

**RCES Student Handbook
Proposed Updates 2026 - 2027 School Year**

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BIRTHDAY CELEBRATIONS

Parents have the option of providing birthday treats for their child's classroom only. It is the responsibility of the parent to coordinate treats with the classroom teacher. All treats must be prepackaged and sent to school with the child or dropped off at the secretary's desk.

~~For birthday celebrations please do not send treats to school. Birthdays are celebrated with stickers, wearing a birthday hat or vest, name on announcements, etc. Your cooperation is appreciated. A parent is welcome to come to school and eat lunch with his/her child or visit a child's classroom. These visits should be arranged in advance with the classroom teacher.~~

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VISITING

~~SCHOOL VISITATION RIGHTS ACT (Move highlight area to VISITORS section)~~

~~The School Visitation Rights Act permits employed parents/guardians, who are unable to meet with educators because of a work conflict, the right to time off from work under certain conditions to attend necessary school functions such as parent-teacher conferences, academic meetings and behavioral meetings. Letters verifying participation in this program are available from the school office upon request.~~

PROCEDURES

~~Safety of our school children is one of our major concerns. As a result of our concern for the safety of all students, we ask that you follow the procedure below when visiting our schools:~~

~~All parents and visitors entering a school must first report to the office and sign the visitors' book.~~

~~A "Visitor" pass will be issued and must be worn to indicate to the staff that the person has first gone to the office and gained permission to be in the building.~~

~~Upon completion of the visit, the visitor will return the pass to the building office.~~

~~Parents wanting to visit are welcome. However, prior arrangements must be made with the building principal for such visits.~~

~~In order to assist with pedestrian traffic flow and student safety, parents picking up children at the end of the school day are asked to wait in their vehicles or park in the lot and wait outside until school is dismissed.~~

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~~In order to assist with pedestrian traffic flow and student safety, parents picking up children at the end of the school day are asked to wait in their vehicles or park in the lot and wait outside until school is dismissed.~~

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~~Each child will be allowed 10 such excused absences as well as up to 5 additional absences for mental or behavioral health illness of the student, from school. Once a student has reached 10 absences (excused or unexcused), all other absences will be considered unexcused unless a note from a medical professional is provided or the student is checked by the school nurse. Nothing other than a documented illness will be considered excused once a student has reached 10 absences.~~

~~**Potential change:** In March board meeting we are looking at a change for days to move from 10 excused absences, and additional 5 mental health days shifting to a total of 8 days before a required dismissal from the nurse, or a doctor's note is required in order to be excused.~~

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Parents/guardians who drive their children to school are not permitted to walk students to class. Students should be dropped at the front door and walk to class on their own. Special circumstances such as the first day of school for ~~Pre-K and~~ Kindergarten students may be permitted.

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1. Educational Opportunities for Parents

- a. Workshops will be provided for Title I families. Title I parents will be surveyed and asked for input regarding needed workshops.
- b. Newsletters will be sent home with students containing a variety of helpful hints and information for parents.
- ~~c. A parent resource library is available for parents to borrow educational materials. In addition, booklets and pamphlets are given to parents.~~
- ~~d. The Title I Program will work with other community programs to assist preschool children as they begin school. The school will coordinate activities with its Little Wonders and Partners in Education (PIE) Programs.~~ Wording will be updated based upon language secured from the Federal Title I Grant.

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HEALTH REQUIREMENTS

Health examinations are required for students entering ~~pre-kindergarten and~~ kindergarten. Exams must be completed within one year prior to the date of entering school. Health examinations and proof of immunizations and a lead screening are due at the time of school registration.

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Late Stay

Late Stay will be utilized after school ~~until 4:15 p.m.~~ in order to teach students appropriate ways to correct their behavior and to teach strategies to help them meet behavior expectations in the future. Students will be placed in Late Stay when repeated misconduct occurs and or during incidents that are more severe in nature.

STUDENT CONDUCT - ELECTRONIC DEVICES

Appropriate electronic devices, including cell phones and all other smart devices, that are brought to school are to be kept stored away and turned off in student cubbies or lockers during the school day. Such devices are brought at the student's own risk as the school assumes no liability for these items. Electronic devices deemed inappropriate by administration are not to be brought into the building. Electronic devices will be confiscated by administration if the policy is abused and only the parents/guardians may pick them up in the office.

STUDENT CONDUCT – THREATS

Threats will not be tolerated in the Richland County School District. Any student found guilty of making bodily harm or property damage threats will be referred to the RCES threat assessment team and receive appropriate discipline. ~~The local law enforcement agencies may be contacted if the situation warrants this.~~

DISCIPLINARY RESPONSE

**DISCIPLINARY PROCEDURES:
OPTIONS:**

The student is referred to the administrator for appropriate disciplinary action.

The administrator meets with the student and/or teacher and effects the most appropriate response.

A record of the offense and disciplinary action is agency or maintained by the administrator. services

DISCIPLINARY

- Conference with parents (by phone or in person)
- Conference with student
- Detention
- Late Stay
- Written assignment
- Withdrawal of privileges
- Referral to an outside district support

~~- Saturday school~~

- In School Suspension

DISCIPLINARY RESPONSE

**DISCIPLINARY PROCEDURES:
OPTIONS:**

The administrator initiates disciplinary action by class investigating the infraction and conferring with the staff and the student about the misconduct and subsequent disciplinary actions to be taken. disruptive youth

Parents will be informed by a discipline report mailed home and/or by conference.

cases

incurred

A proper and accurate record of the offenses and disciplinary actions is maintained by the administrator.

DISCIPLINARY

- Temporary removal from and/or recess
- Alternative programs
 - a. Program for
 - b. Homebound instruction
 - c. Other appropriate district alternatives
 - Financial restitution (in where damage or loss is
- Late Stay
- In School Suspension
 - **Saturday School**
- Out-of-School Suspension
- Suspension of bus privileges (maximum of 10 days)