

**RUSSELL**

**HIGH**

**SCHOOL**



**STUDENT HANDBOOK**

**2024-2025**

# WELCOME TO RUSSELL HIGH SCHOOL

**709 RED DEVIL LANE  
RUSSELL, KY 41169  
(606) 839-9658 office  
(606) 836-9650 fax**



“Develop a passion for learning. If you do, you will never cease to grow.” – **Anthony J. D’Angelo**

# **RUSSELL INDEPENDENT SCHOOLS**

**OUR MISSION IS  
TO INSPIRE AND EMPOWER  
ALL STUDENTS TO REACH  
THEIR MAXIMUM POTENTIAL:**

**ONE STUDENT,  
ONE LESSON,  
ONE DAY AT A TIME**

# Where Tradition

## PURPOSE, PRIORITY, VISION, & VALUES

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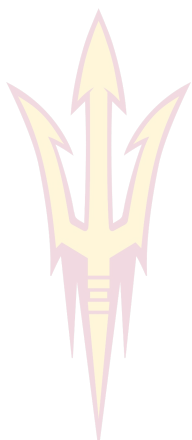
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# Meets Excellence

# EDUCATION MATTERS



We focus on the whole student to develop positive relationships to create a successful student.

We help students lead with purpose by teaching students to empower others, value teamwork, and setting goals and providing the scaffolding to work towards the goals.

We invest in the future by creating authentic learning experiences to encourage inquiring minds.

We deepen the connection to our community by sharing the strength of others, leaning on our community for support, and realizing the power of our community network.

We respect diversity and differing opinions by listening for understanding, valuing differences and individuality, and using our voice for a positive purpose.

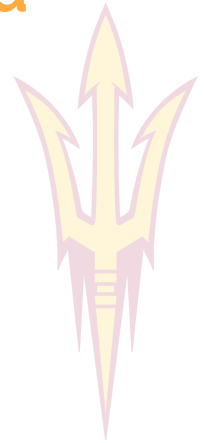
We trust the process by cultivating a growth mindset, acknowledging that setbacks are part of learning, and give the opportunity to pursue interests with confidence.

“Education is the most powerful weapon which you can use to change the world.” – **Nelson Mandela**

# RED DEVIL PRIDE

School Colors: **Maroon**, **White** and **Gold**

School Mascot: Red Devils



## 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),  
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.

"Excellence is not being the best: it is doing your best.." – **via curiano**

# DISTRICT *Devoted To Your Future*

<b>RISD SCHOOL BOARD</b>	<b>DISTRICT ADMINISTRATION</b>	<b>School Based Decision Making Council - RHS</b>
<b>Sean Whitt, Chair</b>	<b>M. Sean Horne, Superintendent</b>	<b>David Caniff, Chairperson</b>
<b>Judy Ledford, Vice Chair</b>	<b>Heather Aldrich, Chief Academic Officer</b>	<b>Catherine Del Valle, Teacher Member</b>
<b>New Member, Member</b>	<b>Phil Cassity, Director of Pupil Personnel and Director of Transportation</b>	<b>Bryan Enders, Teacher Member</b>
<b>Judy Ledford, Member</b>	<b>Dennis Chambers, Chief Financial Officer</b>	<b>Mandy Layne, Teacher Member</b>
<b>John Jones, Member</b>	<b>Amy McGuire, Director of SE and Preschool</b>	<b>Dawn Lemaster, Parent Member</b>
<b>Terry Vest, Member</b>	<b>Beth Westenhofer, Director of Teacher &amp; Leader Effectiveness</b>	<b>Maria Pangan, Parent Member</b>
	<b>Greta Casto, Chief Information Officer</b>	
<b>Hayley Sparks, Public Relations</b>	<b>Mike Sills, Tech Analyst</b>	<b>Anita Laney, Gifted Education Coordinator</b>
<b>RUSSELL PRIMARY</b>	<b>RUSSELL INTERMEDIATE</b>	<b>RUSSELL MIDDLE</b>
<b>Lea Ann Crager, Principal</b>	<b>Brad Cornwell, Principal</b>	<b>Jeff Frasure, Principal</b>
<b>Kim Staton, Assistant Principal</b>	<b>Amanda McCall, Assistant Principal</b>	<b>Nicole Shivel, Assistant Principal</b>

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: <https://www.russellind.kyschools.us/>

# STAFF *Devoted To Your Future*

OFFICE STAFF	ADMINISTRATION	GUIDANCE/COUNSELING
Stephanie Miller, Bookkeeping	David Caniff, Principal	Tiffany Botts-Perry, Counselor
Kimberley Roll, Attendance Clerk	Amber Pennington, Assistant Principal	Jennifer Perry, Counselor
Kim Shope, Secretary	ATHLETICS	Nick Lemon, Counselor
LIBRARY MEDIA CENTER	TJ Maynard, Athletic Director	Brittany Adams, Counseling Secretary
Amanda Hensley, Librarian	Mark Hilburn, Athletic Trainer	
Andrea Hersey, Assistant	FRYSC	CUSTODIAL
	Becky Roark, Director	Dennis Callihan
CAFETERIA	Samantha Burney	Matt Crites
Kendra Kiser, Manager	Community Work Program	Vivian French
Latiessa "T" Adams	Brittany Elder	Kenny Holbrook
Hanna Hammond	Rhonda Frint	Brandon Prater
Barb Moore	RESOURCE OFFICERS	Jenna Tyler
	Bart Mills	
	Bryan Tackett	

# EDUCATORS

*Devoted To Your Future*

AFJROTC	ART	ENGLISH	HEALTH/PE
Lt. Col. Neil Edens	Jennifer Spade	Ginny Campbell	Brett Cooksey
SMSgt. Kelvin Mauk	MATHEMATICS	Robyn Campbell	Haley-Sue Griffith
MUSIC	Andrew Lopez	Samantha Conant	SCIENCE
Levi Dalton	Emily Finley	Andrea Ferguson	Kirk Barnett
Ashley Dalton	Gary Rosys	Holly Gillum	Bryan Enders
Drew Stowers	Susan Stump	Holly Wehrle	Michelle Hill
SOCIAL STUDIES	Kayla Thomas	WORLD LANGUAGE	Olivia Matney
Derek Cooksey	Jessica Walker	Jennifer Brown	Jorge Romero
Brian Gross	EDUCATION SUPPORT	Catherine Del Valle	Vanessa Stevens
Carolyn McGranahan	Blake Fowler	Phil Traina	EXCEPTIONAL MINDS
Chelsea Park	Alisha Montgomery	MEDIA ARTS	Cheri Foster
Zach Parsons	Rachel Rigsby	Andrew Brown	Mandy Layne
JAG KY	Ryan Van Steenberg	ALTERNATIVE	Drew Matney
Belinda Parker	Mary Jane Worthington	Tim Fraley	Tim Rice

# SCHOOL COUNSELORS

## GUIDANCE & COUNSELING

**JENNIFER PERRY**



**NICK LEMON**



**TIFFANY BOTTS PERRY**



*YOU MATTER!*

Russell High School has three certified school counselors available to serve students, Nick Lemon (students A-I), Tiffany Botts-Perry (students J-Z) and Jennifer Perry. The counselors serve the students in the areas of college information, scholarships, college applications and preparedness, financial aid, recommendations, career pathways, career placement advising, scheduling as it concerns to post-secondary decisions, dual credit classes, advanced placement classes and assessments leading to college and career readiness. The school counselors also serve the students in the areas of mental health counseling, grades, scheduling, and student accommodations under Section 504 of the Rehabilitation Act.

**“You are worthy and deserving.”**

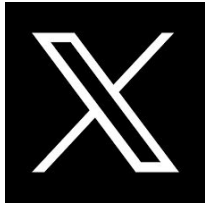
# STAY CONNECTED

Follow RHS & RISD on Social



**Instagram**

**@russellindependent**



**Twitter**

**@RussellHigh**

**#RHSProud #DevilPride #RDN**



**Facebook**

**@Russell Independent Schools**



**Infinite Campus**

Stay up-to-date with student progress with the Infinite Campus Portal. Contact Mrs.

Roll at (606)836-9658 or via email at

[kimberley.roll@russellind.kyschools.us](mailto:kimberley.roll@russellind.kyschools.us)



**Remind**

Text **@RHS-RDN** to 81010

Medio

**Download our App!**

Search Russell Independent in the app store.

# DISTRICT CALENDAR

## 2024-2025

August 12	Professional Development (Required for Teachers)
August 13	Opening Day for All Staff
August 14	First Day for Students
September 2	No School - Labor Day
October 4-7	Fall Break
October 7	No School - Professional Development
October 11	First Grading Period Ends
November 5	No School - Election Day
November 27-29	No School - Thanksgiving Holiday
November 27	No School - Professional Development
December 20	Second Grading Period Ends
December 23 - January 3	No School - Christmas Holidays
January 6	Classes Resume
January 20	No School - Dr. Martin Luther King Jr. Day
February 14-17	Winter Break
February 17	No School - Professional Development
March 7	Third Grading Period Ends
March 31 - April 4	No School - Spring Break
May 20	No School - Election Day
May 23	Last Day for Students
May 27	Closing Day for Teachers

# 2024-2025 Bell Schedule

*INVEST IN THE FUTURE*

<b>Regular Schedule</b>	
<b>FIRST BELL</b>	<b>7:45 am</b>
<b>Warning Bell</b>	<b>7:50 am</b>
<b>FIRST PERIOD</b>	<b>7:55 - 8:45 am</b>
<b>SECOND PERIOD</b>	<b>8:50 - 9:40 am</b>
<b>THIRD PERIOD</b>	<b>9:45 - 10:35 am</b>
<b>FOURTH PERIOD</b>	<b>10:40 - 11:30 am</b>
<b>FIFTH PERIOD</b>	<b>11:35 am - 1:05 pm</b>
<b>LUNCH SCHEDULE</b>	<b>1<sup>ST</sup> Lunch 11:35 am - 12:02 pm 2<sup>ND</sup> Lunch 12:07 pm - 12:34 pm 3<sup>RD</sup> Lunch 12:39 pm - 1:05 pm</b>
<b>SIXTH PERIOD</b>	<b>1:10 pm - 2:00 pm</b>
<b>SEVENTH PERIOD</b>	<b>2:05 pm - 2:55 pm</b>
<b>DISMISSAL</b>	<b>2:55 pm</b>

# 2024-2025 Bell Schedule

*INVEST IN THE FUTURE*

<b>Advisory Schedule</b>	
<b>FIRST BELL</b>	<b>7:45 am</b>
<b>Warning Bell</b>	<b>7:50 am</b>
<b>ADVISORY</b>	<b>7:55 - 8:45 am</b>
<b>FIRST PERIOD</b>	<b>8:50 - 9:30 am</b>
<b>SECOND PERIOD</b>	<b>9:35 - 10:10 am</b>
<b>THIRD PERIOD</b>	<b>10:15 - 10:50 am</b>
<b>FOURTH PERIOD</b>	<b>10:55 am - 11:30 pm</b>
<b>FIFTH PERIOD</b>	<b>11:35 am - 1:05 pm</b>
<b>LUNCH SCHEDULE</b>	<b>1<sup>ST</sup> Lunch 11:35 am - 12:02 pm</b> <b>2<sup>ND</sup> Lunch 12:07 pm - 12:34 pm</b> <b>3<sup>RD</sup> Lunch 12:39 pm - 1:05 pm</b>
<b>SIXTH PERIOD</b>	<b>1:10 pm - 2:00 pm</b>
<b>SEVENTH PERIOD</b>	<b>2:05 pm - 2:55 pm</b>
<b>DISMISSAL</b>	<b>2:55 pm</b>

# ALTERNATE Bell Schedules

*INVEST IN THE FUTURE*  
*TRUST THE PROCESS*

## 2024-2025

<b>ONE Hour Delay Schedule</b>	
FIRST BELL	8:45 am
Warning Bell	8:50 am
FIRST PERIOD	8:55 - 9:30 am
SECOND PERIOD	9:35 - 10:10 am
THIRD PERIOD	10:15 - 10:50 am
FOURTH PERIOD	10:55 - 11:30 am
FIFTH PERIOD	11:35 am - 1:05 pm
LUNCH SCHEDULE	1 <sup>ST</sup> 11:35 - 12:02 2 <sup>ND</sup> 12:07 - 12:34 3 <sup>RD</sup> 12:39 - 1:05
SIXTH PERIOD	1:10 pm - 2:00 pm
SEVENTH PERIOD	2:05 pm - 2:55 pm
DISMISSAL	2:55 pm

<b>TWO Hour Delay Schedule</b>	
FIRST BELL	9:45 am
Warning Bell	9:50 am
FIRST PERIOD	9:55 - 10:10 am
SECOND PERIOD	10:20 - 10:40 am
THIRD PERIOD	10:45 - 11:05 am
FOURTH PERIOD	11:10 - 11:30 am
FIFTH PERIOD	11:35 am - 1:05 pm
LUNCH SCHEDULE	1 <sup>ST</sup> 11:35 - 12:02 2 <sup>ND</sup> 12:07 - 12:34 3 <sup>RD</sup> 12:39 - 1:05
SIXTH PERIOD	1:10 pm - 2:00 pm
SEVENTH PERIOD	2:05 pm - 2:55 pm
DISMISSAL	2:55 pm

# RHS Café Menu

Russell High School  
Mgr: Kendra Kiser



Begin Week One, Day Three on  
8/16/2023 (First Day of School)

(Menu subject to change based on availability)

"Where Tradition Meets Excellence"

Monday	Tuesday	Wednesday	Thursday	Friday
Chicken Strips Baked Potato Green Beans Roll w/ Butter Fruit Milk	Mandarin Chicken Rice w/ Egg Roll Stir Fry Vegetables Fortune Cookie Fruit Milk	Hot Dogs Smiley Fries Candied Carrots Fruit Cups Milk	Bosco Cheese Sticks Chips Marinara Sauce Side Salad Fruit Milk	Pizza Bread Chips Corn Fruit Milk
Hamburgers/Cheeseburgers Sidewinders Lettuce/Tom/Pickle Corn Fruit Milk	Breakfast for Lunch Biscuits and Gravy Bacon and Tater Tots Fruit Milk	Spaghetti w/Garlic Bread Peas and Carrots Fruit Milk	Chicken Patty Sandwich Seasoned Fries Fruit Milk	Calzones Chips Corn Fruit Milk
Chicken and Waffles Syrup/Butter Green Beans Fruit Milk	Walking Tacos Various Toppings Salsa/Queso Black Beans Fruit Milk	Open Faced Turkey Mashed Potatoes Gravy Green Beans Fruit Milk	Chicken Nuggets French Fries Rolls w/ Butter Fresh Veggie Fruit Milk	Personal Pan Pizza Chips Various Toppings Corn Fruit Milk
Hamburgers/Cheeseburgers Seasoned Fries Lettuce/Tomato Broccoli Fruit Milk	Chicken Wings w/ BBQ and Buffalo Sauce Potato Wedges Rolls Carrots/Celery Fruit Milk	Bosco Cheese Sticks Chips Marinara Sauce Side Salad w/ Ranch Fruit Milk	Queso Mac and Cheese Bowls Tater Tots Toppings (Bacon Bits/Broccoli/BBQ) Fresh Veggie Fruit Milk	Stuffed Crust Pizza Chips Corn Fruit Milk

**NEEDS  
UPDATED**

Ala-Card items are available daily for an extra charge, and Grab-n-Go option may be offered on various menu days when available. If you have any questions or concerns, feel free to contact our Central Office at 606-836-9679.

# OUTSIDE FOOD EXPECTATIONS

*TRUST THE PROCESS*

**Russell High School operates a federally funded cafeteria; therefore breakfast and lunch periods are closed. Students may not leave school grounds during breakfast or lunch.**



**Students are permitted to pack their own lunch from home.**

**Outside restaurant food deliveries of any kind are not permitted on campus. This includes pizza delivery, GrubHub, DoorDash, etc. No food may be brought to your student that displays logos or identification.**



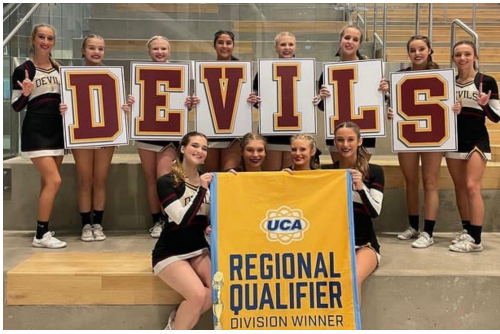
# STUDENT LEAD WITH PURPOSE ORGANIZATIONS

RATC SOFTBALL

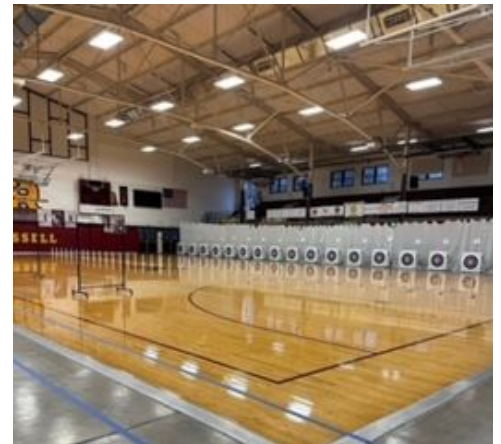
BOWLING TRACK & XC VOLLEYBALL SWIM FCA

BASEBALL KEY CLUB BAND GOLF CROSS COUNTRY BETA

FOOTBALL SOCCER BETA CLUB CHEERLEADING ESPORTS



OVER  
**60**



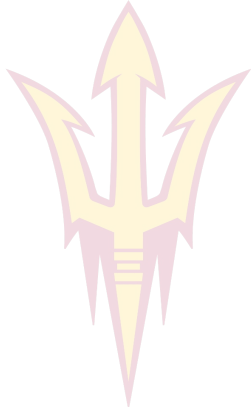
*Russell High School is proud to offer over 60 different student clubs and organizations to help students Lead with Purpose and Honor Each Voice.*

NATIONAL HONORS SOCIETY NATIONAL ART HONORS  
FCCLA HOSA FUTURE EDUCATORS STLP BASS FISHING  
GSA BOYS & GIRLS BASKETBALL VOLLEYBALL  
ACADEMIC TEAM FBLA TENNIS CHOIR YEARBOOK  
ARCHERY ORCHESTRA DANCE TEAM WRESTLING

*AND MANY MORE!!*

“The way a team plays as a whole determines its success. You may have the greatest bunch of individual stars in the world, but if they don’t play together, the club won’t be worth a dime.” – Babe Ruth

# STUDENT *LEAD WITH PURPOSE* ORGANIZATIONS



Russell High School offers a full complement of clubs and organizations. Being an active member of a club helps students Invest in the Future by Leading with a Purpose. Some of the organizations offered at RHS are listed in the table on the right.

## **RED DEVILS HONOR EACH VOICE**

We provide a wide range of clubs and organizations for students to Honor Each Voice.

## **RED DEVILS LEAD WITH PURPOSE**

We expect our student leaders to Lead by example in the classroom and in their extra-curricular activities. Student leaders will assume natural leadership roles and are expected to live the Red Devil values every day. Failure to do so academically or behaviorally can limit participation in any student organization.



<b>Clubs &amp; Organizations</b>	
AFJROTC	Pep Club
Beta Club	Unified Club
Conservation	Spanish Honors Society
Drama Club	Yearbook
Debate Club	Key Club
FCA	Y Club
French Club	Student Government
Journalism	Social Studies Honors Society
National English Honors Society	National Honors Society
Garden Club	Academic Team
Key Club	Quick Recall
Latin Club	Science Olympiad
National Art Honors Society	Marching Band
STLP	Jazz Band
Band	Color Guard
Percussion Ensemble	Choir
Winter Guard	AND

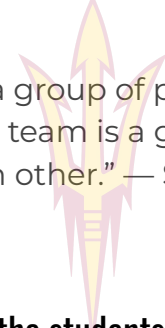
“Find a group of people who challenge and inspire you, spend a lot of time with them, and it will change your life.” – Amy Poehler

# ATHLETES

## LEAD WITH PURPOSE

**ATHLETIC DIRECTOR: TJ MAYNARD**  
[tjmaynard@russellind.kyschools.us](mailto:tjmaynard@russellind.kyschools.us)

A team is not a group of people who work together but a team is a group of people who trust each other." — Simon Sinek



HEAD COACH	
Archery	Brent Bailey
Baseball	Tim Rice
Basketball	Derek Cooksey - Boys Mandy Layne - Girls
Bass Fishing	Zach Smith
Cheerleading	Holly Gillum
Cross Country	Ryan Knipp - Boys Dana Brown - Girls
Dance	Rachel Ferguson
Esports	Drew Stowers
Football	TJ Maynard
Golf	Jessica Walker - Girls PR Yates - Boys
Soccer	John Michael Perry - Girls Randy Vanover - Boys
Softball	Destiny Goins
Swimming	Jennifer Trippet
Tennis	Ashley Quinn - Girls Michelle Hill - Boys
Track & Field	Chris Holbrook
Volleyball	Kacie Mullins
Wrestling	Josh Wills

### ATHLETICS

Russell High School offers the students an opportunity to participate in a wide variety of school sponsored athletic programs.



### ATHLETES GIVE GRATITUDE

As a part of our athletic programs our student athletes to participate in selfless community service. These service opportunities are organized by the coach in a partnership with a local organization or charity.



### ATHLETES LEAD WITH PURPOSE

We expect our student athletes to Lead by example in the classroom and on and off the playing field. Athletes will assume natural leadership roles and are expected to live the Red Devil values every day.

# RHS RITUALS

*TRUST THE  
PROCESS*



# & TRADITIONS

## AUGUST

**FRESHMEN ORIENTATION  
SCHEDULE PICKUPS  
BACK TO SCHOOL EVENTS**

## FOOTBALL SEASON KICKOFF

Russell football team kicks off the season **READY TO RUMBLE** showcasing the hard work that they have put in preparing for a successful and thrilling season! Come out and support these student athletes!

## SEPTEMBER & OCTOBER

### FALL RUSH WEEK

**Recruit. Unite. Spirit. Homecoming.** This annual tradition is a time for student organizations to recruit new members during club days. Each day of RUSH week will have a unique theme to demonstrate spirit.

### POWDERPUFF GAMES

The Russell School Community comes together to watch class teams compete against each other in a flag football game. The powderpuff games are fun for the whole family with games, food, and ample **RUSSELL PRIDE!** Come out and cheer on your **RED DEVILS!!!!**

## MEET THE DEVILS

Multiple opportunities throughout the school year, taking place at the beginning of the specific sport season. This is a time to come out to meet our student athletes. Community, parents/guardians, family and school groups take time sponsoring food, games, and family friendly activities prior to the first home game of the sport season. This is a special opportunity for our entire School District, RHS school, families and community stakeholders to have fun and celebrate the new school year together.

## HOMECOMING PARADE

Don't miss the excitement for the Homecoming Parade! Join us for a fun-filled event with music, floats, and cheering. The parade will showcase the spirit and talent of our student groups and RISD community. Watch for the date and come support the Russell Red Devils!

## HOMECOMING DANCE

Mark your calendars for one of the most awaited events of the year - the Russell High School Homecoming Dance! Get ready to dance the night away with your friends and classmates. There will be great music, amazing decorations and a night full of memories to cherish. Don't miss this unforgettable evening!

*Monthly Highlights*

# RHS RITUALS

*TRUST THE  
PROCESS*



# & TRADITIONS

## RENAISSANCE FAIRE

Russell students participate in this cross curricular project by researching music, food, crafts, dress and historical practices while engaging in learning about those times. Booths are set up to allow many different interactive experiences. Students are able to experience, food and music of the times, jousting and even a palm reading and love potions.



## RED RIBBON WEEK

Red Ribbon Week is the nation's longest and largest drug prevention campaign! During red ribbon week in October our School Resource Officers and RHS Beta Club spread awareness to the other schools and community of drug use and prevention for a drug free youth. Role models within our school share their personal experiences with their peers and stress why they choose to be drug free.

## ORCHESTRA CONCERTS

Russell High School students participate in multiple opportunities to allow the community to experience a peek at the musical talent that they have to offer. Fall/Winter concert, Themed Concerts on the Lawn and Spring concert at Ashland's Paramount Arts Center are just a peek of what they have to offer.



# RHS RITUALS & TRADITIONS

*TRUST THE  
PROCESS*



## **NOVEMBER VETERANS DAY**

RHS hosts a heartfelt ceremony and meet & greet as we pay tribute to the brave men and women who served our country. The event includes guest speakers, patriotic performances and a moment of silence to remember those who made the ultimate sacrifice. This special event is presented by the AFJROTC, RHO Kappa and Beta Clubs with performances by the RHS Choir and Band.

## **DOOR DECORATING CONTEST**

**CALLING ALL CREATIVE MINDS!** Get ready to show your Holiday spirit and artistic talent. Let your imagination run wild and transform your classroom door into a work of art. Students from various groups volunteer time to decorate classroom doors. The contest is judged by the Flatwoods Park and Recreation board, with prizes and special recognition to the winners. Let's make our school vibrant and colorful with the Door Decorating Contest.

## **MARCH ACT**



Russell High School juniors will showcase their academics by demonstrating their knowledge on the statewide ACT. Mark the date and be ready to impress! We can't wait to see your incredible academic talents!

## **RHS TALENT SHOW**

Get ready for the RHS Talent Show! Be ready to showcase your talent and entertain the audience. Whether you sing, dance, play an instrument or have other amazing talents, it's your chance to shine on stage!



## **SENIOR TRIP**

Making memories to last a lifetime! Graduating seniors have the opportunity to embark on an adventure with their fellow classmates. This trip is a celebration of your accomplishments and another chance to create lasting memories before you move on to the next chapter of your lives. Stay tuned for details! Make it a perfect send-off for the graduating class of Russell High School!

*Monthly Highlights*

# RHS RITUALS & TRADITIONS

*TRUST THE  
PROCESS*



## RHS PROM

Get ready for a night of elegance and fun making memories. It's time to dress up and dance the night away with your friends and classmates. There will be a magical evening with beautiful decorations, a great DJ and delicious refreshments. Don't miss the chance to celebrate the end of the school year in style!



## MAY

### TEACHER APPRECIATION WEEK

Our parents/guardians, community, local businesses, student organizations and administration take time this week to honor the incredible educators who inspire, guide and support us every day. They go above and beyond to make a positive impact on our lives, both inside and outside the classroom. Join in by helping us express our gratitude and show our teachers how much they mean to us. Contact the front office to find out how you can help or participate.



## EVENING WITH THE ARTS

Experience the magic of creativity and talent that Russell High School has to display. Join us for an evening filled with captivating mesmerizing performances. This event is a chance to celebrate RHS student's passion and dedication for their artistic expressions displayed proudly for classmates, parents/guardians and community members to see.



*Monthly Highlights*

# SENIOR

## WEEK EVENTS

### **GRAD WALK**

Seniors will do one final walk through the halls of their elementary, intermediate and middle schools to celebrate their achievements, reflect on their educational journey with former teachers and build energy for future Red Devils.

The Senior Cookout will be hosted on at the football field and will allow seniors to enjoy food, games, and quality time with their fellow graduating Red Devils.

### **SENIOR** *picnic*

### **SENIOR AWARDS NIGHT**

The Senior Awards Night ceremony will recognize students' achievements and hard work in various sports, academics and extracurricular activities. This is a great way for the school and community to celebrate the accomplishments of RHS graduating seniors.

### **SENIOR** BREAKFAST

Seniors will have breakfast served to them in the cafeteria. This event will include faculty and guest speakers, awards to celebrate memories, pictures and various activities one last time before they embark on their journey after high school.

*And many more....*

# LIBRARY MEDIA CENTER

## CHECK-OUT PROCEDURES:

- Students may check out up to four(4) books at a time, upon librarian's discretion.
- Checked out books/materials are due in twenty-one (21) days.
- There are no late fees associated with overdue books.

## LOST/DAMAGED MATERIALS:

- Students are responsible for items that are lost or damaged beyond repair.
- Students will be required to pay the current replacement cost of the book: if the book is found and returned during the school year, the student will receive a full refund.

## USE OF THE LIBRARY:

- Students may use the library before/after school and during their lunch, as long as another class or group is not using the space.
- The library opens each morning at 7:30 am and closes at 3:10 pm.
- Students utilizing the library during instructional time must have authorization from the librarian and from their classroom teacher.

# IPAD USER GUIDE

## Technology Plan Alignment

To meet our technology plan to equip students with the ability to thrive within a global economy we must commit to future ready learning experiences for all students. The district encourages the use of technology and digital instructional programs. We shall continue to support teachers and students by incorporating digital learning tools and experiences.

## 1 TO 1 INTEGRATION

The Russell Independent School District utilizes 1:1 iPads in an effort to better prepare each student to become a more unique, equitable and motivated learner. Upon fulfilling district and school 1:1 policy, students are permitted to take their iPad home for instructional purposes with consent from parent/guardian. Please remember that the Ipads are the property of Russell Independent Schools and their content may be accessed/viewed at any time.

# GUIDELINES FOR USERS

### USERS MUST...

- Maintain control of their assigned iPad at all times unless otherwise directed by administration or other appropriate school/district personnel.
- Keep iPad free from exposure to food, drink, weather, and/or other potentially harmful elements.
- Use only included iPad charger and standard electrical outlet to charge the device.
- Use only a soft, lint-free cloth to clean the screen.
- Report software and/or hardware issues to the Library Media Center as soon as possible.
- Bring device to school daily and ensure that the device is adequately charged for use.
- Agree to and follow the requirements the district acceptable use policy.

### USERS MUST NOT...

- Modify iPad in any way, unless directed by authorized school personnel. I.e. stickers, tape, decals
- Allow heavy objects to be placed/ stored on iPad
- Leave in extreme heat or cold.
- Exchange or loan iPad with/ to any party at any time
- Display or transmit offensive material, messages, and/or images.

# TECHNOLOGY INFORMATION

- Digital citizenship will be integrated into school curriculum.
- Students must follow teacher instructions daily with regard to iPad as with any classroom rule(s) and/or expectation(s). Teachers reserve the right to limit iPad use during class.
- Administrators and teachers reserve the right to monitor the iPad and its content at all times.
- The administration reserves the right to confiscate student devices and suspend use of the device.
- In extreme cases involving inappropriate use of the iPad, Internet, and/ or electronic mail, the administration reserves the right to suspend students to Day-Use or Non-User status.
- The iPad is the property of Russell Independent Schools, and will enforce all district policies and all local, state, and federal laws that apply to the appropriate and legal use of technology.

## LOSS, THEFT, or DAMAGE

Issue	ACTION(S) NECESSARY	COST

# STUDENT, PARENT & GUARDIAN INFORMATION

## MEDICATION AT SCHOOL

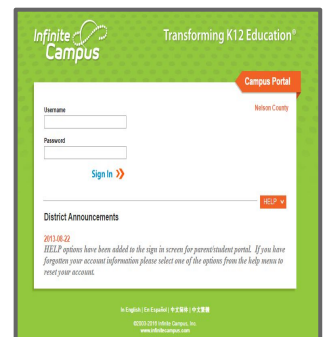
Students who require prescription or over-the-counter medication during the school hours must have a medication authorization form on file in the front office. The parent/guardian must bring the medication along with the signed form. All prescribed and over the counter medications will be kept in the front office safe. All medicine must be in the original container. To ensure the safety and proper administration of medication during school hours medicines will be administered and logged by staff. Students may be permitted to carry medication for certain medical conditions (such as an inhaler for asthma) provided there is physician authorization and the parent/guardian has completed the permission form.

## SAFE VISITOR INFORMATION

Visitors are welcome at RHS. Maintaining safe visitor information at school is crucial for ensuring the safety and security of students, staff and school community. Visitors will use the front office entrance of the building, where the intercom is located, and must bring a valid driver's license. Once visitors have identified themselves and their purpose for being at RHS, front office entry will be granted. Visitors will then present driver's license to be scanned using the Raptor system. After gaining clearance, name tags will be printed and visitor will be allowed school entry. Before exiting the building, visitors must sign out. Building hours are between 7:00 am and 4:00 pm.

## INFINITE CAMPUS

Infinite Campus is a widely used online platform that provides parents and guardians access to their educational information, student grades and attendance records. Stay informed and up-to-date with daily progress, quiz, homework and test grades, attendance, tardies, communication and school announcements with the Infinite Campus Parent Portal. For questions or assistance please contact Mrs. Roll via email at [kimberly.roll@russellind.kyschools.us](mailto:kimberly.roll@russellind.kyschools.us) or by phone at (606) 836-9658.



INVEST IN THE FUTURE

# STUDENT, PARENT & GUARDIAN INFORMATION

## **SEARCH AND SEIZURE:**

A school official may make reasonable searches and seizures of students and property if there exists a reasonable suspicion that school policies or rules have been or are being broken. The search or seizure is reasonable if it bears a rational relationship to a legitimate educational interest.

## **LUNCH DETENTION:**

- Students who have lunch detention and are eating a cafeteria lunch, must go to the front of the line to obtain food and report immediately to room 207 (Mr. Traina) for lunch detention.
- Students who violate a lunch detention expectation shall be assigned another day of lunch detention.
- Students who are late and/or skip Lunch Detention will be assigned an additional day of lunch detention.
- All behavioral expectations are monitored during detention and failure to abide by those will result in additional consequences.

## **LOCKERS:**

Each student is assigned a locker. For their own protection, students should not share lockers. 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 \$10.00 replacement fee. Locker inspections and repairs are done on frequent basis. Students should report any malfunctions immediately to the administration.

## **STUDENT VALUABLES:**

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

## **FINANCIAL OBLIGATIONS:**

Any student owing money to the school from the previous year **WILL** be held accountable to the school. Financial responsibilities carry over from one year to the next.

### • **T.R.I.M. FEES:**

- TRIM fees of \$50.00 per year are charged to each student, this includes (Textbook Rental/Online Text Subscriptions and other Instructional Materials)
- TECHNOLOGY fee of \$20.00 that covers insurance on the iPad that is issued to each student.

### • **CLASS FEES:**

- Some classes may include lab fees or additional expenses, which are the responsibility of the student.

**STUDENTS WHO MEET THE QUALIFICATIONS FOR FREE LUNCH WILL BE EXEMPTED FROM T.R.I.M. FEES. STUDENTS WHO QUALIFY FOR REDUCED LUNCH WILL QUALIFY FOR 50% REDUCED T.R.I.M. FEES.**

Other financial obligations include, but are not limited to fees for: Lost or damaged books, overdue library materials, non-returned or damaged athletic equipment, damaged school equipment, cafeteria fines, etc.

**Students will not be permitted to participate in graduation until ALL financial obligations are cleared.** 30

# DRESS CODE *TRUST THE PROCESS*

We believe college and career readiness starts now. We encourage taking care of yourself, each other, and our school, that means that we must consistently uphold a dress-code in order to energize our school community. It is essential for students and parents/guardians to familiarize themselves with the dress code. If there are any questions or concerns, discuss with the school administration for clarification.

## **THE FOLLOWING DRESS CODE IS IN EFFECT FOR THE 2024-2025 SCHOOL YEAR.**

All students are expected to follow this code.

### **SHIRTS:**

- ❖ Shirts must meet or overlap the bottom apparel. **(No skin can be visible between the top and bottom apparel.)**
- ❖ Shirts must cover the chest area adequately, **(armpit to armpit)** and avoiding low cut tops.
- ❖ Sleeveless shirts are permitted, but must be wide enough to cover the shoulder (approximately 3 inches or the size of a credit card).
- ❖ Hoods of any kind on any garment may **NOT** be up/on in the school building.
- ❖ Blankets cannot be worn over any part of the regular dress code at any time.
- ❖ No clothing with suggestive, vulgar or inappropriate language/pictures that is degrading to a group or individual will be permitted.
- ❖ Clothing which advertises alcohol, tobacco products, or any illegal substances or promotes violence is also prohibited.

### **PANTS & SHORTS/SKIRTS/DRESSES:**

- ❖ When student is standing with arms relaxed at sides, **fingertips should not reach past the bottom of pants/shorts or skirts.**
- ❖ No pajamas or pajama pants are to be worn.
- ❖ Holes in bottoms are permitted, but should not extend above the fingertips. Students are expected to use good judgment and excessive holes are not allowed.

### **HATS/HEADWEAR:**

- ❖ All hats, beanies, hoods, durags or other headwear must be taken off before entering the school.
  - Genuine religious headwear is permitted.

### **SHOES:**

- ❖ Shoes are required to be worn at all times.
- ❖ Houseshoes may **NOT** worn at anytime.

### **GENERAL EXPECTATIONS AND FURTHER CLARIFICATIONS:**

- ❖ Students may not carry or wear anything that advertises drugs, alcohol, tobacco products or anything that promotes or suggests lewd, dangerous, discriminatory, inflammatory, or unacceptable messages.
- ❖ The administration has the final authority in determining appropriate school attire to provide a socially and emotionally safe learning environment for all students that doesn't impede on the educational process.

### **FIELD TRIP DRESS**

- ❖ Students are asked to respectfully represent Russell High School on school, academic or athletic trips. Teachers/coaches may require students to follow a dress code appropriate to the activity or event.

# CELL PHONE POLICY

TRUST THE PROCESS

## THE FOLLOWING CELL PHONE POLICY IS IN EFFECT FOR THE 2024-2025 SCHOOL YEAR.

RUSSELL HIGH SCHOOL SEEKS TO ACHIEVE A HEALTHY BALANCE THAT RECOGNIZES STUDENT WISHES TO HAVE REASONABLE ACCESS TO PERSONALLY OWNED ELECTRONIC/TELECOMMUNICATION DEVICES. WE AIM TO MAINTAIN A STRONG AND EDUCATIONAL FOCUS IN THE CLASSROOM. TECHNOLOGY IS RAPIDLY EXPANDING IN ALL FORMS. WITH THE STATE DIGITAL CITIZENSHIP GRADUATION REQUIREMENTS, IT IS INCLUDED IN OUR MISSION TO INCORPORATE RESPONSIBLE USE OF TECHNOLOGY. THIS INVOLVES DETERMINING TIMES IN WHICH SUCH DEVICES MAY OR MAY NOT BE USED.

Personally owned electronic/telecommunication devices means a device that emits an audible signal, vibrates, displays a message or otherwise summons or delivers a communication to the possessor. These devices include all cellular/wifi devices, cell phones, smartphones/devices, airpods/earbuds, tablet devices, laptop computers, paging devices, cameras and photographic devices.

### **GUIDELINES:**

- ❖ Personal telecommunication devices **WILL BE** permitted for use in a responsible manner during non-instructional time.
  - Prior to 7:45 am
  - During class changes
  - During lunch in the cafeteria/student union
  - After 2:55 pm
- ❖ Devices may not be used to broadcast music. If students are found to be using their devices irresponsibly, the device will be confiscated.
- ❖ All devices should be kept up during class time, students in violation will be subject to the consequences outlined below.

### **VIOLATIONS:**

- ❖ **1ST, 2ND & 3RD OFFENSES:**
  - Teacher/Educator will take device, document in Infinite Campus, keep for the duration of the class and returned to student at the end of the period. Students will receive a lunch detention after each offense.
- ❖ **4TH, 5TH & 6TH OFFENSES:**
  - Teacher/Educator will take device, document keep for the duration of the class and returned to student at the end of the period. Students will receive ONE day of AEP after each offense.
- ❖ Any further violation will result in students not being allowed to bring devices for the remainder of the semester.
- ❖ Failure to turn over an electronic device:
  - If a teacher/educator attempts to confiscate an electronic device and the student refuses, the teacher should contact an administrator immediately. Additional consequences are warranted for defiance of authority.

*"Success is not final, failure is not fatal: it is the courage to continue that counts." - Winston Churchill*

# TRANSPORTATION

## SCHOOL BUS SAFETY AND EXPECTATIONS



All students are expected to obey the driver at all times and follow all bus safety rules to ensure safety for all students and the driver. Riding a bus is a privilege and not a guaranteed right. Students are to follow rules on all buses at all times until they reach their drop off point. No tobacco/vaping related products are allowed (use or possession), all students are to keep all extremities inside the bus at all times (hands, feet, and arms are to stay inside the bus). Students must enter the school immediately upon arrival by bus. RISD buses are equipped with multiple cameras and monitored for the safety of all parties.

All notes for students to ride a different bus or get off at a different location must be signed by a parent and include a telephone number, turned in to the front office at the beginning of the school day, and then picked up after the afternoon announcements. All notes will be verified by the principal or his/her designee **before** students will be allowed to travel on a different bus.

### **Bus Misconducts:**

Students who do not follow the rules for riding on the bus can be suspended from riding the bus. Because a student's actions on a school bus may endanger the lives of other students and the driver, misconducts on school buses may be dealt with more harshly than similar actions at school.



# STUDENT DRIVERS

- Student safety is priority at RHS. Students are allowed to drive personal vehicles to and from campus at.
- Driving is a privilege, not a right, and students' privileges may be revoked if they are operating their vehicles recklessly.
- Please note that all school rules apply in our parking lot and on campus.
- Upon parking, report to the school building without delay and do not to return to vehicle or the student parking area without receiving permission from the school principal, assistant principal, or the main office.
- Park only in the designated spot unless instructed by the Principal, Assistant Principal, or Resource Officer. Report to front office staff or administration if someone is parked in designated space.
- Campus drivers are subject to the applicable traffic laws of the Commonwealth of Kentucky while on school property and that I am subject to a citation or arrest if I violate those laws.

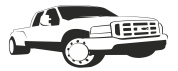
**BUCKLE UP!**

10 MPH SPEED LIMIT

SPEED  
LIMIT  
**10**



Don't text & drive



**\$20.00**

DRIVE  
SAFELY

A parking permit is required for ALL students to drive to and from Russell High School. Vehicles without a parking permit or does not display properly are subject to towing at the owner's expense.



Students must possess a valid driver's license and show proof of insurance before purchasing a parking permit. Students will be required to park in assigned spot.

Student drivers 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 middle school is restricted to authorized school vehicles. Drivers must use caution and be considerate of other drivers and pedestrians on campus. It is an expectation that students will comply with applicable local and state laws, and operate their vehicles in a respectful and responsible manner.

**Parking/Driving permit can be revoked at any time.**

**All drivers will be monitored for compliance with the "No Pass – No Drive" Law  
For more information on Kentucky's "No Pass - No Drive" Law, visit the following website.**

<https://drive.ky.gov/Drivers/Pages/No-Pass-No-Drive.aspx>

# STUDENT DRIVERS

## NO PASS-NO DRIVE

The 2007 legislative session ended with the passage of several education-related bills, including the "No Pass/No Drive" bill (HB 32, amending KRS 159.051). This statute became effective on June 26, 2007, and applies to all school districts in the Commonwealth. This bill is intended to support dropout prevention and to provide an incentive for students to stay in school and pass their courses.

The "No Pass/No Drive" statute results in the denial or revocation of a student's driver's license for academic deficiency, or dropping out of school, or excessive/unexcused absences. Academic deficiency is defined as a student who does not have passing grades in at least five courses, or the equivalent of five courses on a seven period schedule, in the preceding semester. When a student has nine or more unexcused absences in the preceding semester, that student is no longer compliant, as well. Any absences due to suspension shall be unexcused absences. Should you want to review the full text of this law, please use the Legislative Research Commission's website at the following address: [www.lrc.ky.gov/record/07RS/record.htm](http://www.lrc.ky.gov/record/07RS/record.htm).



# DISCIPLINE MATRIX

*TRUST THE PROCESS*

EXAMPLES OF LEVEL ONE MISCONDUCT	POTENTIAL CONSEQUENCES (MAY RECEIVE MULTIPLE)
<ul style="list-style-type: none"> <li>→ DRESS CODE VIOLATIONS</li> <li>→ PUBLIC DISPLAYS OF AFFECTION</li> <li>→ PROFANITY</li> <li>→ UNAUTHORIZED USE OF TECHNOLOGY IN CLASS</li> <li>→ SLEEPING IN CLASS</li> <li>→ HORSEPLAY - YELLING OR ROWDY BEHAVIOR</li> <li>→ BUS MISCONDUCT (MINOR OFFENSES)</li> <li>→ ACADEMIC DISHONESTY</li> <li>→ SKIPPING CLASS/TRUANCY</li> <li>→ DISRUPTIVE BEHAVIOR</li> </ul> <p>REPEATED OFFENSES RESULT IN SUSPENSION AND/OR ALTERNATIVE PLACEMENT.</p>	<ul style="list-style-type: none"> <li>● Verbal reprimand</li> <li>● Notification to parent/guardian</li> <li>● Parent/ guardian conference</li> <li>● Develop a behavior contract</li> <li>● Lunch Detention</li> <li>● Referral to school counselor</li> <li>● Assignment to AEP</li> <li>● Temporary loss of privileges</li> </ul>
EXAMPLES OF LEVEL TWO MISCONDUCT	POTENTIAL CONSEQUENCES (MAY RECEIVE MULTIPLE)
<ul style="list-style-type: none"> <li>→ ASSAULT ON ANOTHER STUDENT</li> <li>→ BULLYING: intentional, repeated hurtful acts, words or other behaviors that involve an imbalance of power. <ul style="list-style-type: none"> <li>◆ Name calling, Teasing, Threatening</li> <li>◆ Cyberbullying, Unwanted advances, Comments of a sexual nature</li> <li>◆ Taking unwanted/unknown pictures or videos of others.</li> </ul> </li> <li>→ FIGHTING</li> <li>→ HARASSMENT: Emotional distress cause by sexual misconduct</li> <li>→ DISRESPECTFUL ATTITUDE</li> <li>→ DISRUPTIVE BEHAVIOR</li> <li>→ THEFT OR DAMAGE TO PROPERTY</li> <li>→ INTENTIONAL VULGAR/PROFANE LANGUAGE</li> <li>→ ACADEMIC DISHONESTY <ul style="list-style-type: none"> <li>◆ Copying off another scholar's paper or test/Allowing another to copy</li> <li>◆ Cheating on an assessment by any means</li> <li>◆ Plagiarism</li> </ul> </li> <li>→ POSSESSION/USE OF NICOTINE PRODUCTS (tobacco/cigarettes/vape)</li> <li>→ STUDENT DRIVING VIOLATIONS</li> </ul>	<ul style="list-style-type: none"> <li>● Student Conference</li> <li>● Parent/guardian conference</li> <li>● Temporary loss of school privileges</li> <li>● Change in student's schedule</li> <li>● Lunch or after school detention</li> <li>● Assignment to AEP</li> <li>● Referral to counselor</li> <li>● Recommendation of transfer to Alternative School placement</li> <li>● Suspension from school</li> <li>● Recommendation for expulsion</li> <li>● Develop a behavior contract</li> </ul> <p>REPEATED OFFENSES MAY RESULT IN SUSPENSION, EXTENDED ALTERNATIVE SCHOOL PLACEMENT OR PERMANENT EXPULSION.</p>
EXAMPLES OF LEVEL THREE MISCONDUCT	POTENTIAL CONSEQUENCES (MAY RECEIVE MULTIPLE)
<ul style="list-style-type: none"> <li>→ ASSAULT ON ANOTHER STUDENT (CAUSING SERIOUS INJURY)</li> <li>→ ASSAULT ON SCHOOL DISTRICT EMPLOYEE</li> <li>→ ASSAULT INVOLVING WEAPON</li> <li>→ BOMB THREATS, HOAXES OR FALSE FIRE ALARMS</li> <li>→ POSSESSION OF WEAPONS (OTHER THAN FIREARM)</li> <li>→ DRUGS OR ALCOHOLIC BEVERAGES/ DRUG PARAPHERNALIA (CONTROLLED SUBSTANCES, NARCOTICS, MARIJUANA OR THC PRODUCTS)</li> <li>→ FIREARMS/EXPLOSIVE DEVICES</li> <li>→ STARTING A FIRE</li> <li>→ VANDALISM</li> <li>→ POSTING UNWANTED/UNKNOWN PICTURES/VIDEOS OF OTHERS AND SHARING/SENDING TO OTHERS OR POSTING ON ANY MEDIA PLATFORM</li> </ul>	<ul style="list-style-type: none"> <li>● Assignment to AEP</li> <li>● Parent/guardian conference</li> <li>● Develop a behavior contract</li> <li>● Referral to counselor</li> <li>● Loss of school privileges</li> <li>● Suspension from school</li> <li>● Recommendation for transfer to Alternative School placement</li> <li>● Recommendation for permanent expulsion</li> </ul> <p>THESE OFFENSES WILL RESULT IN SUSPENSION, EXTENDED ALTERNATIVE SCHOOL PLACEMENT OR PERMANENT EXPULSION IN ADDITION TO THOSE ABOVE.</p>

# Student Attendance

## INVEST IN THE FUTURE

**The Russell Independent School District expects all students to attend school regularly and be in the assigned classroom on time. Regular attendance is necessary if students are to receive maximum benefit from the instructional program. We firmly believe that attendance is a student and parent/guardian responsibility. However, every effort will be made to contact the parent/guardian of students having attendance-related problems.**

**KRS 159.010 Section 1 states that the parent, guardian, or person having custody or charge, is responsible for keeping his/her child in regular school attendance for the full term that school is in session (that means every day and every minute of each day the school is open).**

**KRS 159.150 states that any child who has been absent from school without valid excuse for three (3) or more days or tardy without valid excuse on three (3) or more days is truant. Any child reported as a truant two (2) or more times is a habitual truant.**

**Legitimate reasons for an excused absence/tardy includes illness of the student (with a doctor's note) or signed parent note (five (5) parent notes per year). Russell High School reserve the right to question and validate doctor's notes that excuse a student for an excessive amount of absences.**

**ALL NOTES (including doctor's notes and parent notes) TO EXCUSE ABSENCES AND TARDIES MUST BE TURNED IN TO THE OFFICE (the attendance clerk) WITHIN THREE (3) SCHOOL DAYS OF THE STUDENT'S RETURN FROM THE EVENT. Failure to turn in any excuse notes within this deadline will result in the absent/tardy event being unexcused.**

*"Just one small positive thought in the morning can change your whole day." – Dalai Lama*

# Attendance Info

INVEST IN THE FUTURE

## NOTES REQUIRED

Upon returning to school following an absence or tardy, a student has three (3) school days to turn in a note to the front office attendance clerk. The note must be a signed and dated parent note, a physician's statement, or court statement explaining the reason for each day the student was absent or tardy, plus a return to school date. If a written statement verifying a valid reason for each day of absence or tardy is not received within three (3) days after the student returns to school, the absence or tardy will be recorded as unexcused. Students presenting false or altered verification shall be subject to disciplinary action. Parents, guardians and students may track attendance through the parent portal on Infinite Campus. Any attendance note sent via fax should be confirmed through the front office or parent portal.

## MAKE-UP WORK

Requesting and completing work missed during absences is the responsibility of the student and parent/guardian. If a student is absent for only one (1) day, student may obtain make-up assignment when they return to school. Parents/guardians who feel they have special circumstances may request assignments on the first day of absence; however, teachers may need extra time to fulfill the request.

## LEAVING SCHOOL GROUNDS

Russell High School has a closed campus. Students are at no time allowed to come tardy to or leave school without checking in or out in the main office. No student shall leave the school grounds for any reason without permission. This also includes being in any parking area, sports complexes, and/or adjacent school district property without permission.

# EXCUSED ABSENCES

## INVEST IN THE FUTURE

**An excused absence or tardiness is one for which work may be made up, such as:**

1. Illness of the student, documented by a note from the parent a maximum of five (5) days per school year.
2. Illness of student, including mental or behavioral health, documented by a doctor's statement a maximum of five (5) days per school year.
3. Death or severe illness in the pupil's immediate family.
4. Religious holidays and practices.
5. One (1) day for attendance at the Kentucky State Fair (per state law). (*Proof of attendance must be provided*).
6. Documented military leave:
  - a. One (1) day prior to departure of parent/guardian called to active military duty.
  - b. One (1) day upon the return of parent/guardian from active military duty.
7. Visitation for up to ten (10) days with the student's parent, de facto custodian, or person with legal custody who, while on active military duty stationed outside of the country, is granted rest and recuperation leave.
8. Scholarship interviews with verification from the institution. Visits to colleges or universities will be excused on an individual and as needed basis; (Visit must be approved at least three (3) school days in advance by the Administration and restricted to seniors. Documentation from the college visit shall be required).
9. Ten (10) days for students attending basic training required by a branch of the United States Armed Forces.
10. Students participating in any of the page programs of the General Assembly.
11. Other valid reasons as determined by the Principal, including trips qualifying as educational enhancement opportunities.
12. Doctor's excuses shall state the date(s) and/or number of days for which the student will be excused. When a student must miss more than five (5) consecutive school day due to illness or surgery, the parent/guardian may be contacted by the attendance office or the Director of Pupil Personnel who may explore the possibility of home/hospital instruction.
13. Court appearances requiring the student's attendance. Court document/statement is required. (Students will be excused only for the length of time of the scheduled court appearance and a reasonable amount of travel time).
14. Drivers test for permit or license. (A half (1/2) day may be allowed twice during the school year).
15. One (1) day for students with lice. If the student is sent home, he/she will be excused for the remainder of the day

# ATTENDANCE INFO

INVEST IN THE FUTURE

## EDUCATIONAL ENHANCEMENT OPPORTUNITY

Students shall be granted an excused absence for up to ten (10) school days to pursue an EEO (educational enhancement opportunity) determined by the Administration to be of significant educational value.

This opportunity may include, but not be limited to, participation in an educational foreign exchange program or an intensive instructional experience or performance program in one (1) of the core curriculum subjects of English, science, mathematics, social studies, foreign language, and the arts.

Unless the Administration determines that extenuating circumstances exist, requests for date(s) falling within State or District testing periods **shall not be granted**. The Administration's determination may be appealed to the Superintendent/designee.

Students receiving an excused absence under this section shall have the opportunity to make up school work missed and not have their class grades adversely affected for lack of class attendance or class participation due to the excused absence.

Educational enhancement opportunities are NOT approved for students who are considered habitually truant under section 09.123 of the Board Policy Manual.

## WRITTEN DOCUMENTATION

Written documentation from the student's parent/guardian or verification by a doctor, dentist or other appropriate health professional shall be required for all absences. Documentation is to be presented to the school in order to determine the status of the absence. The Principal or their designee shall determine the validity of all written excuses or statements.

- Parents' notes for student illness will be accepted for a maximum of five (5) absences per school year. This means one (1) illness that causes the student to miss five (5) days will use all of the parent notes that semester. An "event" occurs when a student is absent from school *for any reason for any portion of the day*.

These documents may be accepted for illness of the pupil, death or severe illness in the pupil's immediate family, religious holidays and/or family trips. Advanced written notice to the faculty and administration shall be required for family trips, and days missed will constitute a portion of the cumulative absence provision. Parents/guardians must accept the responsibility for helping the student make up missed work.

All absences must be documented by notes from parents or guardians in order to be considered for excused status. All notes must be presented within three (3) days of the student returning to school. Parents/guardians are encouraged to acquire verification from a doctor, dentist or appropriate health professional to help avoid exhausting the allotment of parent/guardian notes. Unless otherwise approved by the Principal, or designee, verification from a doctor/dentist/other appropriate health professional shall be required for absences in excess of the number of parent documents presented.

# ATTENDANCE INFO

INVEST IN THE FUTURE

## **DOCTOR'S EXCUSES**

Chronic medical conditions that may require frequent visits to the doctor can be documented by a doctor's statement and will not count towards the five (5) allowed statements. Any doctor's statements for excused absences above five (5) will be considered by a review committee to determine if the information is adequate to justify an excused absence. It is not necessary to know the exact medical condition of the student, but simply that the doctor feels that the condition warranted absence from school. It is the parents/guardian's responsibility to obtain the necessary documentation. The review committee will be made up of the Principal, DPP, guidance counselor, and one (1) of the student's teachers.

All doctor's statements for excused absences must be presented to the school within three (3) days of the student returning to school. Statements not presented with that time frame will not be accepted.

## **OTHER ABSENCES**

Treatment for lice - The initial day a student is sent home for contracting lice (first occurrence) will be considered an excused absence. The student will be expected to attend school the next day and will be inspected by the school Principal, or designee upon return to school to assure the student is nit-free. Any further absence(s) will be unexcused.

Suspension – Suspensions are unexcused absences. However, students may submit assignments made before the suspension and due during the suspension at the first class meeting following the student's return to school. Assignments made during the suspension and due after the suspension will be accepted on the due date.

Unexpected Illness – If the Principal or designee determines that a student should not be in school, this will be considered an excused absence for the remainder of that day and will not be counted against the parent and/or guardian absence notes.

## **SPECIAL CIRCUMSTANCES**

It is understood that the Principal or designee will be faced with special circumstances and should use their professional judgment in these cases. The age of the student and normal childhood and adolescent illness and conditions (e.g., chicken pox, mononucleosis, pneumonia, etc.) must be taken into serious consideration. Upon the request of the Principal, the school attendance clerk, the DPP and the review committee will review any possible misuse/abuse of the attendance policy.

## **HOMEBOUND**

For long-term illnesses of five (5) school days or more, the parent/guardian may request a doctor's verification for the student to participate in homebound instruction. Upon presentation of a completed homebound application, a committee will determine approval/denial of the physician's recommendation for homebound services.

*It takes courage to grow up and become who you really are.* – E.E. Cummings

# ATTENDANCE INFO

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## **PARENTAL/GUARDIAN NOTIFICATION**

Parents/Guardians will be notified by phone or in writing following every absence for all levels K - Twelve (12).

Once a student has become habitually truant, their parent(s) or guardian shall be notified in writing. A parent/guardian conference with the Principal and/or Director of Pupil Personnel and/or attendance committee shall be recommended at this time.

## **ABSENCE VALIDATION**

After five (5) excused absences per school year, all additional absences shall be documented with a validated statement in order to be excused. Validated statements include the following:

1. A written statement by a doctor or dentist.
2. Statements validating school-sponsored trips and 4-H trips.
3. Statements confirming court appearances.
4. Statements validating driver's license examinations (students should be absent only a portion of the school day).

Absences requiring validation shall be considered unexcused until validation is received.

## **UNEXCUSED ABSENCES**

A student shall not be allowed to make up daily assignments missed due to an unexcused absence. Tests and other major assignments or final projects may be made up. A student who is absent with an unexcused absence on a given day shall not participate in school-related extracurricular activities on that day.

Once a student has accumulated three (3) unexcused absences per class, they shall be required to appear before the attendance review committee.

## **REVIEW COMMITTEE**

A review committee shall be available to determine if a student has valid reason for exception from the penalties outlined in the attendance policy. The review committee shall consist of the classroom teacher(s) involved, an administrator, the Director of Pupil Personnel and school counselor(s). The student who is under review shall be present at the review. The student's parent(s) or guardian may be present also.

In order to bring a case before the review committee, the student's parent or guardian shall file a written request for the review with the school principal within five (5) days after school notification that the student has accumulated three (3) unexcused absences. The principal shall make necessary arrangements for the committee review within five (5) days of receiving written request for the review.

## **MAINTENANCE OF RECORDS**

At each school, the Principal will designate the person(s) responsible for coordinating contacts with parents and/or guardians and maintaining documentation of absence notification and student conferences. These actions will be taken prior to the fifth (5th) unexcused absence.

The DPP will be responsible for any possible court action.

# TRUANCY

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## TRUANCY FLOWCHART

ATTENDANCE POLICIES & CODE OF CONDUCT ARE PRESENTED IN STUDENT HANDBOOK AND EXPLAINED IN DETAIL TO ALL STUDENTS. STUDENT HANDBOOK IS ALSO LINKED ON THE RUSSELL INDEPENDENT WEBSITE.

A STUDENT WHO MISSES (3) OR MORE UNEXCUSED EVENTS IS CONSIDERED **TRUANT**. AN UNEXCUSED EVENT MEANS ABSENT OR TARDY. LEAVING EARLY IS ALSO CONSIDERED A TARDY.

AT (3) UNEXCUSED ABSENCES, THE PARENT/GUARDIAN MAY RECEIVE A LETTER FROM THE SCHOOL AND ADMINISTRATION WILL MEET TO REMEDY THE ISSUE.

AT (5) UNEXCUSED ABSENCES, THE ADMINISTRATION WILL MEET WITH THE STUDENT AND CONTACT THE PARENT/GUARDIAN TO REMEDY THE SITUATION. PARENT/GUARDIAN WILL RECEIVE A FINAL NOTICE FROM THE DIRECTOR OF PUPIL PERSONNEL (DPP), BY EITHER IN-PERSON OR BY CERTIFIED LETTER EXPLAINING THAT IT IS NOW A CRITICAL ATTENDANCE POINT AND STUDENTS MUST NOT BE ABSENT WITHOUT A VALID EXCUSE. \*\*\*IF YOU HAVE FIVE (5) UNEXCUSED ABSENCES BY THE TIME FOR HOMECOMING DANCE, YOU WILL **NOT** BE ABLE TO PARTICIPATE IN ANY HOMECOMING RELATED ACTIVITIES.

AT (7) UNEXCUSED ABSENCES, THE STUDENT IS CONSIDERED HABITUALLY TRUANT. AT (7) UNEXCUSED ABSENCES THE DPP FILES A PETITION FOR HABITUAL TRUANCY WITH THE GREENUP CO. JUVENILE JUSTICE SYSTEM, WHERE THE PARENT/GUARDIAN AND STUDENT IS REFERRED TO TRUANCY COURT. THE RHS ATTENDANCE COMMITTEE WILL MAIL A LETTER HOME. THEY WILL HAVE (5) DAYS TO SCHEDULE AN APPOINTMENT TO APPEAL THE ABSENCES TO THE COMMITTEE.

AT (10) UNEXCUSED ABSENCES, (ANY SUSPENSIONS COUNT AS AN UNEXCUSED ABSENCE), PROM AND OTHER NON-ESSENTIAL ACTIVITIES (SPORTS, TRIPS AND ANY INCENTIVE-BASED ACTIVITY) WILL BE TAKEN AWAY.

AT (12) UNEXCUSED ABSENCES, STUDENTS WILL BE EXCLUDED FROM THE GRADUATION CEREMONY OR ANY OTHER GRADUATION ACTIVITIES.

\*\*\*IN ALL CASES OF UNEXCUSED ABSENCES, PRINCIPAL DISCRETION MAY BE USED IN THE BEST INTEREST OF THE STUDENT AND THE SCHOOL.

# TARDIES

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NUMBER OF TARDIES TO CLASS	POTENTIAL CONSEQUENCES
4	<ul style="list-style-type: none"> <li>• LUNCH DETENTION</li> <li>• CONFERENCE WITH ADMINISTRATION</li> <li>• EXPLANATION OF FURTHER CONSEQUENCES IF PATTERN CONTINUES</li> </ul>
8	<ul style="list-style-type: none"> <li>• CALL HOME</li> <li>• CONFERENCE WITH STUDENTS</li> <li>• POSSIBLE               <ul style="list-style-type: none"> <li>○ WEEK OF LUNCH DETENTION</li> <li>○ AEP</li> <li>○ EXPLANATION OF FURTHER CONSEQUENCES</li> </ul> </li> </ul>
12	<ul style="list-style-type: none"> <li>• CONFERENCE WITH STUDENT/PARENT/GUARDIAN</li> <li>• CALL HOME</li> <li>• POSSIBLE               <ul style="list-style-type: none"> <li>○ AEP/LUNCH DETENTION ASSIGNMENTS</li> <li>○ LOSS OF DRIVING PRIVILEGES</li> <li>○ LOSS OF OTHER SCHOOL ACTIVITIES</li> </ul> </li> </ul>
16	<ul style="list-style-type: none"> <li>• CONFERENCE WITH STUDENT</li> <li>• PARENT/GUARDIAN CONFERENCE               <ul style="list-style-type: none"> <li>○ AEP/LUNCH DETENTION ASSIGNMENTS</li> <li>○ LOSS OF SCHOOL ACTIVITIES</li> <li>○ LOSS OF DRIVING PRIVILEGES</li> <li>○ LOSS OF EXTRACURRICULAR ACTIVITIES</li> <li>○ LOSS OF SENIOR WEEK ACTIVITIES</li> </ul> </li> </ul>
20	<ul style="list-style-type: none"> <li>• CONFERENCE WITH STUDENT</li> <li>• REFERRAL TO DPP               <ul style="list-style-type: none"> <li>○ AEP/LUNCH DETENTION ASSIGNMENTS</li> <li>○ LOSS OF SENIOR WEEK ACTIVITIES</li> <li>○ LOSS OF SCHOOL ACTIVITIES</li> <li>○ LOSS OF EXTRACURRICULAR ACTIVITIES</li> </ul> </li> </ul>
24	<ul style="list-style-type: none"> <li>• COURT REFERRAL               <ul style="list-style-type: none"> <li>○ AEP/LUNCH DETENTION ASSIGNMENTS</li> <li>○ LOSS OF SENIOR WEEK ACTIVITIES</li> <li>○ LOSS OF EXTRACURRICULAR ACTIVITIES</li> <li>○ LOSS OF DRIVING PRIVILEGES</li> <li>○ LOSS OF SCHOOL ACTIVITIES</li> <li>○ LOSS OF GRADUATION CEREMONY</li> </ul> </li> </ul>



Welcome to JAG!

My name is Belinda Parker and I am excited to be the JAG Specialist/Teacher here at Russell High School. As a new program, I am certain you have many questions about this class. I am hoping this letter will answer some of those questions, and provide you with the information you need about JAG.

Jobs for America's Graduates (JAG) Kentucky is a program dedicated to helping students succeed in high school and beyond. JAG Kentucky is a state-level affiliate of the national JAG program, focused on empowering young people with the skills they need to thrive in the workforce, pursue higher education, or join the military. JAG is dedicated to helping students achieve academic and career success.

JAG Kentucky actively engages with local employers, professionals, colleges, and service providers to expose students to the numerous opportunities after graduation. Our competency-based curriculum educates students in the areas of career development, job attainment and retention, leadership, and financial literacy, as well as numerous other life skills. These skills will enhance our students' employability and likelihood of success upon graduation.

#### Program Overview

- ★ Career Preparation: JAG Kentucky provides students with hands-on training in essential job skills, including resume writing, interview techniques, and workplace etiquette.
- ★ Academic Support: Our program helps students stay on track academically, ensuring they meet graduation requirements and are prepared for their future endeavors.
- ★ Personal Development: We emphasize leadership, teamwork, and communication skills, helping students build confidence and self-esteem.
- ★ Individualized Support: Each student receives personalized guidance from a JAG specialist dedicated to their success.
- ★ Work-Based Learning: Opportunities for job shadowing, internships, and workplace visits give students real-world experience.
- ★ Community Engagement: Students participate in service projects and community activities, fostering a sense of civic responsibility.

JAG Kentucky can make a significant difference in your future by providing you with the tools and support you need to succeed. If you have additional questions or concerns, please do not hesitate to contact me at 606-836-9658 or by email at [belinda.parker@russellind.kyschools.us](mailto:belinda.parker@russellind.kyschools.us). You can also visit the JAG Kentucky website at [www.jagky.org](http://www.jagky.org). I look forward to getting started and working with you!

Sincerely,

Belinda Parker, JAG Specialist/Teacher  
Russell High School

# Hotline Numbers

**IF YOU  
HEAR OR SEE SOMETHING,  
SAY SOMETHING**

**S.T.O.P.!**  
**TIPLINE**

**Visit  
your School's  
Website**

**CLICK ON:**



**CALL OR  
SEND A TEXT**

**866-EYE-on KY  
(866-393-6659)**

**Fill Out an Online Form  
BY SCANNING QR CODE**



**Use the S.T.O.P. Tipline to report:  
Bullying, abuse, feeling sad or depressed,  
threats of violence or concerning behavior  
You can make an anonymous report**

Kentucky Intelligence  
FUSION CENTER

**KCSS**  
KENTUCKY CENTER  
for SCHOOL SAFETY



# Hotline Numbers

**All calls are anonymous and confidential.  
Hotlines are available 24 hours a day, 7 days a week  
Have the courage to make the call!**

If you are having thoughts of suicide, feel depressed, are having personal problems or problems at home, or if you know someone who is, and need to talk anonymously to a counselor... **1-800-273-TALK (8255)**

If you are a victim of, survivor of, or witness of human trafficking  
**Call: 1-888-373-7888**  
**By email: [help@humantraffickinghotline.org](mailto:help@humantraffickinghotline.org)**

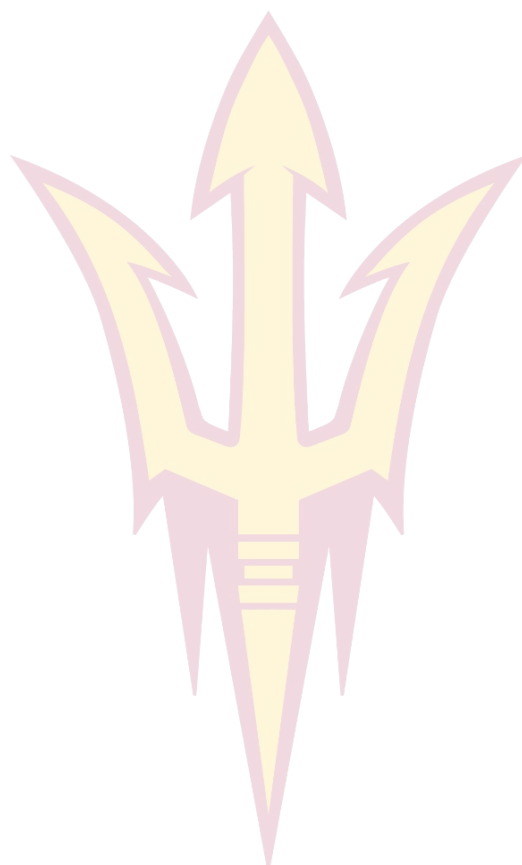
If you see or hear about bullying, fighting, abuse, harassment, weapons, gangs, or other dangerous situation at school.  
**1-877-KYSAFE1 (597-2331)**

# ADDITIONAL INFORMATION

## **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”**



## 508.078 Terroristic threatening in the second degree.

(1) A person is guilty of terroristic threatening in the second degree when, other than as provided in KRS 508.075, he or she intentionally:

(a) With respect to any scheduled, publicly advertised event open to the public, any place of worship, or any school function, threatens to commit any act likely to result in death or serious physical injury to any person at a scheduled, publicly advertised event open to the public, any person at a place of worship, or any student group, teacher, volunteer worker, or employee of a public or private elementary or secondary school, vocational school, or institution of postsecondary education, or to any other person reasonably expected to lawfully be on school property or at a school-sanctioned activity, if the threat is related to their employment by a school, or work or attendance at school, or a school function. A threat directed at a person or persons at a scheduled, publicly advertised event open to the public, place of worship, or school does not need to identify a specific person or persons or school in order for a violation of this section to occur;

(b) Makes false statements by any means, including by electronic communication, indicating that an act likely to result in death or serious physical injury is occurring or will occur for the purpose of:

1. Causing evacuation of a school building, school property, or school-sanctioned activity;
2. Causing cancellation of school classes or school-sanctioned activity; or
3. Creating fear of death or serious physical injury among students, parents, or school personnel;

(c) Makes false statements that he or she has placed a weapon of mass destruction at any location other than one specified in KRS 508.075; or

(d) Without lawful authority places a counterfeit weapon of mass destruction at any location other than one specified in KRS 508.075.

(2) A counterfeit weapon of mass destruction is placed with lawful authority if it is placed as part of an official training exercise by a public servant, as defined in KRS 522.010.

(3) A person is not guilty of commission of an offense under this section if he or she, innocently and believing the information to be true, communicates a threat made by another person to school personnel, a peace officer, a law enforcement agency, a public agency involved in emergency response, or a public safety answering point and identifies the person from whom the threat was communicated, if known.

(4) Except as provided in subsection (5) of this section, terroristic threatening in the second degree is a Class D felony.

(5) Terroristic threatening in the second degree is a Class C felony when, in addition to violating subsection (1) of this section, the person intentionally engages in substantial conduct required to prepare for or carry out the threatened act, including but not limited to gathering weapons, ammunition, body armor, vehicles, or materials required to manufacture a weapon of mass destruction.

**Effective:** February 21, 2020

**History:** Amended 2020 Ky. Acts ch. 5, sec. 12, effective February 21, 2020. -- Amended 2019 Ky. Acts ch. 5, sec. 20, effective March 11, 2019.; and ch. 96, sec. 1, effective June 27, 2019. -- Amended 2019 Ky. Acts ch. 96, sec. 1, effective June 27, 2019 -- Created 2001 Ky. Acts ch. 113, sec. 2, effective June 21, 2001.

# ACKNOWLEDGEMENT FORM

2024-2025  
Russell High School Student Handbook  
Signature Verification

I, \_\_\_\_\_, have received/have access to an electronic copy of the 2024-2025 student handbook issued by Russell High School. I have completed the student handbook orientation process with my advisory and it has been explained. I understand and agree that I am to continue to review this handbook in detail and to consult school policies and procedures with Teachers and/or Administration if I have any questions concerning the contents of this handbook.

I understand and agree:

That this handbook is intended as a general guide to the Russell High School policies.

I was given the opportunity for discussion and to have my questions addressed.

I understand my rights and responsibilities as a student.

I have been instructed on the repercussions and procedures that arise from my failure to uphold those responsibilities.

Advisory Teacher \_\_\_\_\_

Student Name \_\_\_\_\_

Student Signature \_\_\_\_\_

Date \_\_\_\_\_