

TABLE OF CONTENTS

Administration 2

Faculty and Room Numbers..... 3

School Floor Plan 4

Bell Schedule..... 5

General Information..... 6

Student Code of Conduct..... 8

Attendance 14

Discrimination Disclaimer 16

Curriculum 16

Drop/ Add Procedures 16

Guidance and Counseling 18

Activities, Athletics, Organizations and Traditions 19

ADMINISTRATION

DISTRICT ADMINISTRATION

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

M. Sean Horne Superintendent
Heather Aldrich..... Curriculum Supervisor/PD
Greta Casto Technology Coordinator
Susan Williams Gifted Education Coordinator
Phil Cassity..... Director of Pupil Personnel/
Director of Transportation
Kim Staton..... Preschool
Amy McGuire Special Education
Dennis Chambers Finance Officer
Jenny Bates District Nurse
Becky Roark Family Resource and Youth Services
Officer Bryan Tackett..... School Resource Officer
Bart Mills..... School Resource Officer

SCHOOL ADMINISTRATION AND STAFF

Dave Caniff Principal
Amber Pennington Assistant Principal
T.J Maynard..... Athletic Director
Stephanie Miller Bookkeeper
Kim Shope Secretary to the Principal
Anne Holt Secretary to the Counselors
STAFF Attendance Clerk

SCHOOL-BASED DECISION MAKING COUNCIL

Dave Caniff Chairperson
Theresa Russell..... SBDM Council Member
Catherine Del Valle..... SBDM Council Member
Bryan Enders SBDM Council Member
Tammy Vonderheide SBDM Council Member
Marty Conley 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. Neil Edens	ROTC
SMSgt. Kelvin Mauk	ROTC

Alternative School

Tim Fraley	RATC
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Art Education

Jennifer Spade	130
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Guidance and Counseling

Tiffany Botts-Perry	Suite D
Jennifer Perry	Suite D

English

Seth Skaggs	109
Robyn Campbell	107
Whitney Compton	111
Tonia Parker	203
Mariah Addington	202
Lauren Skaggs	105

Foreign Language

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

Library

Robin Clay	LIB
Beth Osborn	LIB

Mathematics

Joe Aldrich	121
Kayla Thomas	210
Barry Blevins	115
Susan Stump	213
Carol Stevens	211
Emily Finley	205

Music Department

Theresa Russell	Music
Brent Hunt	
Drew Stowers	

Physical Education & Health

Brett Cooksey	218
Haley Sue Griffith	GYM

Science

Bryan Enders	108
Kirk Barnett	112
Olivia Matney	117
Jorge Romero	119
Vanessa Stevens	110

Social Studies

Elliott Gollihue	215
Sherry Sias	217
Derek Cooksey	219
Brian Gross	204
Ed Murray	220
Chelsea Park	201
Carolyn McGranahan	216

Exceptional Education

Cheri Foster	212
Kevin Stewart	212
Kaitlyn Dooley	212
Mandy Layne	123
Reece Foster	123
Drew Matney	214
Mary Jane Worthington	214
Tim Rice	102
Rachel Rigsby	102

Educational Enhancement

Scott Grizzle	206
Rhonda Frint	212
Brittany Elder	214

RUSSELL HIGH SCHOOL SCHEDULE

REGULAR BELL SCHEDULE

7:45	First Bell
7:50	Warning Bell
7:55 – 8:45	1 st Period
8:50 – 9:40	2 nd Period
9:45 – 10:35	3 rd Period
10:40 – 11:30	4 th Period
11:35 – 1:05	5 th Period & Lunch
11:35 – 12:02	1 st Lunch
12:07 – 12:34	2 nd Lunch
12:39 – 1:05	3 rd Lunch
1:10 – 2:00	6 th Period
2:05 – 2:55	7 th Period

ADVISORY SCHEDULE

7:55 – 8:35	Advisory
8:40 – 9:20	1 st Period
9:25 – 10:00	2 nd Period
10:05 – 10:45	3 rd Period
10:50 – 11:30	4 th Period
Resume Regular Schedule	

One Hour Delay Schedule

8:45	Release Bell
8:50	Warning Bell
8:55 - 9:30	1 st Period
9:35 - 10:10	2 nd Period
10:15 - 10:50	3 rd Period
10:55 - 11:30	4 th Period
11:35 - 1:05	5 th Period & Lunch
11:35 - 12:02	1 st Lunch
12:07 - 12:34	2 nd Lunch
12:39 - 1:05	3 rd Lunch
1:10 - 2:00	6 th Period
2:05 - 2:55	7 th Period

Two Hour Delay Schedule

9:45	Release Bell
9:50	Warning Bell
9:55 - 10:10	1 st Period
10:20 - 10:40	2 nd Period
10:45 - 11:05	3 rd Period
11:10 - 11:30	4 th Period
11:35 - 1:05	5 th Period & Lunch
11:35 - 12:02	1 st Lunch
12:07 - 12:34	2 nd Lunch
12:39 - 1:05	3 rd Lunch
1:10 - 2:00	6 th Period
2:05 - 2:55	7 th Period

GENERAL INFORMATION

Announcements and Bulletins

Any staff or organization desiring to have an announcement made must be approved by the principal/designee. Announcements should include the date submitted, dates for the announcement to be made and be signed by the staff member/sponsor. **Announcements must be approved before 10:00 A.M.** Posters, leaflets, etc. concerning school activities may be placed in designated areas **after being approval.** 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. and removed after the activity is 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 year. These programs are designed to enhance the curriculum and the school day. To maximize this benefit, students are expected to be always courteous and attentive. Often there will be designated seating areas for each class and students will be required to sit in those areas. Students should be seated quickly and quietly as possible and remain in the assembly until dismissed.

Automobiles

Students wishing to drive to school must obtain and display a numbered school-parking permit. The purpose of this permit is to aid the office in contacting a student concerning any incident involving their automobile and 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 who have outstanding charges will not be sold a parking pass until cleared through the office.** Students must possess a valid driver's license and 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 **assigned parking spaces** and may not block fire lanes, driveways or doors. **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 required to yield to buses that are departing the grounds so that they may stay on schedule for all 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 onto school property, they must park and enter the school through the front door. Students are not allowed to sit in their automobile once on school property, 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 and/or the student not being allowed to drive on school property. Driving privileges may be revoked if a student who drives to school is consistently tardy or absent from school, leaves school without a proper check-out, or becomes academically deficient. If a permit is revoked for any reason, student will be required to repurchase a permit before their privileges are restored. Students who continue to drive on campus without a valid permit are subject to be towed.

The Russell Independent School System provides transportation to students living within the school district.

Beverages

Students may bring non-alcoholic beverages to school in unopened containers to **consume during lunch periods in the cafeteria. Beverages are allowed in the hallways or in the classroom with teacher permission.** 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 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

Students should practice good manners and 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. This means no outside restaurant food may be brought to your student that displays logos or identification. 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). Students will not be allowed to use food delivery services such as, but not limited to: Door Dash, Grub Hub etc.

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. Restrooms are available in the gym.**
2. Unless the principal gives permission, friends of students may not visit during lunch.

*******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.

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, including sexual orientation or gender identity 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. Students who have lost their lock will be charged a \$10 replacement fee. 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.** 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.

Student Valuables

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

Russell High School is not responsible for stolen, lost or damaged items.

STUDENT CODE OF CONDUCT

CLASS I VIOLATIONS

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

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
- *Bullying
- *Pyrotechnics/Incendiary Devices
- *Disruption of School
- *Fighting
- *Harassment
- *Failure to comply with directions of school personnel
- *Breaking of State Law
- *Disrespect
- *Disruptive Behavior
- *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.

Repeated Offenses may result in placement in the Alternative School

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
- *Firearms and/or Explosive Devices
- * Narcotics, Alcoholic Beverages, Controlled Substances, Chemicals, & Drug Paraphernalia
- *Sexual Harassment
- *Bomb Threats or Hoax and False Fire Alarms
- *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 Alternative School placement or expulsion.

Outcomes for Violations of Student Code of Conduct

Outcomes can include, but not limited to, from least restrictive to most restrictive:

1. Lunch Detention
2. AEP: could range from one period to multiple days.
(refer to the policies listed following, 10.01 (8) "on-site program")
3. Suspension
4. Limited Placement in Alternative School.
5. Extended Placement in Alternative School.
6. Referral to the Greenup County DOJ and the Court Designated Worker.

Policy Statement - Alternative School

14.01 The council policy shall adhere to the rights and responsibilities of students as stated by Board policy and developed council policy. (Refer to District Notifications & Guidelines).

The code of conduct, as adopted, will be supported by school rules and regulations per KRS 160.345 (2) (i) (c) SBDM Policy and be primarily administered through the authority of the principals and the Russell Independent School System with the support of the instruction staff of the schools.

10.01 By board policy, the school day shall consist of a minimum of six (6) hours of instruction. The council designates authority to the principal/designee the authority to assign students to individual classes during the school day. The council delegates authority to the principal to establish class periods within context of the school day established by the board of education.

(6) "Involuntary placement" means the placement of a student in an alternative education program by local district school personnel: (a) 1. To ensure the safety of the individual student, the student body, or staff; 2. To meet the educational needs of the student; 3. To transition the student to a placement as a state agency child pursuant to KRS 158.135 and 505 KAR 1:080; or 4. For disciplinary purposes; and (b) Not made at the request of the parent or emancipated student. (7) "Off-site program" means an alternative education program located in a separate and dedicated program facility not located within the student's assigned school. (8) "On-site program" means an alternative education program located within the student's assigned school.

Students Assigned to Alternative School Criteria

1. Student Behavior
2. Student academic performance could benefit from placement in the program.
3. Principal or Assistant Principal assigns students to the program.
4. The student will be assigned to the Alternative School for a minimum of 10 attendance days (when the student is in school)

Return from Alternative School

1. When a student has completed the program to the satisfaction of the Director and the review committee, based on completion of assignments and behavior, the student will return to their regular schedule at Russell High School.
2. If a student is placed at the Alternative School twice in one year-on the third placement the student may remain at the Alternative School for the year.

DEFINITIONS

CLASS I VIOLATIONS

Acceptable Use Policy Violation – a violation of the Russell Independent Schools acceptable use policy.

Dress Code Violations – a 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 - act(s) of kissing and caressing on school grounds or during school events.

Skipping/Tuancy - 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 (paraphernalia) of any kind.

CLASS II VIOLATIONS

Assault on Another Student - 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 - the failure to show deferential regard for, esteem, or honor to all school personnel.

Disruptive Behavior/Disruption - 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 - 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 they 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 - 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 - 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 - 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 - 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 they are visiting. Any student who has been suspended from school will be considered trespassing if they appear on school property during the suspension period without the express permission of the principal.

Breaking of State Law - 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) - 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 - 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 - 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 - 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.

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

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 they do 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 or parents/guardians are asked to speak with the principal. Clothing, or lack of clothing, other items that are inappropriate, dress that is disruptive to the educational process or potentially dangerous as deemed by school authorities are not permitted.

1. Students shall wear shoes at all times. **House shoes/slippers are not permitted.**
2. No student may wear any garment that exposes the bare midriff (belly or waist) when the student is in a standing or sitting position.
3. **No clothing with suggestive, vulgar, or inappropriate language/pictures or that is degrading to a group or individual will be permitted.** Clothing which advertises alcohol or tobacco products, any illegal substances or promotes violence is also prohibited.
4. All garments must be properly buttoned, zipped, fastened, etc. at all times.
5. No costumes may be worn unless prior approval is given by the principal/designee.
6. Pants or shorts worn around the hips exposing underwear are prohibited. They must be worn at the waist.
7. Skirts, dresses, and shorts must be of reasonable length, made of appropriate material, and must adhere to the following regulations:
 - a. **Reasonable length of shorts is when standing the shorts must fall at mid-thigh. The split of a skirt or dress and lace on a skirt or dress should also adhere to the preceding guideline.**
 - b. **Sleeveless shirts are permitted but must be wide enough to cover shoulder (approximately 3 inches) and not expose ribs. (No spaghetti straps).**
 - c. **Holes in jeans are permitted. Students are expected to use good judgment and excessive holes are not permitted. This does not apply to field trip dress code.**
 - d. **No pajamas or pajama pants are to be worn.**
8. **No unauthorized hats or beanies may be worn (genuine religious headwear is permitted). Bandannas cannot be worn as an article of clothing. Hoods cannot be worn during the school day.**
9. Sunglasses (or safety glasses) are not to be worn inside the school building 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.
10. **As a safety precaution, excessive length necklaces or wallet chains may not be worn.**
11. Blankets or pillows are not to be carried to class.

Field Trip Dress

Students are asked to respectfully represent Russell High School on school, academic or athletic trips by following a dress code consisting of khaki/casual dress pants, polos/button down/dressy t-shirt and/or dresses/skirts unless specified and will be appropriate for the activity.

*****These codes may be revised at any time during the school year. Students, parents and/or guardians will be notified.*****

Dress code violations will be assigned AEP.

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. When circumstances related to student health arise, students are advised to see the school nurse before contacting parent/guardian through the front office or personal device. If needed, the school nurse may deem the absence excused.

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 – making or receiving phone calls – is prohibited at all times during the school day. For safety reasons headphones, earbuds, air pods, etc. are not to be covering/used by both ears at one time.** * Usage is at the discretion of the classroom teacher. Failure to abide by the policies established can result in the student relinquishing their device(s) 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, they must bring a note from their parent or guardian to the office stating the reason, the time necessary for leaving school and a phone number at which parent/guardian can be contacted. **No student will be allowed to leave school until the need for the absence has been confirmed with the parent/guardian.** To protect the student, the school and the person picking up student shall come 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, they must report to the front office to obtain an admit slip before returning to class.

CHRONIC ABSENTEEISM

The Chronic Absentee list will be run each month. Any student who has missed 10% or more of their total enrollment (EXCUSED OR UNEXCUSED) will appear on the Chronic Absentee list. Students who appear on the Chronic Absentee list are prohibited from participation in activities considered to be nonessential to the academic process. This includes, but is not limited to dances, field trips, student driving privileges, athletic competition, academic competition, or any extracurricular activity, as a participant or spectator. Students who have encountered legitimate barriers which are beyond their control may appeal to the building Principal and/or Attendance Committee.

ATTENDANCE/GRADUATION CEREMONY

The graduation ceremony is a privilege. Seniors who are considered to be Chronically Absent are not eligible to participate in the graduation ceremony. Students who have missed 68 or more days of school during their high school tenure will not be eligible to participate in the graduation ceremony. Students who have encountered legitimate barriers which are beyond their control may appeal the building Principal or Attendance Committee.

TARDIES

When a student is absent from school for less than 36% of the day, the student is considered tardy. Four tardies will be considered the equivalent of one (1) day's absence. 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 within the district is provided; 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.

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 (4th) 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 counselor's office for final processing.
6. Students who are assigned to the alternative school will be withdrawn from Russell High School and enrolled in Russell Independent Alternative School.

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 regarding 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 their 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 a class schedule. Requirements are listed for each student and beneficial electives are offered. It is wise for the student to consult with their parents or guardians, teachers, and counselors to determine their best possible program of study.

Students will progressively be classified as sophomore or junior along with the class with which they entered high school, they 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. **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

Kentucky Department of Education requirements have been revised, please see your counselor for the most recent changes and requirements.

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 (5th) week of each grading period through Infinite Campus.

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 ($\frac{1}{2}$) 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 expected to give semester finals at the end of the fall and spring semester. This semester final will be comprehensive. 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 standards where applicable.

Evaluation

A student's grades are an evaluation of what they have learned and become their permanent record at Russell High School. Institutions of higher learning, employers, and various military services are all interested in a student's records, it is advisable students to do their best. Russell High School 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 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%)
- B (89% - 80%)
- C (79% - 70%)
- D (69% - 60%)
- 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)

Quality points for letter grades earned are as follows:

Regular & Honors

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

AP and Dual-Credit

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

***Only AP and Dual Credit classes will be weighted.

Textbook Rental/Instructional Material (TRIM) Fees

TRIM fees of \$90.00 per year are charged to each student. This includes a \$20 Technology fee. Some classes may include lab fees and additional expenses which are the responsibility of the student. Fees may be paid in full or by semester.

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. Tiffany Botts-Perry, and a secretary, Ms. Anne Holt, 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. The counselors may be contacted by calling the front office of Russell High School at 836-9658.

Students will be assigned to a counselor as follows:

Mrs. Jennifer Perry	last names A - K
Mrs. Tiffany Botts-Perry	last names L – Z

ACTIVITIES, ATHLETICS, ORGANIZATIONS, AND TRADITIONS

Homecoming Weekend

A parade, bonfire, football game, a king and queen, dancing etc. 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.**

Russell High School Dance Schedule for 2022-2023

Homecoming	September 24, 2022	8:00pm – 11:00pm
Prom	May 13, 2023	8:00 PM – 11:00 PM

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 they have 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.

*All students are expected to be transported to and from school (District) sponsored activities in Board Owned Vehicles. When extenuating circumstances require a student to travel separately from the school (District) sponsored group, the student **is permitted to travel only with their parent or legal guardian.**

***** Any parent/guardian or fan who is ejected from an event, home or away, will serve a one game suspension at the discretion of the building principal or designee. Should a second ejection occur that individual is banned from school property for the remainder of the school year.**

Russell Independent Schools has revised the drug testing 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 certain 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 most 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

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.

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.

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 English Honor Society (NEHS) - This is an organization that recognizes outstanding English students. To be extended a membership invitation, a student must be at least a sophomore and have an unweighted GPA of at least 3.5.

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 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, RAH!!

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.

2022-2023 Student Handbook
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.

Advisory Teacher

Student Name (Print)

Student Signature

Date