ART EXHIBITS

Art has been an integral part of Runnels School since its beginning in 1965. The work of our young artists finds its way into the world outside the classroom in many ways. Student work is exhibited in the library and in other art venues throughout our community. The art year concludes with a major art exhibit. It is traditionally held in our school gym, and features the work of students in preschool through high school. At this show, students are allowed to cast ballots for the "Student's Choice Awards," and the principals will select "Principal's Choice Awards" (which are on exhibit year-round in the principals' offices and illustrate to visitors the important role played by the arts in the life of Runnels School). A group of professional artists selects "Judge's Choice" winners from artwork submitted by students in grades 7-12. These works of art are framed and placed in the foyer of the Gladys Hague Runnels Theatre, where they remain until new winners are selected the following spring.

DRAMA PRODUCTIONS

Plays are regular happenings throughout the year, a natural part of creative dramatics classes in the elementary school curriculum. All students in grades 1-3 participate in drama, and students in grades 4-6 may elect to participate. The Gladys Hague Runnels Theatre is noted for its great diversity -- producing musicals, mysteries, westerns and comedies based on literature from Mother Goose to William Shakespeare. Parents will be invited to many of these productions, and we hope you will make every effort to attend when your child is involved. These performances are important to the children. They demonstrate progress in this class, and the performances are always a delight to see.

INSTRUMENTAL MUSIC CONCERTS

Band, Orchestra and Harp Choir concerts are performed near the end of each semester, featuring students in the band, string orchestra, and harp classes at all levels. These concerts are mandatory for students and are part of the student's academic grade. Our instrumental music students traditionally win numerous music performance awards in regional competition during the year.

All members of the Runnels community are welcome to attend these concerts—to enjoy the music and to encourage and support our young musicians.

HOMWORK

PHILOSOPHY ON HOMEWORK

For outside assignments to be meaningful and worthwhile, it is necessary for parents and teachers to work together. Homework serves many purposes, such as continuing a school assignment independently at home, extra practice in reading and mathematics, research on topics studied in the content areas, and others. But perhaps the most important purpose is the development in the student of a sense of responsibility toward his/her studies.

You as a parent have the strongest influence on attitude toward this phase of schoolwork. You can help by encouraging your child, providing a reasonably quiet and comfortable place in which to do homework, helping to organize the work, letting him/her work independently as much as possible and assisting only when necessary. You might, for example, listen to your 1st or 2nd grader read aloud from a "home reader," help a student at any level prepare for a test, or show an interest in a project in which your child is involved.

"Understood" standing homework assignments throughout the entire school year for students in grades 1 and 2 are daily reading aloud from a "home reader," daily reading in grades 3 - 6 and for students in grades 3 - 6, daily practice of mathematical (flash cards) computations.

A positive attitude from you is contagious; so is a negative attitude. If for some reason you disagree with a teacher, feel he or she has made an error, or do not understand the purpose in an assignment, do not air such negative responses in your child's hearing. Make an appointment, or call or email the teacher about your concern. The teacher will be happy to discuss the assignment with you.

POLICY TO AVOID OVERLOADING STUDENTS WITH HOMEWORK

We realize that because of our departmentalized system, there is the potential for a class to be "overloaded" with study. To prevent this from happening, we have designed a Google "Test Schedule Calendar." Each teacher checks the calendar and inputs a date on which he or she chooses to give a test. Students should not have to prepare for more than two tests on the same night. We also want students to learn to prepare regularly for tests and assignments known in advance and not wait until the night before the test, or the due date for the assignment.

RESPONSIBILITIES OF STUDENTS, TEACHERS, AND PARENTS

Each student will receive a weekly calendar or student planner, for the organization of assignments. This is not a unique idea, of course, but the manner in which we use the organizers places specific responsibilities on all three parties: Students, Teachers and Parents.

The student must be responsible for having their organizer with him/her in all classes. The teacher will write each assignment on the board for all grades. The teacher will check to see that all students have copied the assignment correctly. The student is responsible for taking the organizer (and books, notes, and other materials needed) home in order to be prepared for class the next day. The student should do each assignment, and check off the assignments as completed. The parent(s) should ask to see this organizer each day, in order to know what is expected of the child on a day-to-day basis — especially in the lower grades.

The teachers understand this procedure, and each assignment given will serve a purpose. The child should be able to complete assignments independently. There will never be new material

assigned for homework. It will have been discussed and explained in class -- an extension of classwork.

TESTS - All test papers are to be brought home, signed by a parent, and returned to the teacher the following school day. Occasionally, other completed work will require your signature to verify that you have seen the work. Tests and other papers needing your signature will usually be sent home on Monday of each week. (If Monday is a holiday, papers will be sent home on the first school day following the holiday.)

GOALS - The specific purposes and frequency of assignments vary according to subject and level. There is a "spiral" effect in our overall plan to instill in our students good study habits. The assignments are a little more complex and require a little more responsibility on the part of the student each year. The purpose of this method is to prepare our students gradually for study tasks with which they will be faced in Jr./Sr. high school and college. We want them to arrive at the next level equipped with a sense of responsibility, the skills to organize their thoughts and work, and the ability to adapt to new situations.

We hope that our students will not only be accomplishing the task at hand (i.e., completing a day's assignments), but that somewhere along the way something more important will happen: the magic of learning how to study, how to learn, will be implanted. When this happens, our primary goal in assigning homework will have been accomplished. This "magic" does not take place at any particular golden age or grade. But if students, teachers, and parents will work together toward this common goal, it can and will happen.

CONSEQUENCES OF FAILURE TO COMPLETE HOMEWORK (GRADES 4-6)

Failure to complete homework assignments will result in the student being referred to "Homework Detention" and you will be notified of the referral. Homework Detention is study time monitored by a faculty member and held during the mid-day recess period. The referring teacher determines the work to be done by the student in Homework Detention (usually the work not completed).

In order to keep parents informed about their child's homework habits, a Homework Report will be sent only if their child is having difficulty meeting this responsibility. In this area, then, no news is good news!

TESTING AND ASSESSMENT

RUNNELS ELEMENTARY GRADING SYSTEM

FIRST GRADE

The letter grades used for first grade work and report cards are:

- E / Excellent
- S / Satisfactory
- L / Limited progress/
Needs Improvement
- U / Unsatisfactory

GRADING IN GRADES 2-6

The following letter grades are used for daily work, unit tests, and on report cards:

- | | |
|----------|---------------------|
| 100-94 | A / Excellent |
| 93-86 | B / Above Average |
| 85-78 | C / Average |
| 77-70 | D / Low passing |
| Below 70 | F / Not passing |
| | I / Incomplete work |

Please note that there are no percentages associated with these letter grades.

For each subject a child takes, two grades are received, one reflecting achievement and the other reflecting conduct. Report cards are issued each quarter. Please report to the office if you do not receive your child's grades.

EXPLANATION OF GRADES

There are essentially two groups of subjects in our curriculum, with different criteria for grading. In the subjects of Reading, English, Spelling, Composition, Mathematics, Science and Social Studies, the achievement grade is based primarily on accuracy in the mastery of facts and skills.

In the subjects of Art, Band, Orchestra, Harp, Drama, Ballet, Chorus, and Physical Education, the achievement grade is based primarily on effort, cooperation, progress, and the development of technique.

For grade 1 only, the subjects of English Grammar, Composition, and Penmanship are assigned one composite grade and listed on the report card as Language.

When grades are assigned in any category, a student's participation in class, attitude, and diligence in completing assignments are also considered. It is neither possible nor desirable to eliminate a certain amount of subjectivity in the assigning of grades. A teacher's observation and knowledge of a student's progress and level of achievement is a valuable component of the assessment process.

“HONOR STUDENTS” AND “MERIT STUDENTS”

Students in grades 2-6 are eligible for Honor and Merit Roll. To be on the Merit Roll a student must earn grades no lower than B in all subjects (including conduct).

To be on the Honor Roll a student must meet the requirements for Merit Roll, and also must earn a grade-point average of at least 3.8 each quarter of the year.

“Honor Students” and “Merit Students” are recognized at special programs at the end of the year.

INTERIM REPORTS

As deemed necessary by the individual teachers, you may receive some reports during the quarter to call your attention to problem areas or areas in which problems are being successfully overcome. The format of such interim reports can vary from an informal note from the teacher, to comments written on a unit test or other class work, to a more formal report. Some of these reports will be e-mailed to you.

Grades 1-6. At the mid-point of each quarter, a formal “Progress Report” will be sent to parents of students in grades 2 - 6 whose achievement or conduct grade is a D or F at that point. In grade 1, “Progress Reports” will be sent to parents of students whose performance is less than satisfactory. The purpose of such notification is to advise parents about reasons for lack of progress, and to suggest methods for improvement. These reports may (for students at any grade level) be sent for any child about whom a teacher has concerns or who is not progressing as he/she should.

Grades for students in grades 4-6 may be viewed online through PlusPortals, which is available on the Runnels website (www.runnels.org). Communication between parents and teachers by

email and/or telephone is encouraged.

CONSEQUENCES OF FAILING GRADES

A grade of F in any subject for the fourth quarter will require summer remediation for the student to be promoted to the next grade, the manner of remediation to be approved in advance by the principal. At the principal’s discretion, summer remediation may also be required in the event of an F grade for an earlier quarter during the year, or for excessive D grades.

Promotion to the next grade is unlikely for a student receiving two or more Ds or Fs for the fourth quarter of the year. Standardized achievement test scores, and other factors in addition to report card grades will be considered by the principal in such cases to determine if provisional promotion is warranted, subject to satisfactory summer remediation as prescribed by the principal.

ANNUAL TESTING PROGRAM

A complete battery of standardized tests is administered each year in the spring (grades 1-6), and the test scores are emailed to parents/guardians of each student, with the final report card. A cumulative record of these test scores remains in each student’s folder as part of our permanent records. Nationally standardized tests are important because they provide an indication of a student’s achievement and progress.

Behavior Matters

CONSEQUENCES AND RECOGNITIONS

We have always been known for our high academic standards. However, our goals include more than academic growth; character development is important also. It is toward upholding all of our standards that our disciplinary procedures have been developed.

SCHOOL RULES

In order to provide an acceptable quality of education for our students, it is necessary that all students show appropriate respect and cooperation toward faculty, substitute teachers, staff members and each other. With this basic idea in mind, we believe that our general school rules will help accomplish these goals. Specific policies for behavior within the classroom, in addition to the general rules listed here, will be sent to all parents at the beginning of each school year.

GENERAL SCHOOL RULES

1. *Be kind to each other, treating others as you would like to be treated.*
2. *Use polite and appropriate language when speaking to staff members and other students. Be respectful at all times.*
3. *Follow directions given by teachers, substitute teachers and staff members.*
4. *Get to class on time and be prepared.*
5. *Be a good listener and use good manners during assembly, as well as in the classroom.*
6. *Speak softly indoors.*
7. *Do not eat or chew gum during class time (except during special celebrations or activities approved by the principal.)*
8. *Do not run except on designated playground areas.*
9. *Do not play or loiter in automobile traffic areas, unless the area has been closed to traffic by a teacher.*
10. *Keep your locker clean and do not store truly valuable items in it.*
11. *Do not bring toys, valuable items or electronic equipment (such as cell phones, games, etc.) to school. The exception to this rule is for special school projects, and the item will be stored in the principal's office until the class period when it is needed.*
12. *Do your part to keep our school clean and beautiful. Respect school property.*
13. *Observe boundaries during lunch and recess periods of the day. Students should remain in designated areas on the school grounds. The parking lot is always off-limits during school hours without special permission.*

POLICY STATEMENTS

1. *The Runnels schoolwide discipline program strikes a balance between disciplinary consequences and positive reinforcement. Students learn that they are responsible for their actions, and that if they choose to follow the rules they will enjoy the privileges and rewards that go with being cooperative.*
2. *Students will be given time in the beginning of each year to learn the details of the discipline program and understand how it works. Parents will receive an overview of the program at the beginning of each school year.*
3. *It is the policy of Runnels School that corporal punishment in any form will not be used as a disciplinary measure.*
4. *Use, possession or distribution of illegal drugs, alcohol, or weapons will be possible grounds for immediate expulsion. Lockers are subject to unannounced inspection*

STUDENT RIGHTS AND PARENTAL NOTIFICATION

A student always has the right to a conference with the principal before any out-of-class disciplinary action is taken. We hope that these conferences will help children verbalize and evaluate misbehavior, make specific plans for improvement, and make commitment to positive change.

In all cases, the disciplinary action will be explained to the child as a consequence of his actions, toward the goal of helping her/him assume responsibility for her/his own actions.

When a student is sent to the office, the teacher will complete a Conduct Referral (referred to by the children as a "pink slip") explaining the problem. The principal or guidance counselor will make a note on the Conduct Referral of the manner in which the

situation was handled. A copy of this report will be sent (via your child) to you, the parents, and a copy retained in the office files. The reason for sending this to you is to keep you informed. Please reply to the email acknowledging receipt of the conduct referral. It does not necessarily imply that your child has a serious behavior problem. We believe that addressing small problems in a positive and constructive way prevents serious problems from developing. It would help very much if, when you receive a "pink slip" informing you of minor misconduct, you would let your child know that you, too, expect improvement in behavior.

When a student is sent to the office for misconduct, the assistant principal or principal will always counsel with him or her and may assign extra work, withdraw recess privileges, or take other appropriate corrective steps. In cases of serious misconduct, the principal will assign consequences. One approach to helping children improve behavior is a day of "in-house suspension." This means doing all classwork in the office; having no interaction with friends at recess, lunch, etc. The principal will explain to the student and his or her parents the reasons for this consequence of his behavior. Counseling with the student will encourage more acceptable positive behavior and a positive attitude.

Temporary suspension from school or expulsion are other possible consequences of serious misconduct, although rarely necessary.

AWARDS AND SPECIAL RECOGNITION

At Runnels, students in grades 1-6 are recognized for outstanding achievement in many areas, including academics, citizenship, service, athletics, and the visual and performing arts.

Unique to Runnels is the "Raider Star Program," designed to recognize and encourage a wide range of positive behaviors and attitudes that we encourage in our school community. "Raider Stars of the Week" are selected by teachers for such actions as excellent or improved classroom performance, acts of kindness, demonstrated school pride, or good citizenship. These "Raider Stars" enjoy weekly honors and are eligible for periodic drawings for special prizes.

At special end-of-the-year assemblies and ceremonies, students are recognized for their diligence and accomplishments (some awards are also presented in classrooms). Among the recognitions are Honor Roll, Merit Roll and "Raider Stars of the Year."

School Life

Supporting Programs, Activities and Rules

TRANSPORTATION

SHUTTLE BUS FROM JEFFERSON HIGHWAY CAMPUS

Available, for a fee, to students on the Harrell's Ferry Road campus is shuttle bus service from the Jefferson Highway campus in the morning, and to the Jefferson Highway campus in the afternoon. Spaces are usually limited and registration is on a first-come basis. Continued registration in the shuttle bus program is conditional on acceptable behavior on the bus and timely arrival for the departure of the bus, or buses. Bus departure cannot be delayed for the convenience of the few to the detriment of the many. Departure schedules and other rules will be announced at the beginning of the school year.

CARPOOLS

Every child in grades K-6 will be assigned a carpool number, except for those who ride the afternoon bus every day and those who attend After-School Care every day. (Even single riders will be considered a "carpool.")

Each afternoon driver will be given a carpool number to place in the car as directed. Please remember to have your carpool number prominently displayed. Your cooperation will be appreciated and will result in smoother, safer and more pleasant dismissals. If you need additional numbers for extra drivers in your carpool, just let us know and we will be happy to issue them.

TRAFFIC FLOW

Parents should at all times follow the traffic plan (explained in detail and mailed to each family before the start of school each year). Not following this traffic plan causes unnecessary delays and can also cause great danger. Please do not allow students to get in or out of cars at any points not designated for student arrival or pick-up.

Drivers should remain in their cars. A teacher will open car doors for students in kindergarten and grades 1-3 in the mornings. For afternoon dismissal, teachers will open car doors at all (K - 6) dismissal points. This saves time and helps the traffic flow more smoothly. We cannot hold up traffic for children who "forget" wraps, lunch boxes, etc. If your rider gets to the car with this problem, please drive on, park out of the way of traffic, then return with the child to search for the missing item(s). Holding up traffic would inconvenience all of the cars waiting in line behind you.

Please do not ask a teacher about your child's behavior or progress at dismissal time. There is not time for an extended discussion. Attempts at such "mini-conferences" usually result in both inadequate responses and blocking of traffic.

In the morning, students should arrive at school between 8:00 and 8:25 a.m. Students are not permitted to enter the building before morning classes begin -- except in the case of severe weather, in which case they should report to their homerooms.

In the afternoon, classes will be dismissed at 3:00 and teachers will assist with student dismissal until 3:30. Please be prompt in picking up your child between 3:00 and 3:30.

On occasion, for a variety of reasons, parents need to be late picking up their children. Whenever that occurs, the following procedure will provide for their safety: Any children remaining on the Harrell's Ferry Road campus after 3:30 p.m. will be conveyed to the After-School Care personnel for safekeeping. Parents will be billed via Smart Tuition, at the end of the month, for the days their children utilized this service. Whenever possible, we ask that you telephone the school if you determine that you will need this service.

CLASSROOM SUPPLIES AND REPLACEMENT

All textbooks and all consumable supplies are provided to students in grades K-6. Consumable supplies include, but are not limited to: paper, pencils, student planner, organizational binder, crayons, makers, art materials, earbuds, etc.

Should it be necessary to replace any of the following items, the corresponding replacement costs will be collected via Smart Tuition.

- Binder with dividers - \$6.00
- Student planner - \$7.00
- Earbuds/Headphones (grades 1-6) - \$3.00

PERSONAL BELONGINGS

To prevent the loss of sweaters and coats, they must be clearly labeled with the student's name before being brought to school. All other belongings, such as lunch boxes, book bags, etc., also should be clearly labeled. **STUDENTS SHOULD NOT BRING**

TOYS OF ANY KIND OR ELECTRONIC DEVICES TO SCHOOL. (Exceptions to this rule are items brought to share with a class as part of an assignment.)

LOST AND FOUND

Inquire about lost articles in the office. If you or your child find unidentified articles at school, please turn them in at the office. Articles not claimed within a reasonable amount of time will be donated to the local charitable organizations.

STUDENT LOCKERS

A locker is assigned to each student. Your child will be informed on the first day of school by his/her homeroom teacher of the locker number. Lockers are used to store personal belongings, book bags, etc., during the school day. Students are asked not to store truly valuable items in their lockers. Items of value brought to school to share with a class, for classroom demonstrations, etc., should be checked in at the office and left there until needed. After the demonstration or sharing time, the article can be returned to the office for safekeeping until the end of the school day. Lockers may be checked by school personnel without warning.

BOOKBAGS

Though backpacks or rolling backpacks are permitted at Runnels Elementary to transport necessary items between home and school, we encourage students to "pack lightly" and only bring home books and notebooks truly needed for particular assignments. During the school day, students are discouraged from carrying backpacks loaded with books from class to class. They are expected to store books, notebooks and other materials in their assigned lockers when not needed for a particular class. Judicious use of lockers to store book and belongings at school also may help prevent spine or muscle injuries sometimes caused by carrying heavily loaded backpacks. In addition, backpacks can pose a tripping hazard when deposited on the floors of classrooms, in hallways and on walkways.

Faculty and staff will explain the rules concerning backpacks and rolling backpacks to students at the beginning of the school year.

HEALTH AND SCHOOL ATTENDANCE

ATTENDANCE POLICIES

Any student missing more than 20 days during the school year will not be given credit for the courses taken. Exception can be made in the event of extended personal illness, verified by a physician. Unusual circumstances may be discussed with the principal.

A student missing two or more periods in any half-day will be considered absent for that half-day. Arrival time will be posted for morning tardies. If more than two periods (total time) are missed due to late arrivals, then the child will not be eligible for a "Perfect Attendance" certificate for the year.

On any day that a student is absent from school, that student may not participate in an athletic event or other after-school activity without prior permission of the principal.

APPOINTMENTS DURING SCHOOL HOURS

Parents should call the office or send a note stating the time they expect to pick their child up and the reason for leaving before the regular dismissal time.

Any time a child must leave school or return to school in the middle of the day, he or she must report first to the office to sign in or out of school. If a child is tardy for any class (arriving in the morning, after recess, returning from doctor's appointment, etc.) he/she must visit the office first.

AUTHORIZED DRIVERS

We will not allow unauthorized persons to pick up your child. Please call the school or send a note to indicate that a different identified driver has your permission to pick up your child. If that substitute driver is not known to us, we will require identification to be shown before we allow your child to leave.

IMPORTANCE OF PROMPTNESS

Have your student at school before the 8:25 bell rings. A "get-ready" bell will ring at 8:25 so that students can be ready to begin classes at 8:30. We feel that every class in the curriculum is important. First period is important. Have your child at school on time so that she/he can receive full benefit from the class as planned by the teacher.

TARDINESS

The "tardy bell" rings at 8:30 a.m. Any student arriving at school after 8:30 must report to the office accompanied by a parent (or other adult) or with a note from the parent to explain the reason for being tardy. An "admit slip" will be issued by the office to permit the student to enter class late.

AFTER-SCHOOL ACTIVITIES

All students who are not attending a scheduled activity must leave the school grounds when dismissed at 3:00 p.m. Elementary students not enrolled in an after-school program are not permitted to remain on the school grounds after classes are dismissed for any reason, including waiting for others in their carpools that are attending after-school meetings, athletic practice or other extracurricular activities.

EVENING EVENTS AND ACTIVITIES

Students in preschool through grade 6 should attend sports or other evening events only when accompanied by an adult.

HEALTH

The obvious general rule is that a child must be well and completely recovered from any illness before returning to school. It is not fair to the other children or the teachers to expose them to contagious illness.

SOME REASONS TO KEEP YOUR CHILD AT HOME:

1. A Temperature of 100.5F or Greater within a 24 Hour Period. A child with this kind of temperature is considered to be ill and may be contagious. For the child's comfort and to prevent spreading illness, children will not be permitted in school with a temperature of 100.5 or higher.
2. Persistent/Disruptive Cough. This type of cough may not only be contagious but is also disruptive to other students in the classroom.
3. Lice/Nits. If a child is known to have a lice infestation, he or she will not be permitted in school until he/she is nit free. Any child with lice must be treated along with their environment and be nit free before returning to the classroom.
4. Chicken Pox. A student with chicken pox may return to school after the lesions are scabbed over and all coughing has subsided.
5. Untreated Strep Throat. A beefy red throat with white patches or ulcerations characterizes strep throat and is usually present but not always. Strep is very contagious and potentially can cause serious complications. If your child complains of a sore throat, this may warrant a throat culture at your doctor's office. If your child is found to have strep throat, he or she may return to school after having been treated for 24 hours and if no fever is present.
6. Unexplained or Undiagnosed Rashes. It is very difficult to determine whether rashes are contagious. For this reason, we must have a note from your doctor stating that your child is noncontagious before being permitted to attend school if he/she has a rash.
7. Vomiting and or Diarrhea. Obviously, any child should be kept home if vomiting or actively having diarrhea. Diarrhea is defined as frequent liquid stools that can be uncontrollable.
8. Conjunctivitis or "Pink Eye." Conjunctivitis is very contagious. The sclera (white of eye) is pink and glassy in appearance with purulent drainage. In the morning, the eye is typically "glued" closed. The student will be permitted to return to school after being medicated for the condition and if there is no drainage present.
9. Very young children, especially those in preschool, with green nasal drainage are very contagious because they are not able to effectively remove this drainage. They wipe their secretions with their little hands and pass on germs to other children via the toys and objects they touch in their environment. Keep them at home until their nasal drainage is clear in color.
10. Students in Preschool and Elementary will not be allowed to attend school after the administration of Benadryl. If your child does not normally exhibit drowsiness, dizziness, stomach upset or blurred vision after taking Benadryl, these are still documented side effects of this medication and may still potentially develop. While at school, your child participates in many activities requiring alertness and movement that may be impaired by this medication. In an attempt to prevent any unnecessary injury caused by these side effects, we are asking that all children abstain from taking Benadryl before attending school or be kept home if taking this medication. If it is necessary to administer this antihistamine in order to prevent an allergic reaction while at school, you will be notified and asked to pick up your child.

*Your cooperation is appreciated.
This policy applies to all students and
protects all of the children.*

*For questions, please call the clinic
at 756-5837.*

MEDICATION POLICY AND MEDICAL AUTHORIZATION FORMS

Only medication prescribed by a student's physician or dentist, including over-the-counter (OTC) medication, will be administered during school hours by the staff at Runnels School. Prescription medication must be brought to school by the parent in a current container dispensed by a pharmacy along with a completed Physician's Order form. Parental and physician authorization must be documented on the appropriate form before medication will be administered, without exception. Over-the-counter medication cannot be administered by Runnels School staff other than the medication listed on the Over-The-Counter Physician's Order form.

A parent must administer other OTC medications to their own children and report the medication administration to the appropriate office personnel or school nurse. Students may not carry any medication on their persons, in lockers, book bags, or lunch boxes on school grounds unless ordered by the physician and approved by the school nurse (e.g., inhalers, Epipens).

CLINIC SERVICES

A school nurse is available during school hours only. Services provided in the clinic are as follows:

- Basic first aid for injuries that occur during school hours.
- Treatment of illnesses that occur during school hours.
- Medication administration in compliance with our medication policy.
- Student screenings.
- Health maintenance for those students with chronic illnesses.

If your child is seen in the clinic for anything more than minor illness or injury, you will be notified. For this reason, it is imperative to provide us with up-to-date phone numbers for both parents and emergency contact persons.

Our main goal is to keep healthy children in school, to keep them safe and healthy while they are here, and to identify those children needing medical referral. Nurses practice under strict guidelines and are not allowed to make medical diagnoses. Therefore, any symptoms exhibited at home need to be addressed by your child's physician.

VOLUNTEERS

For our annual mass vision and hearing screenings, we may need assistance in chaperoning children to and from classes and/or in performing the actual screenings themselves. If you do volunteer, you may be asked to attend training on appropriate screening processes.

IMMUNIZATION RECORDS AND HEALTH AUTHORIZATIONS

It is important for your child to have a current and complete immunization record on file at school every year. An immunization certificate (available from your doctor) **MUST BE ON FILE AT RUNNELS BEFORE THE FIRST DAY OF SCHOOL.** First graders who received immunizations and certificates for kindergarten need to be re-checked and must have current immunization certificates, signed by a doctor, on file at school.

We are required by the State Department of Health and Human Resources to report on the immunization records of our students.

Contact the Elementary Clinic (225.756.5837/c.williams2@runnels.org) if you have questions about immunization records or school health policies and/or medical authorization forms.

RECESS AND LUNCH

Students in grades 1-3 are given a recess-snack period each morning. It is advisable to send a snack since students without one often eat lunch at snack period and are left with nothing to eat for lunch. These snacks should be nutritious, not candy or sweets.

“NO NUT POLICY”

With the increasing number of peanut and tree nut allergic children, and the dire consequences that can result from their exposure to these allergens, we are taking steps to ensure the safety of our students. We therefore have instituted a “NO NUT POLICY” in our elementary school. This means that students, staff, and anyone entering Runnels Elementary School may not bring ANYTHING into the building containing peanuts or tree nuts such as almonds, Brazil nuts, cashews, hazelnuts/filberts, macadamia nuts, pecans, pine nuts/pignolias, pistachios, walnuts, etc. We appreciate your diligence in upholding our “No Nut Policy.”

LUNCH DELIVERY POLICY

Most of our students bring their lunches to school with them in the morning. However, some parents prefer delivering the lunches at noon. If you enjoy doing this for your child often or occasionally, it is permissible as long as it does not interfere with the schedule of classes. Please refer to your child’s schedule, because the various grades have different lunch periods. Deliver the lunch to his lunch classroom or to the office before the lunch period.

Announcements will be made to all school families of any hot lunch options available. Participation in any program, whether sponsored by the school or an organization affiliated with the school, will be strictly optional. Complete details of any program will be sent to you for your consideration.

SCHOOL LIFE OUTSIDE SCHOOL HOURS

ELEMENTARY SPORTS PROGRAM

GRADES K-5

Runnels Elementary School offers participation in several after-school programs throughout the school year. Our athletic program for kindergarten through 5th-grade students is organized by our Elementary Athletic Director. The 6th graders currently participate in athletics through our Junior High Athletic Department and follow those department guidelines.

Currently, we work to field Runnels teams to participate in basketball in the fall/winter and in baseball, softball, and t-ball in the spring. The number of teams formed for each sport depends on the number of students interested in participating. In the interest of emphasizing the individual, team building, and sportsmanship over competition, it is our school's athletic department's policy to keep grade level teams together whenever possible. That is: We would field a 4th-grade team and a 5th-grade team rather than two combined grade level teams.

It is our goal to give every child in our elementary school who wishes to participate in our sports program an opportunity to play ball, develop a love for the sport, to learn to work together with his/her teammates, to learn the fundamentals of the sport, and to have fun. We strive to ensure that every child has a positive experience regardless of athletic ability. Competition, while a part of almost every sporting event, is not the most important part of our elementary sports program. Our athletic department and all those associated with it are encouraged to teach fairness and good sportsmanship to our young athletes

through modeling. As parents, we implore you to do the same at all athletic functions. With these statements in mind we have established the following guidelines by which our program is organized.

- *No student will be turned away from participation in any sport at Runnels for reasons of athletic ability.*
- *Athletes who attend practice and are part of the team can be assured regular playing time in all games.*
- *Elementary athletes are not permitted to play up or down for reasons tied to the individual's athletic ability.*
- *Whenever the number of participants demands multiple grade level teams, (for example: we have enough students to form two 1st-grade basketball teams), we will strive to form two equal teams in terms of athletic ability. It is strictly against our school's elementary athletic department's policy to form a superior A team and a weaker B team.*
- *All of the elementary teams are coached by volunteer parents. We appreciate the time and effort these volunteers so generously donate to our young athletes.*

GRADES 6-8

It is in the 6th, 7th, and 8th grades that our students are exposed to competition and that we must acknowledge the vital role of competition in athletics. It is our goal to introduce competitiveness as neither bad nor good, but rather as a part of our daily lives that needs to be handled properly, maturely, and in a fair and consistent manner. In conjunction with this goal, it is our desire to ensure that every student has the opportunity to achieve some level of success on the playing field. We want to provide exposure and instruction to all individuals regardless of their athletic ability level. We also acknowledge the inherent dangers in making predictions about the future athletic achievements of these young students. With these statements in mind, we have established the following guidelines and goals by which our sports program for the 6th, 7th, and 8th grades is organized:

- *No student will be turned away from participation in any sport at Runnels for reasons of athletic ability. Only for academic or disciplinary reasons will a student be asked not to participate.*
- *We expect the athletes to attend practices and games regularly and maintain an acceptable level of behavior during all athletic activities. Playing time during games will be tailored to each child's ability level. Our goal is to create a successful and positive playing experience for each child.*
- *The level of competition increases dramatically when students enter the junior high level. Every attempt will be made to enter our junior high teams into leagues comprised of teams of nearly equal ability.*

BEFORE-SCHOOL CARE

Supervision from 7:00 - 8:00 a.m. in the gym is provided for students enrolled in the Before-School Care program. There are no snacks, but the cost is low.

EXTENDED AFTER-SCHOOL CARE

Extended After-School Care (held at both school campuses) is available as an optional service each regular school day for the convenience of parents and students (for a monthly fee billed to your Smart Tuition account by Runnels School Services). This service, available from 3:00 - 6:00 p.m., includes activities appropriate for the students' ages -- with due regard to weather conditions. Supervised play outdoors and indoors, a snack period and study time are part of each afternoon's daily schedule. Study time, in particular, affords the opportunity and surroundings for students from the S. Harrell's Ferry Road campus to do their homework assignments. After-School Care staff members are not responsible for seeing that homework is completed and no private tutoring by the After-Care staff is available during this time period. For more information contact the Business Office: 225.751.5748.

SCOUT GROUPS

Numerous Daisy Scout, Boy Scout and Girl Scout troops are based at Runnels, with meetings after school. Details will be available near the start of school each year.

HOME/SCHOOL COMMUNICATIONS

Parent-teacher conferences are not held on a regular basis. They are scheduled when either a parent or teacher feels the need for such a meeting. If you have any questions about school in general, any class in particular, or have a concern, please contact the school office during regular school hours and ask to speak with the principal or assistant principal. Either will be happy to speak with you. If you need to talk to a teacher about your child, office personnel will ask the teacher to return your call, or will help arrange a conference if that is your preference.

Please understand that during school hours the teachers are responsible for instructing and supervising the children in the classrooms or on the playground, and will not be able to hold an impromptu conference with you.

The principal is available for conferences at your request. We do want to work with you on any problems that may arise, and we want to make certain that any questions you have are answered. Any matter that causes you or your child concern is important to us.

WEEKLY E-NEWSLETTER

Parents receive a weekly e-newsletter from Head of School Marcia Mackay throughout the school year. The purpose of this publication, entitled *Friday Focus*, is to keep you in touch with what is going on in the various programs of our school. It contains announcements of general interest as well as reports from different age groups about special activities. Parents and teachers are encouraged to contribute articles or announcements that might be of interest to others in the school family. Please direct articles or information for articles to news@runnels.org. We feel that *Friday Focus* is an important vehicle of communication and hope that you enjoy reading it.

EMERGENCY INFORMATION

In the event of a forced school closing, you will be notified through our emergency messaging system via multiple channels—text, voice and email—all at once. The information also will be posted on the Runnels website (www.runnels.org) and Facebook page. When a forced school closing occurs, all school extra-curricular activities for that day also will be cancelled.

When there is a severe weather emergency threatening our area, we will conform to any early-morning (or night-before) decisions of the East Baton Rouge Parish School system to close schools for that day. We reserve the right, however, to exercise our own judgment to cancel classes even if the public school classes remain open, to remain open for the remainder of a school day even if the public schools close, or to re-open sooner than the public schools following a closing.

TELEPHONE REGULATIONS

Students may use the office telephone only with permission of a teacher or staff member, and only for important reasons. Social arrangements should be made at home rather than on the school telephone. Please explain to your child the importance of making these plans in advance and at home.

MESSAGES TO STUDENTS

If you wish to relay a message to your child, we will deliver it during the last period of the day. Emergency messages, of course, will be handled immediately. It is very difficult to deliver messages received after 2:30 p.m., so please make every effort to contact us before this time.

SMART TUITION

Runnels uses Smart Tuition to process and collect tuition payments. Smart Tuition also handles billing for School Services such as bus service, some field trips, yearbooks and special events.

Smart Tuition accounts are set up at the time of school enrollment. Accounts may be accessed through the Runnels website or at www.parents.smarttuition.com. A Smart Tuition help center is available 24 hours a day, 7 days a week at 888.868.8828.

If you have questions about Smart Tuition, contact Renee' Crow (r.crow@runnels.org) in the Business Office.

ORGANIZATIONS FOR PARENTS

The Parent Association of Runnels (PAR) is a parent-run volunteer organization for parents whose children attend Runnels School. The PAR promotes volunteer participation and sponsors activities and events that benefit the school community. All parents are invited to become members of the PAR. For information on PAR events, meetings and volunteer opportunities, visit: Parent Organization on the Runnels website (www.runnels.org) or email par@runnels.org.

Runnels Schools, Inc., is the non-profit corporation responsible for the policies and direction of the school; membership is open to all friends of the school. Costs include an initial membership contribution and annual dues set by the corporation members at their annual dinner meeting. Corporation members elect the Board of Trustees, responsible for the business affairs of the school, including tuition costs and faculty salary schedules.

BACK-TO-SCHOOL OPEN HOUSE

Each fall you will be invited to attend Open House. We hope you will take this opportunity to meet your child's teachers. The exact date, time and details will be announced in the weekly

E-Newsletter.

SCHOOL PICTURES/YEARBOOK

School pictures are taken by a professional photographer in the early fall. You will have the option of purchasing hard copies of these photos in the late fall. The photos primarily are used in the school yearbook. You will have the opportunity to order copies of the yearbook when you receive your Runnels Online Forms email each June. Yearbook delivery is in the fall.

FIELD TRIPS

In the elementary school, students will have the opportunity to attend field trips throughout the year. These trips help students appreciate the relevance of what they are learning in the classroom and extend their learning experiences beyond the walls of the school. Parents are notified of upcoming field trips by email. These emails will include a permission slip to be filled out via Google forms. All fees for field trips will be charged to the parents' Smart Tuition accounts.

SCHOOL RECORDS

Please notify the Elementary Office (225.751.5748) of any changes in the data on your Family Information Form (address, phone number at home or at work, emergency information, et cetera) and email these corrections/changes to: r.crow@runnels.org in the Business Office.

MORE INFORMATION ON RUNNELS SCHOOL

Please visit our website (www.runnels.org) to learn more about the extensive offerings at our school. For information about kindergarten, elementary school, or junior and senior high, contact Admissions Director Sarah Haase (225.215.5706). To learn more about Runnels Preschool, located on Jefferson Highway, call Preschool Co-Directors Karen Runnels or Janice Leger (225.927.5803).

ACCEPTABLE USE POLICY (AUP) RUNNELS ELEMENTARY SCHOOL

Runnels School is pleased to offer students access to Chromebooks, computers and the Internet. In order to keep this privilege, however, students must agree to certain rules of behavior. Students are responsible for appropriate behavior while using Chromebooks, computers and the Internet just as they are in the classroom, on the playground, or on a school field trip.

Failure to follow the rules and guidelines set forth in this AUP, as well as those established in the classrooms, will result in disciplinary action, which could include loss of technology use for a length of time to be determined by the teacher and/or administration. Such loss of technology use could negatively impact a student's performance in his/her academic classes. A good rule of thumb for students is that they should not access, download, send, print or do anything they would rather not have their teachers or parents see.

Students are expected to care for the school device they are using. They may not damage the devices or the network in any way. Should a device be damaged intentionally or by a student's failure to use reasonable care, the cost of the repair or replacement of the device will be the responsibility of the student's parent(s)/guardian(s). The cost of the repair and/or replacement of the device will be collected via Smart Tuition.

Students should adhere to all Runnels policies and procedures pertaining to technology as stated in the Elementary Handbook. While working in a digital and collaborative environment, students should always conduct themselves as good digital citizens by adhering to the following:

1. Respect Yourself – Show respect through your actions. Select online names that are appropriate. Use caution with information, images and other material posted on line. Carefully consider the personal information you share about yourself.
2. Protect Yourself -- Ensure that the information, images and materials posted online will not put you at risk. Do not publish personal details, contact information, or personal activity schedules. Immediately report any inappropriate behavior directed at you while online.
3. Respect Others – Show respect to others. Do not use a computer to harm other people or their work. Do not use electronic media to antagonize, bully, harass or stalk people.
4. Protect Others – Protect others by reporting abuse and not forwarding inappropriate materials or communications. Avoid unacceptable materials and conversations.
5. Respect Intellectual Property – Request permission to use copyrighted or otherwise protected materials. Properly cite the use of websites, books, media, etc.

Parents: I agree to discuss the terms of the Acceptable Use Policy (AUP) with my child and will assist the school in helping him/her understand both the benefits and dangers of computer use at school. I hereby release Runnels School, its administration, teachers, and staff from all claims of any nature arising from my child's use of the school-owned resources.