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**ADMINISTRATION**

**DISTRICT ADMINISTRATION**

John Jones..... School Board Chairman  
Debbie Finley ..... School Board Member  
Judy Ledford..... School Board Member  
Sean Whitt ..... School Board Member  
Terry Vest..... School Board Member

M. Sean Horne..... Superintendent  
Heather Aldrich..... Curriculum Supervisor  
Greta Casto ..... Technology Coordinator  
Susan Williams ..... Gifted Education Coordinator  
Anthony Thompson ..... Director of Pupil Personnel  
Kim Staton..... Preschool/PD  
Amy McGuire.....Special Education  
Dennis Chambers..... Finance Officer  
Jenny Bates ..... District Nurse  
Becky Roark ..... Family Resource and Youth Services  
Kristina Perry.....Community Education Coordinator

**SCHOOL ADMINISTRATION AND STAFF**

Anna C. Chaffin..... Principal  
S. David Caniff.....Assistant Principal  
Joe Bryan ..... Athletic Director  
Margie McDavid ..... Bookkeeper  
Anna Fosson ..... Secretary to the Principal  
Debbie Blankenship.....Secretary to the Counselors  
Beth Osborn.....Attendance Clerk  
Bryan Groves.....AEP

**SCHOOL-BASED DECISION MAKING COUNCIL**

Anna C. Chaffin..... Chairperson  
John Lynd ..... SBDM Council Member  
Carol Stevens..... SBDM Council Member  
Robert Templeton..... SBDM Council Member  
Souad Abul-Khoudoud ..... SBDM Council Member  
Mary Baird..... SBDM Council Member

A copy of the Russell High School Comprehensive School Improvement Plan is available for inspection at the school and is also available from the district website: <http://russell-ind.k12.ky.us/>

## FACULTY AND ROOMS

### Aerospace Education

Lt. Col. William Campbell ROTC  
 MSgt. Michael Wissinger ROTC

### Art Education

Tiffany Perry 130

### Guidance and Counseling

Terri McConda Office Suite D  
 Jennifer Perry Office Suite D

### English

James Arthur 212/214  
 Robyn Campbell 107  
 Angela Fultz 210  
 Merle Kidwell 111  
 Regina Rice 203

### Foreign Language

Jennifer Brown 208  
 Catherine Del Valle 209  
 Aimee Jones 102B  
 Phillip Traina 207

### Family & Consumer Science

Kim Dearing 201

### Library

Robin Clay LIB  
 Kay Cassity (Aide) LIB  
 Patty Filbin (Aide) LIB

### Mathematics

Joe Aldrich 108  
 Sam Beason 121  
 Barry Blevins 115

Jeani Gollihue 109  
 Susan Stump 213  
 Carol Stevens 211

### Music Department

Brent Hunt RATC  
 Theresa Russell MUSIC  
 Andrew Stowers MUSIC

### Physical Education & Health

Ruthie Lynd 218  
 Gary Salyer GYM

### Science

Joe Aldrich 108  
 Kirk Barnett 112  
 Michelle Hill 106  
 Mark House 110  
 Jorge Romero 119  
 Vanessa Stevens 117

### Social Studies

Elliott Gollihue 215  
 Lee Evans 217  
 Sherry Irick 205  
 John Lynd 219  
 Ed Murray 216  
 Bob Templeton 220

### Special Education

Stephanie Billups 105  
 Cheri Foster 113  
 Mandy Layne 123  
 Cynthia Sparks 102A  
 Drew Matney (Aide) 102/105  
 Stephanie Miller (Aide) 105  
 Patty Roark (Aide) 105

### Educational Enhancement

T. J. Maynard 202  
 Garry Morris Job Coach

Ramona Alvarez Job Coach

## BELL SCHEDULE

### REGULAR BELL SCHEDULE

#### First Lunch

7:45		First Bell
7:50		Warning Bell
7:55	- 8:45	First Period
8:50	- 9:40	Second Period
9:45	- 10:35	Third Period
10:40	- 11:30	Fourth Period
11:35	- 12:02	Lunch
12:07	- 1:05	Fifth Period
1:10	- 2:00	Sixth Period
2:05	- 2:55	Seventh Period

#### Third Lunch

7:45		First Bell
7:50		Warning Bell
7:55	- 8:45	First Period
8:50	- 9:40	Second Period
9:45	- 10:35	Third Period
10:40	- 11:30	Fourth Period
11:35	- 12:39	Fifth Period
12:39	- 1:05	Lunch
1:10	- 2:00	Sixth Period
2:05	- 2:55	Seventh Period

#### Second Lunch

7:45		First Bell
7:50		Warning Bell
7:55	- 8:45	First Period
8:50	- 9:40	Second Period
9:45	- 10:35	Third Period
10:40	- 11:30	Fourth Period
11:35	- 12:07	Fifth Period (Part 1)
12:07	- 12:34	Lunch
12:39	- 1:05	Fifth Period (Part 2)
1:10	- 2:00	Sixth Period
2:05	- 2:55	Seventh Period

### ADVISORY SCHEDULE

7:55	- 8:35	First Period
8:40	- 9:20	Second Period
9:25	- 10:00	Advisory
10:05	- 10:45	Third Period
10:50	- 11:30	Fourth Period

Regular Schedule after Fourth Period

#### One Hour Delay Schedule

8:45	Release Bell
8:50	Warning Bell
8:55 - 9:30	First Period
9:35 - 10:10	Second Period
10:15 - 10:50	Third Period
10:55 - 11:30	Fourth Period
11:35 - 1:05	Fifth Period and Lunch
11:35 - 12:02	1 <sup>st</sup> Lunch
12:07 - 12:34	2 <sup>nd</sup> Lunch
12:39 - 1:05	3 <sup>rd</sup> Lunch
1:10 - 2:00	Sixth Period
2:05 - 2:55	Seventh Period

#### Two Hour Delay Schedule

9:45	Release Bell
9:50	Warning Bell
9:55 - 10:15	First Period
10:20 - 10:40	Second Period
10:45 - 11:05	Third Period
11:10 - 11:30	Fourth Period
11:35 - 1:05	Fifth Period and Lunch
11:35 - 12:02	1 <sup>st</sup> Lunch
12:07 - 12:34	2 <sup>nd</sup> Lunch
12:39 - 1:05	3 <sup>rd</sup> Lunch
1:10 - 2:00	Sixth Period
2:05 - 2:55	Seventh Period

### GENERAL INFORMATION

## Announcements and Bulletins

Any staff member or organization desiring to have an announcement made must have the announcement approved by the principal or her designee. All announcements should include the date submitted as well as the dates for the announcement to be made and be signed by the staff member or sponsor. **All announcements must be approved before 10:00 A.M.** Any posters, leaflets, etc. concerning school activities may be placed in designated areas **only after being approved by the principal or her designee.** Designated areas for the posting of information are *above* the fired brick (smooth) portions of the walls. No signs are to be posted on doors, painted brick, or windows. **It is the responsibility of each individual or group posting the announcement to see that all posters, leaflets, etc. are removed after the announced activity has been completed. The use of any tape other than painter's tape to attach anything on lockers or walls is not permitted.**

## Assemblies

Assembly programs are held at various times during the school year. These programs are designed to enhance the curriculum and the school day. In order to maximize this benefit, the students are expected to be courteous and attentive at all times. Often there will be designated seating areas for each class, and students will be required to sit in those areas. Students are to be seated as quickly and quietly as possible and to remain in the assembly until dismissed.

## Automobiles

Any student desiring to drive to school must obtain a numbered school-parking permit. The purpose of this permit is to aid the office in contacting a student concerning any incident involving his/her automobile and to assure that our students are properly using the parking lot. There is a \$20.00 charge for parking places regardless of when pass is purchased. Students must possess a valid driver's license and must show proof of insurance to be issued a parking permit. Only students with valid parking permits may drive to school. **The lot in front of the high school is for faculty, staff, visitors, and others as deemed appropriate by administration.** Students are to park in their **assigned parking spaces** and are not to block any fire lanes, driveways, or doors. Students are also reminded that they are on school property and must practice safe driving and obey all traffic regulations. **The speed limit on school property is 10 MPH.**

The following will not be permitted:

1. Driving from or on school grounds during school hours.
2. Going to cars during school hours without permission from the principal's office.
3. Sitting in cars before or during school hours.
4. Riding on hoods, bumpers, running boards, fenders, in the beds of trucks, etc.
5. Neglect of safe driving habits and traffic rules.
6. Exiting or entering the parking area by way of RATC.

Students are also required to yield to school buses that are departing the grounds so that they may stay on schedule for all their runs. The area between the high school and the middle school is restricted to authorized school vehicles during school hours.

Once a student has driven his/her automobile on school property, he/she must park and enter the school building through the front door. No student is allowed to sit in an automobile once it is on school property, and students are not allowed to loiter on the parking lot or any other area on the school grounds.

**Driving an automobile to school is a privilege, and the unsafe operation of an automobile on school property or other rule violations may result in AEP, the student not being allowed to drive on school property. Driving privileges may also be revoked if a student who drives to school is consistently tardy or absent from school, uses the automobile to leave school without a proper check-out, or becomes academically deficient. If a permit is revoked for any reason, the student will be required to repurchase a parking permit before their privileges can be restored. Any student who continues to drive on campus without a valid permit is subject to having their car towed.** The Russell Independent School System furnishes transportation to students living within the school district.

## Beverages

Students may bring non-alcoholic beverages to school in unopened containers to **consume during breakfast or lunch periods in the cafeteria. Beverages are not allowed in the classrooms or in the hallways. Beverages are not allowed on the bus unless the bus driver gives permission. For safety purposes, glass containers are not**

**allowed on the premises at any time.** Students are also reminded that proper disposal of any beverage container or snack wrapper is their responsibility. Empty containers and papers are to be disposed of in the proper disposal receptacles. This will aid in keeping Russell High School a clean place in which to learn.

### Cafeteria Use Rules

The student should practice good manners and good citizenship when using the cafeteria facilities. If any problem arises during the breakfast or lunch period, any supervisor on duty should be notified. The cafeteria is clean at the beginning of each day--students are asked to do their best to keep it that way. Empty dishes, trays, and eating utensils are to be returned to the proper area. Waste paper is to be disposed of in the proper containers. **Food or drinks are allowed in the student union area only before school and after school. No food or drinks are to be brought out of the cafeteria during lunch time. Disciplinary action may be taken for failure to clean up an eating area, cutting line, or any other rule violation.**

**Russell High School operates a federally funded cafeteria; therefore, breakfast and lunch periods are closed. Pursuant to Russell School Board policy, charges are not permitted in the RHS cafeteria. A student may bring their breakfast/lunch, but no student may leave the school grounds for breakfast/lunch nor have their breakfast/lunch catered (which means bringing in any restaurant food).**

The following rules will be in effect during the lunch periods:

1. Students are permitted only in the cafeteria and student union. Students are not to be down the hallways in the classroom wing or the art/music/ROTC area. **If there is a need for a student to be in any of these areas, permission must first be secured from the supervisor(s) on duty. Students must also receive permission to go into the library.**
2. Unless the principal gives permission, friends of students may not visit during lunch.
3. SENIORS are permitted in Senior Court during their scheduled lunch if weather permits. No food or drink items in courtyard.

### Discrimination Policy

“In accordance with Federal law, and US Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call (800) 795-3272 (voice) or (202) 720-6382 (TTY). USDA is an equal opportunity provider and employer.”

### Lockers

Each student is assigned a locker (*For their own protection, students should never share their locker.*). These lockers and their locks are the property of the school and are not to be damaged or misused by the student. Locker inspections and repairs are done on a frequent basis. Students should report any malfunctioning locker in order that repairs can be made. **Students are asked not to place any objects on the locker surface that may leave a residue.** Also, materials that are suggestive, contain vulgar language, or advertise alcoholic beverages, tobacco products, or illegal substances may not be placed in or on the lockers. Any such materials found during routine inspections will be removed. Food items, except for that day’s lunch, should not be kept in lockers for health and sanitation purposes. **Students are reminded that valuables are not to be kept at school, especially in the lockers. Russell High School is not responsible for stolen or lost or damaged items.**

### **\*\*\*\*\*Peanut Allergy Alert\*\*\*\*\***

**There has been an increase in our school system in the number of students who are highly allergic to peanuts and products made with peanuts and peanut oil. Because of our concern for these students, Russell High School will not intentionally serve peanuts or peanut products in our cafeteria or stock them in our vending machines. We ask students and adults not to bring products containing peanuts or peanut oil into our building during the school day.**

### Student Valuables

Students are cautioned not to bring large amounts of money or extremely valuable objects to school. **The student, not the school, is responsible for his/her personal belongings.**

\*\*\*\*\*

# STUDENT CODE OF CONDUCT

## CLASS I VIOLATIONS

- \*Dress code infractions
- \*Academic Integrity
- \*Loitering
- \*Gambling
- \*Private Enterprise
- \*Public display(s) of affection
- \*Skipping/Truancy
- \*Tobacco
- \* Violation of Acceptable Use Policy (AUP)

### First Offense

This violation **will** result in disciplinary action as determined proper by the building principal to include documentation of notification to the parent/guardian.

### Second & Repeated Offenses

This violation **may** result in suspension up to five (5) days.

## CLASS II VIOLATIONS

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

### First Offense

This violation **may** result in an out-of-school suspension.

### Second Offense

This violation **may** result in an out-of-school suspension for up to five (5) days.

### Third Offense

This violation **will** result in an out-of-school suspension for up to five (5) days.

## CLASS III VIOLATIONS

- \*Assault on another student (causing serious injury)
- \*Assault on school personnel, employee, or another adult who is not a student
- \*Assault involving a weapon
- \*Bomb Threats or Hoax and False Fire Alarms
- \*Firearms and/or Explosive Devices
- \* Narcotics, Alcoholic Beverages, Controlled Substances, Chemicals, & Drug Paraphernalia
- \*Sexual Harassment
- \*Weapons/Dangerous Instruments other than Firearms
- \*Starting a Fire

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

## DEFINITIONS

### CLASS I VIOLATIONS

#### Acceptable Use Policy

Any violation of the Russell Independent Schools acceptable use policy.

### **Dress Code Violations**

Any violation of Russell High School approved dress code.

### **Gambling**

Playing a game for stakes, a wager, or a bet.

### **Integrity**

Cheating, plagiarism, falsification of assignments and signatures, violation of software regulations, copyright laws, inappropriate computer access, and possession of lewd or obscene materials are considered integrity violations.

### **Loitering**

Students who loiter at any school after the close of the school day without specific need or supervision and do not leave when instructed to do so will be charged with loitering.

### **Private Enterprise**

Selling merchandise, magazines, newspapers, or other property on school grounds, unless the same is an approved school activity, is considered private enterprise.

### **Public Display(s) of Affection**

The act(s) of kissing and caressing on school grounds or during school events.

### **Skipping/Truancy**

Each student will be assigned a school schedule and must adhere to that schedule except when excused by the principal or a teacher authorized to excuse a student.

### **Tobacco**

Use of any tobacco product or possession of tobacco or tobacco paper in any school building or school vehicle at any time or on the school premises. This includes electronic cigarettes or vaping devices of any kind.

## **CLASS II VIOLATIONS**

### **Assault On Another Student**

Assault is the threat of causing or attempting to cause physical injury to another student or intentionally behaving in such a manner as could reasonably cause physical injury to any student.

### **Bullying**

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

### **Disrespect**

Disrespect is the failure to show deferential regard for, esteem, or honor to **all school personnel.**

### **Disruptive Behavior/Disruption Of School**

Disruptive behavior constitutes any physical or verbal action which could or does substantially disrupt, disturb, or interfere with the peace, order, and/or discipline within the learning environment or during any school-related activity and verbal, physical, or visual forms of a sexual nature that create a hostile or abusive educational environment for other students.

### **Failure To Comply With Directions Of School Personnel**

Students shall comply with all appropriate or reasonable directions of principals, teachers, substitute teachers, student teachers, teacher aides, bus drivers, and all other school personnel who are authorized to give such directions during any period of time when they are subject to the authority of such school personnel.

### **Fighting**

Fighting is the act of hitting or kicking another student or other person. Any action, comments, or written messages intended to cause others to fight or which might reasonably be expected to result in a fight will be considered **the same as** fighting. A student who is attacked may use reasonable force in self-defense but only to the extent to free



himself/herself from attack and notify proper school authorities. A student who exceeds this reasonable force may be disciplined even though he/she may not have provoked the fight.

### **Harassment/Discrimination**

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

### **Pyrotechnics/Incendiary Devices**

Pyrotechnics and incendiary devices are materials intended or originally likely to result in a fire on school property. Pyrotechnics and incendiary devices include but are not limited to: fireworks, explosives, lighters, explosive caps for toy pistols, snake and glow works, smoke and stink devices, trick noisemakers, wire sparklers, and other sparkling devices.

### **Theft Or Damaging Property**

Theft is stealing, attempting to steal, or possessing stolen property. Damage is intentionally damaging, or attempting to damage, any school property or private property while under school jurisdiction.

### **Threatening Actions Or Extortion**

Threatening actions or extortion include language that threatens force of violence and any sign, or action which constitutes a threat of force or violence toward any school employee, other student, or any other person.

### **Trespassing**

Trespassing is the presence of any student on the campus of another school in the Russell Independent School District during the school day without the knowledge and consent of the officials of the school he/she is visiting. Any student who has been suspended from school will be considered trespassing if he/she appears on school property during the suspension period without the express permission of the principal.

### **Breaking Of State Law**

The breaking of a state law, **while under the supervision of the school**, that is not specifically covered in other areas of the Code Of Conduct.

## **CLASS III VIOLATIONS**

### **Assault On Another Student (Causing Serious Physical Injury)**

Assault is the threat of causing or attempting to cause serious physical injury to another student or intentionally behaving in such a manner as could reasonably cause serious physical injury to any student.

### **Assault On School Personnel, Employee, Or Other Adult Who Is Not A Student**

Assault is the attempt to cause physical injury to any school official, employee, or adult who is not a student or behavior that could reasonably cause physical injury to any school official, employee, or adult who is not a student.

### **Assault Involving A Weapon**

Assault with a weapon or other object that could reasonably be considered a weapon.

### **Bomb Threats Or Hoax And False Fire Alarms**

Communicating a report, while knowing or having reason to know the report is false, that there is located on any school premises a device designed to cause damage or destruction by explosion, blasting, or burning. Placing on any school premises with the intent of perpetrating a hoax, any device which would appear to a reasonable person to be a bomb or similar instrument capable of causing injury and/or damage. Students will not initiate a false fire alarm on any school premises.

### **Firearms And/Or Explosive Devices**

The handling or transmitting, whether openly or concealed, any gun, rifle, pistol, or any other firearm of any kind or explosive device on school property or at school-sponsored activities.

### **Narcotics, Alcoholic Beverages, Controlled Substances, Chemical and Drug Paraphernalia**

The possession, use, or transfer of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or any other controlled substance (to include alcoholic beverages, malt beverages or fortified wine, or other

intoxicating liquors) is prohibited. The possession, use, or transfer of drug paraphernalia or counterfeit drugs or inhaling or ingesting any chemicals or products with the intention of bringing about a state of exhilaration or euphoria or of otherwise altering the student's mood or behavior is also prohibited.

### **Sexual Harassment**

Unwelcome sexual advances and sexually motivated physical contact are sexual harassment. Verbal, physical, or visual forms of a sexual nature that create a hostile or abusive educational environment for other students are also sexual harassment.

### **Weapon/Dangerous Instruments Other Than Firearms**

Handling or transferring, whether openly or concealed, any BB gun, stun gun, air rifle, air pistol, facsimile of a gun, bullet, knife, ice pick, dagger, slingshot, leaded cane, loaded cane, sword cane, machete, switchblade knife, blackjack, metallic knuckles, razors and razor blades, or any other object that can reasonably be considered a weapon or dangerous instrument.

### **Starting A Fire**

Intentionally starting a fire or attempting to start a fire.

### **Alternative Educational Placement (AEP) Guidelines**

Refer to the District Notifications & Guidelines pg. 13.

### **KRS 158.154 Principal's Duty to report certain acts to local law enforcement agency.**

When the principal has a reasonable belief that an act has occurred on school property or at a school sponsored function involving assault resulting in serious physical injury, a sexual offense, kidnapping, assault involving the use of a weapon, possession of a firearm in violation of the law, possession of a controlled substance in violation of the law, or damage to the property, the principal shall immediately report the act to the appropriate local law enforcement agency. For purposes of this section, "school property" means any public school building, bus, public school campus, grounds, recreational area, or athletic field, in the charge of the principal.

**Effective:** April 10, 1998

**History:** Created 1998 Ky. Acts ch. 493, sec. 13, effective April 10, 1998.

## **ACADEMIC INTEGRITY/HONESTY**

### **Purpose and Definitions**

Russell High School students are expected to attend school ready to learn. It is also expected that student behavior will reflect the ability to discern right from wrong. The well-being of the school community depends on each student accepting responsibility for personal conduct in both social and academic endeavors.

Academic honesty requires that students take responsibility for producing work that is reflective of the student's best effort. Academic dishonesty is evidenced by cheating or plagiarism and involves any attempt by a student to show possession of knowledge and skills he/she does not possess. For purposes of this policy the following definitions are in effect:

#### **Cheating is:**

- Using dishonest, deceptive, or fraudulent means to obtain or attempt to obtain credit for academic work;
- Using notes, aides, or the help of another student on tests in ways other than those expressly permitted by the teacher;
- Looking at another student's tests or answers;
- Copying or allowing another student to copy from one's own test and other course work;
- Tampering with an instructor's record of student grades/scores;
- Unauthorized accessing, deleting, modifying, transferring or using any analog or digital files/programs locally or by remote access.

**Plagiarism is:**

- Taking the specific substance of another person's work and creating or offering it as one's own work without giving credit to that source;
- Not using quotation marks, indentation, and/or footnotes to denote material that has been directly quoted from another source;
- Paraphrasing an author without giving credit.

The consequences for a student's first time involvement in an act of academic dishonesty **will** include the following and will be addressed/documentated by the classroom teacher:

1. The student will receive an automatic "zero" (failing grade) on the assignment or test.
2. The teacher will contact the student's parent(s).

The consequences **may** also include:

3. If the student is a member, the student may be dropped from an academic organization (examples include Beta Club, National Honor Society, Senior Salute etc).
4. The student may face possible restriction from participation in school activities (examples include athletics and other extracurricular activities).

**\*\* Any action taken by the classroom teacher must be documented and a copy provided to the administration for filing purposes. \*\***

**\*\*If the cheating involves the theft of an exam or assignment, the student will be immediately referred to the office for further disciplinary action.\*\***

The consequences for a student's second time involvement will result in a referral to the administration.

**\*\*\*\*\*DRESS CODE\*\*\*\*\***

The following dress code is in effect at Russell High School. All students are expected to follow this code. If there are any questions concerning this code, the students, parents, or guardians are asked to speak with the principal. Dress code violations will be assigned AEP.

1. Students shall be neat and clean at all times as a show of respect for themselves as well as others.
2. All students shall wear shoes at all times. **Bedroom slippers/shoes are not permitted.**
3. No student may wear any garment that exposes the bare midriff when the student is in a standing or sitting position.
4. **No clothing with suggestive, vulgar, or inappropriate language or pictures will be permitted.** Also, clothing which advertises alcohol or tobacco products, any illegal substances, or promotes violence is prohibited.
5. All garments must be properly buttoned, zipped, fastened, etc. at all times.
6. No costumes may be worn unless prior approval is given by the principal/designee.
7. Trousers or shorts worn around the hips exposing underwear are prohibited. They must be worn at the waist.
8. Skirts, dresses, and shorts must be of reasonable length, made of appropriate material, and must adhere to the following regulations:
  - a. \*\*\*\* (Reasonable length is when standing, the clothing must reach to the knee. The split of a skirt or dress and lace on a skirt or dress should also adhere to the preceding guideline.) \*\*\*\*
  - b. **No shirts or tops without sleeves are permitted to be worn. Necklines of shirts and dresses must cover the collarbone. See through blouses and shirts are prohibited.**
  - c. No spandex shorts or tights may be worn as an outer garment.
  - d. **No frayed, cut-off, or ripped pants (or shirts) may be worn. No holes are permitted in any type of pants. Duct tape is not permitted to be used as a patch.**
  - e. No overtly tight-fitting or see-through clothing items may be worn. (When tight yoga pants are worn, a top long enough to cover the front and backside WILL make them dress code appropriate.)
  - f. No pajamas or pajama pants are to be worn.
9. **No unauthorized hats or headbands may be worn, nor may any scarves etc. be worn as headbands. Handkerchiefs cannot be worn as an article of clothing. Hoods cannot be worn during the school day.**
10. Sunglasses (or safety glasses) are not to be worn (in any manner) in school during school hours unless a

student has had an eye injury or treatment for which an eye doctor has required sunglasses to be worn. A note from the doctor is required. Safety glasses can only be worn when the class **requires** them to be worn.

11. **As a safety precaution, excessive length necklaces or wallet chains may not be worn.**
12. Any outer garment (trench coats, etc.) extending below the knees is not to be worn in the building during the school day.
13. Blankets or pillows are not to be carried to class.
14. **Any extremes or inappropriateness of dress or appearance not covered in the above rules will be referred to the principal.**
15. **\*\*\*Jeans, shorts, or any clothing not approved by the dress code are not to be worn when representing Russell High School on school trips or other academic or athletic trips unless they are appropriate for the activity. \*\*\***

### **Skateboards**

As a safety precaution, skateboards are not permitted on campus at any time during the day.

### **Telephone Use**

In the event of an emergency, a student telephone is available in the front office.

### **Electronic Devices**

Electronic devices are cell phones, tablets, portable music devices, etc. They are allowed in designated areas and at designated times during the school day. Electronic devices can be used for educational purposes as established by the classroom teacher. **Two way communication – texting, making or receiving phone calls – is prohibited at all times during the school day. Headphones, earbuds, etc. are not to be visible outside the classroom.** Usage is at the discretion of the classroom teacher. Failure to abide by the policies established can result in the student relinquishing their device to school authorities. ***When an electronic device is held in the office by school authorities, the student must pay a \$5.00 fine to recover the device at the end of the school day. Devices are held in the office safe until the \$5.00 fine is paid.***

**\*\*\*\*\* Refusal to relinquish an electronic device to responsible school personnel when asked to do so, will result in an out of school suspension. The same penalty will be enforced for attempting to remove the SIM card from phones that utilize them. \*\*\*\*\***

### **Pre-Arranged Absences**

To pre-arrange an absence, the student must bring a note from their parent/guardian stating the reason for the absence. This note is to be given to the front office. A pre-arranged absence form will be given to the student. The student is to present the form to the teachers whose classes will be missed in order to receive instructions for worked missed. ***Students will be excused for college visits on an individual, as needed basis, by first getting approval from the front office. If a pre-arranged absence poses a potential attendance policy violation, parents will be notified by phone call. Educational Enhancement Opportunities are NOT approved for students who are considered habitually truant under section 09.123 of the Board Policy Manual.***

**Pre-arranging an absence does not automatically excuse the absence.** If the attendance policy will be violated by the absences, the student must appear before the Attendance Committee to appeal the unexcused absence. **Students making college visits may use EEO's if obtained in advance.**

### **Early Dismissal**

If a student needs to leave school early for an excusable reason he/she must bring a note from his/her parent or guardian to the principal's office stating the reason, the time necessary for leaving school, and a phone number at which parents can be contacted. **No student will be allowed to leave school until the need for the absence has been confirmed with the parent or guardian.** In order to protect the student and the school, the person picking up the student shall come in to the office. Students are not to text parents/guardians to go home unless consent is given by administration. Students are to use the phone in the office.

Many times a student becomes ill or must leave school for an emergency. **Permission to leave school can only be given by a person who is listed on the student's emergency card.** It is very important that this card be filled out completely and correctly at the beginning of the school year. If a student is to return before the school day is over, he/she must report to the front office and obtain a admit slip before returning to class.

## **TARDIES**

When a student is absent from school for less than 36% of the day, the student is considered tardy. Habitual tardiness to school will be addressed as mentioned under ten attendance events outlined in the District Notifications & Guidelines.

### **Tardiness Procedures**

A student must be at school or in class on time as not to disrupt class procedure. All students arriving at school after the tardy bell has rung must check in through the office and obtain a tardy slip in order to be admitted to class.

**Transportation is furnished by the school system; therefore any student choosing to drive or ride with someone other than the school transportation is responsible for getting to school on time.** The decision as to whether the tardiness is excusable is left to the discretion of the principal or designee.

### **\*Corrective Actions For Tardiness To Class\***

It is the expectation of RHS Administration and Faculty that students are on time to class. Tardies to class are unacceptable and are usually the fault of the student. The first three (3) tardies to class (including first period) will be dealt with by the classroom teacher and recorded in Infinite Campus. The fourth (4<sup>th</sup>) and subsequent tardies to class will result in immediate referral to the front office, which will result in further disciplinary action.

### **Withdrawal or Transfer**

The procedure for withdrawing from school or transferring to another school is as follows:

1. The parent or guardian should accompany the student to the counselors' office to request the withdrawal. If the parent/guardian is unable to come to school, a note authorizing the withdrawal must be sent and the counselors will contact the parent or guardian to confirm the request for withdrawal.
2. The appropriate form for withdrawal or transfer must be completed.
3. The form must be presented to each of the teachers who will collect any textbooks or school property that has been issued to the student. The teacher will sign the form after all school property from that class is returned.
4. The library, cafeteria, and office must sign the form indicating that all fees and fines have been paid.
5. The completed form must then be returned to the counselors' office for final processing.

**No records will be sent to the school to which the student is transferring until all fees or fines have been paid and all school property returned.**

### **Discrimination Disclaimer**

**RUSSELL HIGH SCHOOL offers equal opportunities to everyone and does not knowingly discriminate against anyone in regard to race, color, religion, national origin, age, marital status, or physical ability.**

### **Student Grievance Procedure**

The Student Complaint and Grievance Procedure is contained in the Russell Independent Schools "Discipline Code" which is distributed to all students and is available at all schools or the superintendent's office.

## **CURRICULUM**

### **General Statement**

When entering the ninth grade, the student should decide on a general direction for his/her future and the courses to be studied during the high school career. Russell High School offers a variety of courses and a constantly changing curriculum designed to keep pace with the student's needs.

## Guidelines

After having decided upon a general program of study the student should carefully plan his/her class schedule. Requirements are listed for each student and beneficial electives are offered. It is wise for the student to consult with his/her parents or guardians, teachers, and counselors in order to determine his/her best possible program of study.

Students will progressively be classified as sophomore or junior along with the class with which they entered high school, and will not be considered retained unless they do not have 17 credits and could not graduate with the class with which they entered high school. **However, if a student fails an English class and does not make up the credit through alternate programs, the student will be retained at the present grade level.**

## Graduation Requirements

<u>Subject</u>	<u>Minimum for High School Diploma</u>	
English	4 Credits	English I – IV (or AP English)
Mathematics*	3 Credits	Algebra I, Algebra II, and Geometry
Science	3 Credits	Intro. to Chemistry/Physics , Biology I, and 1 physical science
Social Studies	3 Credits	World Geography/American Government, World Civilizations, U.S. History (Economics is embedded in each course)
Health	0.5 Credit	
Physical Education	0.5 Credit	
Arts & Humanities	1 Credit	History & Appreciation of Fine Arts
Electives	9 Credits	
Total Credits	24**	

\*Three math credits must be earned in grades 9 – 12 and students must take a mathematics course during each year of high school.

\*\*All state-mandated assessments must be successfully completed

## Kentucky's Pre-College Curriculum

<u>Subject</u>	<u>Minimum for High School Diploma</u>	
English	4 Credits	English I – IV (or AP English)
Mathematics	3 Credits	Algebra I, Geometry, and Algebra II
Science	3 Credits	Earth/Space Science, 1 Life Science, and Physical Science (at least one laboratory course)
Social Studies	3 Credits	World Geography/American Government, World Civilizations, U.S. History, Economics
Health	0.5 Credit	
Physical Education	0.5 Credit	
History & Appreciation of Visual & Performing Arts***	1 Credit	
Nonnative (Foreign) Language	2 Credits	From the same foreign language or demonstrated competency
Electives	7 Credits (5 rigorous)	
Total Credits	24	17 required credits; 7 elective credits

\*\*\*A student who takes a 4 credit concentration of band, orchestra, choral, or art classes will meet the requirement for the History & Appreciation of Visual & Performing Arts.

\*\*\*A student who takes the AP Art History or Honors Appreciation of Fine Arts will meet the requirement for the History & Appreciation of Visual & Performing Arts.

A student may substitute an integrated, applied, interdisciplinary, or higher level course within a program of

study if the substituted course offers the same or greater academic rigor and the course will cover or will exceed the minimum required content.

\*Rigorous electives should have academic content at least as challenging as that in courses required in the minimum high school graduation requirements. These electives also should be in social studies, science, math, English and language arts, arts and humanities, nonnative (foreign) language, AFJROTC/Social Studies, and above the introductory level, in agriculture, industrial technology, business, marketing, family and consumer sciences, health sciences, and technology education and career pathways. Electives in physical education and health are limited to one-half unit each.

Some colleges and universities have specific requirements in addition to those listed above. It will be to the student's advantage to check on the individual college or university that they intend to enter.

### **"Drop/Add" Procedures**

**CHANGING A CLASS.** Dropping one class and adding another class for valid educational reasons must be done within the first *three* school days of enrollment for all courses. Schedule changes will only be considered for the second semester on the *first three days of the semester*. Principal's approval is required on all schedule changes. The student's counselor (who will keep written documentation that the above conditions were met) will then process the change. If the schedule change involves the same course, the grade earned up to the point of transferring to the other class will follow the student and become part of the grade in the class the student is entering. If the change is to a different course, the student's grade will be earned based on the points earned as compared with the points possible while in that class with no consideration given to the grade earned in the class that was dropped.

**DROPPING A CLASS.** The same procedure must be followed when a student desires to drop a class. After Principal approval, the student's counselor will process the student's schedule *within the first three school days after beginning the course*, and the class will be deleted from the student's transcript. The class and any grade earned will be on the student's transcript along with the designation such as "Withdrew/Failing" or "Withdrew/Homebound" if the change occurs after the *first three days of the semester*. A student may not receive credit for a course that was not completed.

In cases of extenuating circumstance, only the principal or the principal's designee may approve any deviation from this policy.

### **Grade Reports**

Grade reports are designed to indicate a student's progress in their schoolwork. The grade report is issued the week after the end of each quarter's grading period. All quarterly grade reports are mailed to each student's parent(s)/guardian(s).

Midterm grades are available to each student following the fifth (5<sup>th</sup>) week of each grading period through Infinite Campus. All parents can receive a password to get into Infinite Campus Parent Portal to monitor their students' grades at any time. Contact the Russell Independent School District central office (836-9679) to receive your password.

### **Credit**

All students will receive one (1) credit for full year courses and one-half (½) credit for courses that are designed to be semester courses.

### **Advanced Placement Credit**

To receive advanced placement credit on their transcripts, students must successfully complete the advanced placement course and take the advanced placement examination for that course.

Transcripts of students who take an advanced placement course but who either fail to successfully complete the course or do not take the advanced placement examination for the course will designate the course an Honors course rather than an Advanced Placement course. Beginning with the graduating class of 2021, failure to take the AP exam will result in the course being labeled Honors and no weighted credit will be assigned.

### **Dual Credit Classes**

Russell High School, in conjunction with in-state postsecondary institutions, offers classes that count for college credit at MSU, ACTC, or any college that allows transferred credit from another college/university. These courses are open to Juniors and Seniors and they are limited to a maximum of six (6) hours per school year of dual credit classes. All dual credit classes are reflected as such on the student's transcript.

### **Semester Exams**

All full year classes will be required to give semester finals at the end of the fall and spring semester. This semester final will be comprehensive and departmentalized. The test should reflect the same type of evaluation used throughout the semester and must be submitted to administration for approval. Thus classes that evaluate students through projects or performances should test with a project or a performance. Each final will cover Kentucky-adopted Common Core standards where applicable. The weight of this final will be equivalent to 20% of the student's overall quarter grade for the grading period that a final is given (second and fourth grading periods).

Classes that must give the state-mandated End-of-Course exams (Biology, English II, US History, and Algebra II) will be given exams during the last two weeks of school and these tests will count 20% of class final grade.

### **Evaluation**

A student's grades are an evaluation of what he/she has learned and they become a part of his/her permanent record at Russell High School. Institutions of higher learning, potential employers, and various military services are all interested in a student's high school records; therefore, it is advisable for the student to do his/her best. Russell High School merely keeps records of the student's grades - the student makes the grades. Students are expected to show progress during each grading period (a passing grade) or the possibility exists that credit may be withheld for a particular class in which the student's grade does not indicate progress.

Letter grades are given for each class taken and these grades represent the following:

- A (100% - 90%) - Superior Quality (the work of highest distinction)
- B (89% - 80%) - Good Quality (an above average rating)
- C (79% - 70%) - Satisfactory (an average rating)
- D (69% - 60%) - Poor Quality (below average work in the class)
- P Passing (at least 70% in a Pass/Fail course)
- F (below 60%) - Unsatisfactory Work (unconditional failure, the class must be repeated and passed for credit to be given)
- I Incomplete Work (Work must be made up by the eighth (8<sup>th</sup>) week of the grading period or a failing grade may be given. Makeup work is the student's responsibility.)

A student's grade is often a reflection of his/her attitude toward school and class work. The grade of A, B, C, or D may be satisfactory or unsatisfactory depending upon whether or not the student is, in the opinion of the teacher, working to his/her ability.

### **Quality points for letter grades earned are as follows:**

#### **Regular & Accelerated Classes    Honors, AP, and Dual-Credit (currently labeled as Honors) Classes**

A - 4 points	A - 5 points
B - 3 points	B - 4 points
C - 2 points	C - 3 points
D - 1 point	D - 1 point
F - 0 points	F - 0 points

Beginning with the graduating class of 2021, only AP and Dual Credit classes will be weighted.

### **Textbook Rental/Instructional Material (TRIM) Fees**

TRIM fees of \$60.00 per year are charged to each student. Some classes may include lab fees and additional expenses which are the responsibility of the student.

### **Class Fees**

Russell High School students that meet the qualifications to receive free lunch services will be eligible for



exemption from class fees for the following areas: English, Health/PE, History and Appreciation of Fine Arts, yearbook, Math, and Social Studies.

Any student that meets the qualifications to receive reduced lunch services will be eligible for a 50% reduction of the fees for the above areas.

All students will be expected to pay for all other content areas.

### **Financial Obligations**

Any student owing money to the school from the previous school year **WILL** be held accountable to the school. **At various unannounced times throughout the school year, involvement in extra-curricular activities may be suspended until financial obligations are cleared.**

Financial obligations will carry-over from one year to the next.

Ultimately, students will not be permitted to participate in graduation ceremonies until **ALL** financial obligations are brought into good standing.

**\*\*\*\*Financial obligations include, but are not limited to fees for: Lost or damaged book(s), overdue library book(s), non-returned or damaged athletic equipment, damaged school equipment, cafeteria fines, etc.**

### **GUIDANCE AND COUNSELING**

Two certified school counselors, Mrs. Jennifer Perry and Mrs. Terri McConda, and a secretary, Mrs. Debbie Blankenship, staff the guidance office. The counselors' office strongly believes that a quality education is based on cooperative efforts between students, home, school and community. We welcome and encourage students and parents to utilize the counseling services of our office either by appointment or on a "drop-in" basis.

For most educational and social/personal concerns students will be assigned to a counselor as follows:

Mrs. Jennifer Perry - students whose last name begins with A - K

Mrs. Terri McConda - students whose last name begins with L - Z

The counselors may be contacted by calling the counselors' office at 836-6030.

### **ACTIVITIES, ATHLETICS, ORGANIZATIONS, AND TRADITIONS**

#### **ACTIVITIES**

##### **Homecoming Weekend**

A parade, a bonfire, a football game, a king, a queen, and dancing are all part of the activities for this event. Sponsored by the Student Government, this activity has always been a highlight of the school year. **The Homecoming Dance is not considered a formal dance.**

##### **Junior-Senior Prom**

Near the end of the school year brings the long awaited Junior-Senior Prom sponsored by the Junior Class. Formal attire is suggested. Sophomores may attend the Prom provided they were invited by a Junior or a Senior. **Freshmen are not allowed to attend the Prom. This is the only formal dance held at Russell High School.**

##### **Jean/Sadie Hawkins Dance**

Near the beginning of February comes the Jean/Sadie Hawkins, sponsored by the Beta Club. This dance is a considered a jean dance.

### **Russell High School Dance Schedule for 2016-2017**

September 30, 2017 -----Homecoming Dance----Sponsored by the Student Government  
8:00 PM – 11:00 PM

February 10, 2018----Jean Dance/Sadie Hawkins-----Sponsored by the Beta Club  
8:00 PM – 11:00 PM.

May 12, 2018-----Prom-----Sponsored by the Junior Class (grades 10-12 only)  
8:00 PM – 12:00 AM

### Russell High School Dance Policy

1. **No student below ninth grade or anyone over the age of twenty will be allowed to attend dances.**
2. All dances must be sponsored by a RHS club or organization and be approved by the principal prior to the event being held.
3. All dances will have a set time that the doors will be closed for entering the dance. After this point, unless prior arrangements have been made with the principal for late arrival (sports teams arriving after a game, etc.) entry will be denied. Poor restaurant service does not constitute as an excuse.
4. Dances are for RHS students only; however, with prior approval from the principal, students may bring guests. It is the responsibility of the RHS student to inform the guest of the policy prior to the dance.
5. Students are expected to display appropriate behavior throughout the dance, including appropriate dress, language, and dance movements. **Lewd dancing that is sexually suggestive and inappropriate will not be tolerated. Inappropriate dancing includes, but is not limited to, acts in which partners stand behind one another grinding or pressing against one another in a sexually explicit way.** If students are observed dancing inappropriately, they will be asked to leave the dance by a school administrator or faculty member. Removal of students due to inappropriate behavior may result in suspension from the remaining dances for students who show defiance to chaperones, faculty, or administrators.
6. **NO** one may return to a school dance once he/she has left the building. Students needing to go to their cars for any reason will have to receive approval by an administrator and be escorted by a chaperone to and from their car.
7. **Students who are on suspension may *not* attend.**
8. **Students who plan on attending the dance must be present at school the day of the dance or the Friday before a Saturday dance.**
9. **All students who attend a school dance may be subject to law enforcement- administered breathalyzer tests.**

### ATHLETICS

Russell High School offers the students an opportunity to participate in a wide variety of school sponsored athletics. Any student who desires to be a part of the athletic program may do so by trying out for their chosen sport. Any student participating in an athletic activity must have a physical exam, parental permission, and proper insurance coverage before tryouts or practice begins. Programs are offered in archery, baseball, basketball, cheerleading, cross country, dance, football, golf, soccer, softball, swimming, tennis, track and field, and volleyball. Students who leave a team, whether voluntarily or involuntarily, are not permitted to try out or participate in another sport/activity until the completion of the initial sport/activity.

Russell Independent Schools has made revisions to the drug policy. Policy is available on the website.

### ORGANIZATIONS

#### Non School-Sponsored Organizations

Russell High School does not and cannot give recognition to any fraternity or approve the pledging, hazing, or any other activity they may initiate. Because this is a public, tax-supported school and because certain of these organizations are not open to all in membership nor under school supervision, they are asked to keep their activities entirely off school property.

## School-Sponsored Organizations

At Russell High School it is a policy to offer to our students ample opportunity to be a part of various organizations. Listed below are descriptions of these organizations:

**Air Force Junior R.O.T.C.** - The R.O.T.C. program offers cadets many activities for participation. Membership in these activities stipulates that a student must be enrolled in the R.O.T.C. program. R.O.T.C. activities include Color Guard, Honor Guard, Rocket Club, Drill Team, Rifle Team, and R.O.T.C. Honor Society.

**Academic Team** - Russell High School has an Academic Team which participates in various academic competitions throughout the state. Membership on the Academic Team is through tryouts.

**Beta Club** - The Beta Club is a national scholastic and leadership organization. Requirements for becoming a member of the Beta Club are a high scholastic standing, good citizenship, and a commendable attitude. To become eligible for membership in the sophomore year, the student must have maintained an "A" average for the freshman year and must maintain a "B" average to retain membership. A student may become a member of the Beta Club during the junior or senior year if the GPA meets the following requirements--Juniors 3.5 and Seniors 3.2. The Beta Club takes part in various service activities

**Champions Against Drugs (CADS)** - This organization is open to any student who would like to help make Russell High School and the community drug and alcohol free.

**Fellowship of Christian Athletes (FCA)** – open to any student who is participating in or who actively supports athletics at Russell High School.

**French Club** - Open to any student who is enrolled in a French class or has completed a class in French at the high school.

**Future Business Leaders of America (FBLA)** - This organization is open to any student enrolled in some type of business class in our school.

**Family Career and Consumer Leaders of America (FCCLA)** - Open to any student enrolled in or who has completed any course associated with the Home Economics department in our school.

**Food Drive Club** – Open to any student interested in serving others through food drives and/or in conjunction with the Garden Club.

**Future Problem Solving Team** - This team competes in academic competitions with an emphasis on exploration and analysis. Membership is through application and selection.

**Garden Club** – Open to any student interested in maintaining the school garden and works in conjunction with the Food Drive Club.

**Junior Statesmen of America** – the mission of the Junior State of America and the Junior Statesmen Foundation is to strengthen American democracy by educating and preparing high school students for life-long involvement and responsible leadership in a democratic society.

**Key Club** - This is a service organization co- sponsored by the Kiwanis Club.

**Latin Club** - This club is open to any student who is enrolled in or has completed a course in Latin at the high school.

**National Art Honor Society** - This is an organization that recognizes outstanding art students. To be extended a membership invitation, a student must be at least a sophomore and have a 3.0 GPA in art classes and a 2.75 GPA in all classes.

**National Honor Society (NHS)** - This organization is open to juniors and seniors who

maintain a 3.6 GPA based on a 4.0+ scale. Scholarship, character, leadership, and service to the school, community, or family are characteristics which also must be exemplified by the potential member.

**Pep Club** - Open membership is extended to all that will support the Red Devils throughout the year. Members are called upon to participate in various activities aimed at building school spirit.

**Science Olympiad Team** - This team of scientific thinkers works with teachers and mentors to prepare for academic competition. Membership is by application and selection.

## TRADITIONS

The REVILONIAN is the school yearbook and is published by the yearbook class. The yearbook records the activities during the school year. Work is begun on the yearbook in the fall and the book is distributed in the fall of the following year. This delayed service makes it possible for the staff to get all the events of the entire school year recorded for the graduating class.

The traditional school colors are Chicago maroon and white. The maroon is the primary color and must always be used. The white is to be used as the secondary color and gold may be used as the trim. The school mascot is the Red Devil.

### School Song

Oh, When the Russell High School falls in line  
We're going to win this game another time  
And for the High School Team we'll YELL, YELL, YELL  
And for the High School Team we'll HUSTLE, HUSTLE, HUSTLE !

We're going to FIGHT, FIGHT, FIGHT for every score  
And when we win, we'll win some more some more  
We're gonna RAH those (Mascot) off the field (floor), YES we are  
RAH, RAH, RAH, AH !!

FIGHT, FIGHT, FIGHT. R-U-S-S-E-L-L !

### Alma Mater

Hail to thee, O Alma Mater, Praise we give thee on this day.  
Memories of thy sons and daughters live in our hearts when we're away.  
Proudly now our voices ring - Russell High to thee we sing.

Let our voices gladly raise - singing proudly of our praise.  
To our colors gay and bright, hail to thee, maroon and white.  
Proudly now our voices ring - Russell High School to thee we sing.

Student Handbook  
2017-2018 Orientation  
Signature/Attendance  
Verification

I have completed the student handbook orientation process with my advisory teacher. I was also given the opportunity for discussion and to have my questions addressed. I understand my rights and responsibilities as a student, and I have been instructed on the repercussions and procedures that arise from my failure to uphold those responsibilities.

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Advisory Teacher

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Name (Print)

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Signature

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Date