



RUSSELLVILLE

Jr./Sr. High School
Student Handbook

www.russellville.kyschools

2018-2019 SCHOOL YEAR



Russellville Jr/Sr High School

1101 West Ninth Street
Russellville, Kentucky 42276
Grades 6-12

Telephone: HS(270) 726-8421 MS (270) 726-8428
FAX: (270) 726-3685



Ben Bruni
Principal

Carlos Quarles
Assistant Principal

Cameron Jackson
Assistant Principal

Rex Booth
Guidance Counselor

Dear Russellville Jr./Sr. High School Students and Parents/Guardians:

I would like to take this opportunity to welcome you to our school. As the principal of RJSHS, I would like to personally invite you to become a vested stakeholder in our school by taking every opportunity possible to participate in your child's academic journey while enrolled in our district.

Our staff and faculty members will strive to provide your child with a safe, civil, and productive learning environment so that we can ensure that high quality teaching and learning can occur on a consistent and frequent basis. Our expectations for students and faculty members are high and all our leadership team will work to hold all members of our school setting accountable for meeting those expectations.

Please review our student handbook and become familiar with the identified academic and behavioral standards. Doing so will assist both you and your student in becoming familiar with the school's academic and behavioral expectations and our educational beliefs, in addition to the various programs and opportunities available.

If you have any questions or concerns regarding the information found within this handbook, please feel free to contact a member of our leadership staff at your convenience. We will strive to make ourselves accessible to you to ensure your child's success at Russellville Jr./Sr. High School.

Thank you,
Ben Bruni

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GENERAL INFORMATION AND POLICIES

The mission of Russellville Junior/Senior High School is to provide a safe, civil, and productive environment to ensure high quality learning occurs.

- Public education is the primary means of perpetuating the fundamental principles and values of a democratic society. Such an education shall allow students to acquire understanding of governmental processes as they affect the community, state, and nation.
- Public education has a responsibility for initiating programs that will improve the quality of life for the citizens of Russellville.
- Public education is the responsibility of all citizens of Russellville so that all students may acquire the knowledge to make economic, social, and political choices.
- Public education should provide equal educational opportunities for all students regardless of race, national origin, sex, political affiliation, and physical or mental limitations.
- Public education should provide all students an opportunity for an equal education and a safe and comfortable learning environment.
- Communication between school, parents, and community generates support and contributes to school effectiveness.
- School and community leaders should model the highest standards of ethical behavior.
- Parents have the primary responsibility, with assistance from the school, for the education, welfare, and discipline of their children.
- Parents have the responsibility for helping their children develop positive attitudes about learning, school, and school personnel.
- Each student must develop sufficient self-knowledge of his/her mental and physical wellness.
- Each student is an individual with unique characteristics, abilities, and needs and is deserving of full consideration and respect from school personnel.
- Each student must become a self-sufficient individual.
- Each student needs and deserves concern, acceptance, and understanding.
- Each student is capable of learning and should have an opportunity to learn based on his/her needs, interest, and abilities.
- All students should be responsible for their own behavior, exhibit respect for peers, school personnel, and school property, and be punctual and regular in attendance to school.

School personnel in the Commonwealth shall:

- Strive toward excellence, recognize the importance of the pursuit of truth, nurture democratic citizenship, and safeguard the freedom to learn and to teach;
- Believe in the worth and dignity of each human being and in educational opportunities for all;
- Strive to uphold the responsibilities of the education profession, including the following obligations to students, to parents, and to the education profession:

To Students:

- Shall provide students with professional education services in a non-discriminatory manner and in consonance with accepted best practice known to the educator.
- Shall respect the constitutional rights of all students.
- Shall take reasonable measures to protect the health, safety, and emotional well-being of students.

- Shall not use professional relationships of authority with students for personal advantage.
- Shall keep in confidence information about students which has been obtained in the course of professional service, unless disclosure serves professional purposes or is required by law.
- Shall not knowingly make false or malicious statements about students or colleagues.
- Shall refrain from subjecting students to embarrassment or disparagement.
- Shall not engage in any sexually related behavior with a student with or without consent, but shall maintain a professional approach with students. Sexually related behavior shall include such behavior or sexual jokes, sexual remarks, sexual kidding or teasing, sexual innuendo, pressure for dates or sexual favors, inappropriate physical touching, kissing or grabbing, rape, threats, or physical harm, and sexual assault.

To Parents:

- Shall make responsible effort to communicate to parents, information which should be revealed in the interest of the student.
- Shall endeavor to understand community cultures and diverse home environments of students.
- Shall not knowingly distort or misrepresent facts concerning educational issues.
- Shall distinguish between personal views and the views of the employing educational agency.
- Shall not use institutional privileges for private gain, for the promotion of political candidates, or for partisan political activities.
- Shall not accept gratuities, gifts, or favors that might impair or appear to impair professional judgment, and shall not offer any of these to obtain special advantages.

To Education Profession:

- Shall exemplify behaviors which maintain the dignity and integrity of the profession.
- Shall accord just and equitable treatment to all members of the profession in exercise of their professional rights and responsibilities.
- Shall keep in confidence information acquired about colleagues in the course of employment, unless disclosure serves professional purposes or is required by law.
- Shall not use coercive means or give special treatment in order to influence professional decisions.
- Shall apply for, accept, offer, or assign a position or responsibility only on the basis of professional preparation and legal qualifications.
- Shall not knowingly falsify or misrepresent records of facts relating to the educator's own qualifications or those of other professionals.

The “adoption of school councils for school-based decision making” is required by the Kentucky Education Reform Act (KRS 160.345). School-based decision making councils “shall have the responsibility to set school policy which shall provide an environment to enhance the students’ achievement and help the school meet the goals established by KRS 158.645 and 158.6451.”

“Each participating school shall form a school council which shall be composed of two parents, three teachers, and the principal or administrator.” (KRS 160.345) Since RHS has 8% or more minority population, a minority representative must be on the SBDM Council. If no minority candidate is elected during the regular election, a special election will be held to elect two minority representatives, one parent and one teacher. The RHS SBDM Council was established in 1991.

The Russellville Board of Education approved the restructuring of the Russellville Independent School District reducing the number of schools in the district from three to two. Stevenson Elementary School will now serve preschool through sixth grade students and Russellville Junior/Senior High School will serve seventh through twelfth grade students.

The council will consist of three teacher members, two parent members and one administrator for the coming school year with the principal remaining as chairman.

Parent representatives are elected annually. All parents/step-parents/guardians of students pre-registered for the coming school year will be eligible to vote in this election. Teacher representatives are elected by their peers.

Some of the areas of responsibility which the school councils must address include the following: number of persons in each job classification; instructional materials and student support services; selection of new principal upon vacancy; curriculum; technology utilization; assignment of staff time; assignment of students; schedule of school day; use of school space; instructional practices; extracurricular programming; discipline and classroom management techniques; budget; assessment of student progress; school improvement plans; professional development plans; parent, community participation; cooperation within district and with other districts; waiver of district policies; record keeping, and appeals to decisions by the council.

RJSHS Site-Based Decision Making Council Members for the 2018-2019 School Year

Administration

Ben Bruni, Principal/Chairman

Parent members

Amy Alford

Angela Todd

Teacher members

Pat Kemp

Andrew McLean

Jennifer Rogers

RJSHS Staff Directory - Certified

Bruni, Ben	Principal
Quarles, Carlos	Assistant Principal
Jackson, Cameron	Assistant Principal
Booth, Rex	Guidance Counselor
Arterburn, Tyler	Math/Dual Credit
Benton, Mikie	ECE
Bivins, Jeremy	Math
Bollenbecker, Sandra	Science
Brown, Brian	Band & Choral Director
Coursey, Amanda	Math
Crowder, Kaylee	Math
Fynboe, Lauren	English
Guthrie, Regina	District Psychologist/Dual Credit
Hargett-Slack, Bethanie	English
Holloman, Chris	Art
Holtgraver, Nikki	Math
Howard, Jennifer	English
Hurt, Gerrie	Science
Kemp, Pat	Math/Dual Credit
Link, Juli	ECE
Lowery, Jessica	Read 180 and System 44
Mathis, Vicky	ECE
McGhee, Steven	Social Studies
McGinnis, Ashley	FACS/Guidance
McLean, Andrew	Social Studies
McLellan, Robby	Science
Meacham, Tyler	Physical Education
Meyer, Eve	Communications
Mullen, Tanya	Science/Dual Credit
Naylor, Tracy	College & Career Coach
Nugent, Jesse	Science
Osborne, Heather	Language Arts
Rager, Ruby	Social Studies
Ragland, Tera	Read 180 and System 44
Reding, Cassie	Instructional Facilitator (6-12)
Reding, Conrad	English
Ries, Pete	Alternative Program
Rogers, Jennifer	Spanish
Rose, Lisa	Technology Specialist/Dual Credit

Sanders, Cyndi	FMD
Shoemake, Tina	Language Arts
Skipworth, Nancy	Gifted & Talented
Waters, Corey	Social Studies
Weathers, Robbie	ECE
Yates, Kyle	Physical Education, Athletic Director/Dual Cred

RJSHS Staff Directory - Classified

Booth, Shannon	Administrative Assistant
Browder, Debbie	Youth Services Center
Celsor, Mary	Bookkeeper
Duncan, Linda	Paraeducator
Faenza, Becky	Administrative Assistant
Meacham, Lisa	Paraeducator
Morris, Stacy	Paraeducator
Rohrer, Emily	Library-Media Assistant
Stuart, Jodi	Guidance Admin Assistant
Webster, Brandy	Cafeteria Manager
White, Jonathan	Paraeducator
Whitescarver, Cass	Paraeducator

STATEMENT OF NON-DISCRIMINATION

The Russellville Independent School District does not discriminate on the basis of race, color, national origin, sex, genetic information, disability, or age in its programs and activities and provides equal access to its facilities to the Boy Scouts and other designated youth groups.

Any persons having inquiries concerning Russellville Independent Schools' compliance with Title II, Title IV, Title VI and/or Section 504/ADA may contact: Linda Shelton, Russellville Independent Schools, 355 S. Summer Street, Russellville, KY 42276 at (270) 726-8405 or Linda.Shelton@russellville.kyschools.us. Inquiries concerning Title IX compliance contact: Kyle Yates, Russellville Independent Schools, 355 S. Summer Street, Russellville, KY 42276, at (270) 726-8405 or Kyle.Yates@russellville.kyschools.us .

Sexual Harassment / Discrimination Policy

District Procedure

The District prohibits all forms of improper conduct, including sexual harassment and discrimination. A copy of the District's policy is attached for your information. Please be aware of the following provisions. If you have any questions pertaining to sexual harassment or sexual discrimination, you may contact:
Title IX/Equity Coordinator

Russellville Independent School District
355 South Summer Street
Russellville, Kentucky 42276
Telephone: (270) 726-8405

The District will investigate the allegations of harassment/discrimination that you have brought to its attention. The investigation will be conducted by a District administrator or other individual with specific training and/or experience in this area. If you have any questions for the District's investigator, you may contact him/ her at the address listed above.

During

the investigation, you have the right to: (a) provide the District with information and documentation concerning the alleged improper conduct; (b) advise the District of the identity and location of any possible witness(es); (c) exercise all other rights set forth in law or in District policy.

The District is interested in knowing what actions you are seeking in response to your complaint. Although law does not require the District to comply with all requested actions in order to eliminate harassment/discrimination, a collaborative dialogue may be a useful tool in ensuring that it is eliminated.

The District will take reasonable steps to preserve confidentiality and will make every effort to prevent public disclosure of the names of the parties involved, except to the extent necessary to carry out the investigation. The District is interested in knowing your views about confidentiality issues and will try to

accommodate them, subject to the District being able to fulfill its commitment to eliminate harassment/discrimination.

District employees and students who are alleged perpetrators of harassment/ discrimination misconduct may be entitled to due process and may be protected by certain confidentiality rights. Subject to the rights of students or employees, the District will make an effort to keep you advised of the progress of its investigation and of any decisions it reaches concerning the situation. If you have any questions concerning the progress of the investigation or the actions taken by the District to remediate any harassment/discrimination that may have occurred, please feel free to contact the Title IX/Equity Coordinator or the individual assigned to investigate a complaint. If you are dissatisfied with the progress of the investigation, the progress of rendering a decision, or the decision itself, you have the right to appeal to the Board of Education.

If it is concluded following the investigation that the allegations have merit and that action will be taken to remediate the situation, the District may follow up with you to make sure that there is not a recurrence of the improper conduct. If there is any repeat of any improper conduct, we ask you to notify immediately the Title IX/ Equity Coordinator and /or a District administrator.

The District will make every effort to correct the effects of any improper conduct on the complainant and others. Please advise us of the actions you believe the District should take to correct the discriminatory effects of the improper conduct.

Retaliation against an individual who has reported improper conduct by faculty, staff or students, including sexual harassment/discrimination, is strictly forbidden. If you believe that any of those parties is retaliating against you in any way, please notify the Title IX/Equity Coordinator and/or a District administrator immediately.

Definition

Harassment/Discrimination is intimidation by threats of or actual physical violence; the creation, by whatever means, of a climate of hostility or intimidation, or the use of language, conduct, or symbols in such manner as to be commonly understood to convey hatred contempt, or prejudice or to have the effect of insulting or stigmatizing an individual.

Prohibited Conduct

Examples of conduct and/or actions prohibited under this policy include, but are not limited to:

1. Name calling, stories, jokes, pictures, or objects that are offensive to one's sex, race, color, national origin, religion, or disability;
2. Unwanted touching, sexual advances, requests for sexual favors, and spreading sexual rumors;
3. Being subjected to unwelcome sexual remarks in the context of the classroom;
4. Impeding the progress of a student in class by questioning the student's ability to do the required class work based on the sex, race, color, religion, national origin, or disability of the student;
5. Limiting student access to educational tools, such as computers, based on the student's sex, race, color, religion, national origin, or disability; and

6. Teasing a student's subject choice or assignment based on the sex, race, color, religion, national origin, or disability of the student.

Disciplinary Action

Students who engage in harassment/discrimination of an employee or another student on the basis of any of the area mentioned above shall be subject to disciplinary action, including but not limited to suspension and expulsion.

Guidelines

Students who believe they have been a victim of an act of harassment/discrimination or who have observed other students being victimized shall, as soon as reasonably practicable, inform their Principal, who shall provide a form for the student to complete and then immediately notify the Superintendent and/or Title IX Coordinator, as appropriate.

Employees who observe prohibited behaviors or with whom students share a complaint shall notify the Principal or their immediate supervisor, who shall immediately forward the information to the Superintendent.

Failure by an employee, immediate supervisor, Principal, and/or Superintendent to report, notify, and/or initiate an investigation of alleged harassment/discrimination as required by this policy, to follow approved procedures, or to take corrective action shall be cause for disciplinary action.

The Superintendent shall provide the following:

1. Investigation of allegations of harassment/discrimination to commence as soon as circumstances allow, but not later than three (3) school days of submission of the original written complaint.
2. A written report of all findings of the investigation shall be completed within thirty (30) calendar days, unless additional time is necessary due to the matter being investigated by a law enforcement or governmental agency.

The Superintendent/designee may take interim measures to protect complaints during the investigation.

1. A process to identify and implement, within three (3) school days of the submission of the written investigation report, methods to correct and prevent reoccurrence of the harassment/discrimination. If corrective action is not required, an explanation shall be included in the report.
2. Annual dissemination of written policy to all staff and students.
3. Age-appropriate training during the first month of school to include an explanation of prohibited behavior and the necessity for prompt reporting of alleged harassment/discrimination; and
4. Development of alternate methods of filing complaints for individuals with disabilities and others who may need accommodation.

Student Handbooks shall include information to assist individuals in reporting alleged harassment/discrimination. When sexual harassment is alleged, the District's Title IX Coordinator, as designated in the student handbook, shall be notified.

Notification of Parents

Within twenty-four (24) hours of receiving a serious allegation of harassment/ discrimination, District personnel shall attempt to notify parents of both student victims and students who have been accused of harassment/discrimination.

Confidentiality

District employees involved in the investigation of complaints shall respect, as much as possible, the privacy and anonymity of both victims and persons accused of violations.

Appeal

Upon completion of the investigation and conditions leading to the harassment/ discrimination, any party may appeal in writing any part of the findings and corrective actions to the Superintendent.

If a supervisor in an alleged party in the harassment/discrimination complaint procedures shall also provide for addressing the complaint to a higher level of authority.

Retaliation Prohibited

No one shall retaliate against an employee or student because s/he files a written grievance, assists or participates in an investigation, proceeding, or hearing regarding the charge of harassment/discrimination of an individual or because he/she has opposed language or conduct that violates this policy.

Upon resolution of allegations, the Superintendent shall take steps to protect employees and students against retaliation.

False Complaints

False or malicious complaints of harassment/discrimination may result in disciplinary action taken against the complainant.

Other Claims

When a complaint is received that does not appear to be covered by this policy, administrators shall review other policies that may govern the allegations, including but not limited to 09.422 and/or 09.426.

Attendance Requirements

Statement of Philosophy

Punctuality and regular attendance are an integral part of the academic process; students who are not in class cannot learn. Personal responsibility as reflected by good attendance habits is a valuable trait in the workforce.

Students who have good attendance generally achieve higher grades, enjoy school more, and are better adjusted to life in society. The following policies have been developed to encourage the development of good attendance habits. These policies were developed and approved by committees composed of school administrators, teachers, parents, and students. Final approval was given by the SBDM Council.

Statement of Policy

At Russellville Junior/Senior High School all student absences will be initially recorded unexcused when the absence occurs. (School sponsored activities are not counted as absences.) Any part of the day or whole day will be recorded unexcused for any time missed. The responsibility of having the unexcused absence changed to an excused absence will be the sole responsibility of the student when he/she returns to school after missing all or any part of the school day.

At three unexcused absences/tardies, the student is considered a truant. At six unexcused absences/tardies the student is considered habitually truant at which time the Director of Pupil Personnel (DPP) may refer the student to the court. The following timeline will take place:

- At **3** unexcused absences/tardies a letter will be sent home from the school.
- At **4** unexcused the FRYSC will make a home visit. Their purpose is to see if assistance can be provided to break down barriers that are causing poor attendance.
- At **5**, the DPP will make a home visit and give final notice.
- At **6** or more unexcused absences may refer the parent/guardian to the court system. *18 year olds WILL BE referred to the court system NOT to the parent.*
- **Students with 15 or more absences and/OR tardies will no longer be eligible to participate in extracurriculars OR attend Prom**
- *Beginning with the 2018-2019 school year, once a student has been absent for 15 days, in addition to submitting a doctor's excuse for the absence, a medical excuse form must also be submitted in order of the event to be marked excused. If a student has an identified chronic condition, documentation should be provided at the beginning of the year.*

Armed Forces (AFD & AFR)

AFD or Armed Forces Day which states that if a student's parent or guardian is a member of the United States Armed Forces or a member of the National Guard or Reserve is called to federal active duty, the student will be excused for one day when the member is deployed and an additional excused absence for when the service member returns from deployment. Student can make up work and is considered present for calculating average daily attendance.

AFR Armed Forces Rest and Relaxation – A school principal shall give the student excused absences for up to ten days for visitation when the member is stationed out of the country and is granted rest and recuperation.

Student's/Parent's Responsibility

1. Late arrivals: All students are expected to be in class by 8:00 a.m. every day. Those students arriving after 8:00 are expected to sign in at the front receptionist's desk and receive an admit slip from the office.
2. Check-out Procedure: Students who must leave school early for an appointment are to follow the procedure below:
 - a. Report to the office before first class on the day of the check-out.
 - b. Complete a check-out slip, providing the following information: student name, check-out time, reason for check-out, phone number with name of parent/ guardian who will be signing student out.
 - c. Submit form to the office for approval.
 - d. Have parent/guardian come to the school office and sign student out at the indicated time. (Must be parent or guardian--not brother, sister, neighbor, friend, etc.)
 - e. Upon returning after a check-out, report to the office for an admit slip to return to class. *An exception may be made to "d" if it is determined that the reason for leaving is justifiable (ex. doctor's appointment) and that the parent or guardian coming to school would cause a hardship. In those cases, students may be released only after school personnel talks with parent or guardian. NO EXCEPTIONS!*
3. A student who has been out of class/school upon his return to school will present one of the following to the office, **within 3 days of returning to school**, to have his recorded unexcused absence changed to a recorded excused absence: (NO POST-DATED EXCUSES WILL BE ACCEPTED)
 - a. A written (no phone calls) parent note from his/her custodial person stating a legitimate reason for the absence (limit 3 per semester).
 - b. A written statement from a doctor (the statement must justify the time missed).
 - c. Official statement from an officer of the court stating time of summons and time of release.
 - d. Written evidence of a death that warranted the student's absence. (Absence for longer than one day requires personal contact by guardian explaining the circumstances).
 - e. A note of approval of the absence, preferably obtained in advance of the absence from the office. (This would reflect extreme and unusual circumstances and is not a replacement for items a-d.)

4. Head lice: NO REQUIREMENT of being checked by health department, but checked on re-entry by school nurse or other designated school employee. ONLY 4 DAYS per year will be excused for head lice.
5. SB80 allows the principal of the school to grant an excused absence to any student who is absent from school to attend activities that have “significant educational value”. A student who receives an excused absence under SB80 shall be counted as present when calculating average daily attendance for the purpose of SEEK.
6. Any student who fails to meet the above required circumstances shall have his absence remain recorded as unexcused.

Classroom Teacher Responsibility

The teacher shall check the roll at the beginning of each class period, check it with the absentee list and report exceptions to the office immediately. This shall be done for every class period.

Attendance Incentives

1. Senior students will be allowed three absences from school to visit a Post Secondary Education Institution (College Day) with one of those days possibly taken the student’s junior year. The student must have pre-approval from the attendance officer for the absence and must return with a verification from the college or other post-secondary institution. The college day will be counted as an excused absence.
2. Students seeking a driver’s permit MUST obtain a School Compliance Verification Form. This form must be signed by the legal guardian of the student while in the school office in the presence of the attendance clerk/guidance counselor.

NO PASS, NO DRIVE 159.051/186.470/09.4294

No Pass–No Drive 159.051 / 186.470 / 09.4294

Driver’s License Revocation

Students who are sixteen (16) or seventeen (17) years old who become academically deficient or deficient in attendance shall be reported to the Transportation Cabinet for driver’s license permit or driving privilege revocation.

Academic and Attendance Deficiencies

Academic and attendance deficiencies for students age sixteen (16) or seventeen (17) enrolled in regular, alternative, part-time, and special education programs shall be defined as follows:

1. They shall be deemed academically deficient if they have not received passing grades in at least four (4) courses, or the equivalent of four (4) courses, taken in the preceding semester.
2. They shall be deemed deficient in attendance when they drop out of school or accumulate nine (9) unexcused absences for the preceding semester. Suspensions shall be considered unexcused absences.

Reinstatement of Driving Privilege

Students whose driving permits are revoked, but later meet the statutory standards for reinstatement, must then apply to the Director of Pupil Personnel to have their standing confirmed. The District shall make the required report to the appropriate agency.

KRS 159.051, KRS 186.470; 704 KAR 007:050; Student Discipline Guidelines OAG 77-419

Make-up Policy

All students, after being absent from school (whether for one period, one day, one week, etc.), must check into the office upon their return to school. All work due to absences, excused or unexcused, may be made up.

1. It is the student's responsibility to see that all work is made up after it is assigned by the teacher.
2. The make-up work will be provided to the student within three days after returning to school.
3. The student will have the number of days absent plus one day from the time he/ she receives the make-up work to turn in to teacher.
4. Students' grades cannot be changed because of completed make-up work after the semester grades have been reported to the office unless the teacher has submitted an incomplete or an error has been made.
5. Projects or homework assigned prior to suspension shall be accepted for credit. Students shall be responsible for submitting assignments due during the suspension time upon their return to school.
6. Long term projects assigned during the suspension and due at a later date shall be accepted.

Snow Day Procedure

When school must be closed for inclement weather, announcement of closure will be made on WRUS radio station and WBKO Channel 13 television prior to 7:00 a.m. If school is in session and it begins to snow, the Russellville School System does not dismiss early; however, parents may go to their child's school, follow the sign-out procedure in the principal's office, and take their children home.

Snow days will be made up at the end of the school year unless the Board specifies make-up days during the year.

**Russellville Jr/Sr High
Lunch Schedule
2018-2019**

Lunch	Time
High School A	10:38 - 10:58
High School B	11:01 - 11:26
High School C	11:29 - 11:54
7th Grade	11:57 - 12:22
8th Grade	12:25 - 12:50
6th Grade	12:54 - 1:19

OFFICE PROCEDURES & STUDENT SERVICES

The school office is for school business. Students are requested not to loiter. Student helpers have the responsibility to discourage their friends from visiting and to conduct themselves with proper office decorum.

Office Telephone Use

Students should not ask to use the office or classroom phones unless an emergency exists. Students should inform friends and parents that they will not be called out of class to answer the phone unless an emergency exists.

Library Media Center

The Library Media Center (LMC) attempts to provide current, accurate, and appropriate resources and accessibility to all services and resources for every student and teacher. In order to do this, two simple rules exist:

1. Everyone may use the LMC.
2. All materials, equipment, facilities, and proper behavior will be maintained so that maximum learning can occur.

Lockers

Lockers are assigned at the beginning of each school year. Students are expected to keep their lockers in good condition. Decals are not to be placed inside or on lockers. Under no circumstances should students leave money or valuables in their locker. **Lockers are property of the school and may be inspected at any time.**

Lockers will be repaired and reconditioned over the summer as time permits. Cost of time/parts will be assessed to the students to whom the locker was assigned. Students should report any damages at the beginning of school so he/she will not be charged at the end of the year.

Fees

An annual 21st Century Learning Fee of \$40.00 will be collected from every student at Russellville Jr/Sr High School, grades 6-12. This fee will cover the cost of paper supplies and technology access. Students are responsible for supplying their own personal class needs such as notebooks, pencils, gym shoes/clothes, etc. Additional charges may be incurred for damaged items.

Additionally, a \$75.00 senior fee will be assessed for all 12th grade students at Russellville High School. These fees will be used to cover the cost of senior week activities, senior trips and graduation.

Students wishing to drive to school may do so as long as a school parking pass has been acquired from the front office.

Textbooks

If a student loses or damages a book, they will be charged the full cost of the book. Grade cards may be held until all books are returned or paid for in full.

Breakfast and Lunch

This school year, all students in the Russellville Independent School District will get a free breakfast and a free lunch under the USDA's Community Eligibility Provision. When the new school year begins, each student will receive a Household Income Form. All families, including those who would not have qualified for free and reduced meals in previous school years, are being asked to submit the form. **Only one form will need to be completed per family.** Those families who believe that their student(s) will be directly certified will need to provide their SNAP or KTAP case number on the form. All information will be kept confidential.

Adult meals, including meals for teachers, will be \$3.00. Extra juice and milk will be \$.40. A la carte items will still be sold to students who wish to bring extra money for such purchases. Children who have a positive balance left in their lunch accounts from the previous school year may use that money for a la carte purchases or parents may apply to the cafeteria director of their child's school for a refund.

The weekly menu will be posted each Monday and announced daily on the local radio station. Students may also bring their lunch to school, if desired. Having lunch delivered to school is not an option. All complete meals must be eaten in the cafeteria.

No carbonated drinks are allowed in the lunchroom and no food or drinks may be brought in from the Vo-Tech School to RHS.

No fast food may be brought into the cafeteria or dropped off for the student in the front office.

Students may bring drink containers into the building provided it is a plastic bottle with a resealable lid/cap.

Guidelines for Distribution of Medication to Students

Student Self-Medication

Students may be authorized to carry on their person and independently take their own medication (prescription or nonprescription), provided the parent/guardian has written approval on file with school personnel. Such approval shall assure school personnel that the child has been properly instructed in self-administering the medication. **If prescription medication is involved, written authorization of the student's physician/health care provider is also required.**

All Other Medications

1. Medication should be given at home when possible. If school personnel are giving medications, they should receive appropriate training and monitoring. Training can be provided by personnel such as, but not limited to: registered nurses, physicians, pharmacists, and/or dentists. (Medical personnel should adhere to the practice standards for their profession as governed by the appropriate licensing authority.)
2. School personnel who dispense medications shall keep the medication in a safe, secure place accessible only to the responsible authorized school personnel and arrange for the child to take the medication at the proper time.
3. Unless otherwise approved, students are to be supervised by a qualified individual with training in first aid when taking medication. The person supervising the administration of medication must keep a written record. For all other questions regarding medication distribution, please access the Russellville Independent Schools website at www.rville.k12.ky.us.

School Announcements

Announcements related to school activities will be made each day. Students who need announcements made shall fill out an announcement form and/or obtain the signature of the sponsoring teacher.

Emergency Drills

Fire, earthquake, and tornado drills will be held according to state regulations, and each room has a specific pattern of action to follow. Every student and teacher should be familiar with any room they occupy. All alarms are to be followed unless the office indicates otherwise by the public address system.

Russellville Junior/Senior High School also has procedures in place to deal with other emergencies such as hostile situations. These procedures are reviewed with all staff at the first faculty meeting of the year.

Volunteers

The School-Based Decision Making Council endorses the concept of volunteerism in the schools. Volunteer personnel shall be recommended by the principal to the superintendent, who in turn will present those individuals to the Board for approval to perform volunteer work. The principal, superintendent, and/or Board reserve the right to accept or refuse the assistance of any individual desiring to volunteer work in the Russellville Independent Schools. Additional information regarding qualifications, job descriptions, duties, etc., may be obtained in the superintendent's office.

Visitors

The Council encourages parents, professional educators, and others who have legitimate interests to visit the schools in the Russellville City Schools. To ensure that school personnel are aware of the presence of visitors, all visitors shall report immediately to the principal's office upon entering the school, identify themselves, and state their purpose for visiting. The principal or his/her designee shall have the authority to grant, deny, and/or limit the visit. Professional educators and citizens who are from other communities

and who wish to observe the schools are also welcome. Arrangements for such visits must be made in advance through the superintendent's office. Access by visitors to school premises or to school personnel or students where prior arrangements have not been made will be dependent upon whether interference with the daily operation of the school program will likely result. Students are not allowed to bring friends to school at any time.

Photograph, Release of Directory Information, and Videotaping Notification

Any parent or guardian or a student not wishing to have his/her child's name released in a student directory, honor roll information provided to the media, or work samples published should notify the principal in writing on or before August 30 each year.

At some time during the school year, your child may be videotaped or photographed while participating in activities or projects. These may be viewed by peers, faculty, administrators, or a general audience. **If you do not want your child videotaped or photographed, you should notify the principal in writing by August 30.** Although we will make efforts to comply with your request, bear in mind that we cannot monitor all adults at all times, especially during special occasions when other parents may take pictures or may tape an event.

GUIDANCE DEPARTMENT & ACADEMIC REQUIREMENTS

Guidance Services

The Guidance Department offers services to all students in the areas of social and personal counseling, career information, educational counseling, test result interpretation, record clarification and post-secondary information. Students and their parents are invited to talk with the Guidance Counselor at any time concerning student's academic and personal growth.

The Guidance Program at RJSHS is not a person or one guidance counselor. Every staff member is an advisor to a group of students. The role of the teacher/advisor is to guide and direct small group discussions and activities that will help students build self-confidence, understand themselves and others, evaluate their own progress and develop Individual Learning Plans (ILPs) to enhance future success. Advisors meet with their groups regularly during the school year.

Requirements for Admission

Students being admitted to Russellville High School who have previously been enrolled in the system and who are residents of the district will be admitted upon presentation of a valid transcript from Russellville Middle School and an up-to-date immunization certificate.

Students who wish to enroll from another school district will be admitted only after the following documentation is presented to the principal, assistant principal, or guidance counselor.

1. Birth Certificate: All out-of-state students enrolling at Russellville High School for the first time shall present a birth certificate in order that accurate recording of the date and place of birth may be on the school record. Students previously enrolled in a Kentucky school are not required to submit a birth certificate.
2. Immunizations: Except as otherwise provided in KRS 214.036: All parents, guardians, and other person having care, custody or control of any child shall have the child immunized against diphtheria, tetanus, polio, pertussis, measles, mumps, hepatitis B, and haemophilus influenzae disease in accordance with testing and immunization schedules established by regulations of the Cabinet for Human Resources. Students shall also have booster immunizations administered to the child in accordance with the regulations of the Cabinet for Human Resources. Students shall present the immunization certificate prior to enrollment or within 2 weeks after enrollment.
3. Medical Examination: Students not previously enrolled in a Kentucky school must have a physical exam either prior to or within 30 days of enrollment.
4. Eye Examination: Students not previously enrolled in a Kentucky school must have an eye exam either prior to or within 30 days of enrollment.
5. Residency and Guardianship: Any pupil attending Russellville Schools shall be through the courts, and a copy of the guardianship papers must be filed with living with his/her parents or legal guardian. Guardianship must be established the school before enrollment occurs.
6. Out of District Students: **The principal or assistant principal is the delegated authority to refuse admittance to those students who have had disciplinary problems or attendance problems in other districts. Out-of-district students who do not maintain a “C” average or who become discipline problems/or who fail to attend school regularly may be asked to withdraw from Russellville High School and attend school in the district in which they reside.**

ILP Development

The 2006-07 school year was the first in which middle and high school students in Kentucky had a new online education planning tool at their fingertips. The new web-enabled Individual Learning Plan (ILP) helps secondary students (grades 6-12) better focus their coursework on individual goals as they prepare for postsecondary studies and careers. The new ILP system replaces the old paper IGP document used for career planning.

The ILP has many features and resources that involve students on a variety of levels:

- Exploring careers
- Finding careers that match their skills and interests
- Creating education plans
- Establishing personal goals and revisit these as they progress through school
- Creating, maintaining and changing resumes
- Tracking and reflecting on their community service experiences, work experiences, career-planning activities, and extra-curricular and organizational activities
- Exploring colleges and postsecondary opportunities that match their career, post-secondary and life goals

- Connecting to the GoHigherKY.org website for help with college planning, tuition assistance information and applications
- Collecting personal information like assessment results, advising activities, demographic information and educational history

The ILP plays a key role in the advising component of the students' education. Students engage in advisement and guidance specific to their educational goals based around the ILP. The new tool allows students to upload documents they feel are representative of their educational experiences and level that could be viewed by anyone they wish.

Teachers use this tool to better know their students. Teachers as advisors have the opportunity to record advising topics, notes and reflection that enable more precise advising activities. Teachers quickly access information that will better inform them about the students' interests and where they need some more attention or advice.

The ILP also helps parents and teachers provide every graduate with an informed plan for transitioning to the next level of learning and ready to perform at a high level in a chosen career field. The ILP gives new relevance to what students learn in the classroom and provides more connectedness to the world that awaits them.

Annual Notice to Parents of Special Education Students

The Russellville Independent School District is pleased to provide qualifying students with the special education and related services specified developed in an Individual Education Plan (IEP). A law has been passed which allows school districts to be Medicaid service providers. The Russellville Independent School District has been approved to be a Medicaid provider. This means we can obtain Medicaid federal funds for school-based health services specified in an IEP and provided to your child. Billing Medicaid for this service will not change your child's IEP services or your right to receive Medicaid services, as long as your child continues to be eligible for Medicaid services.

The Russellville Independent School District cannot bill Medicaid for school-based health services to your child if you do not want us to do so. If you do not contact the school or return the form included with the enrollment material, we will submit claims. If you are not sure about this request, please call Kim McDaniel at 726-8405 to discuss it. The Russellville Independent School District hopes that you will help us access these Medicaid funds.

Notification of Rights under the Family Education Rights and Privacy Act

The **Family Educational Rights and Privacy Act** (FERPA) affords parents and eligible students (students over 18 years of age, who are married, or who are attending a postsecondary institution) the following rights with respect to the student's education records.

1. **The right to inspect and review student's education record within forty-five (45) days of the day the district receives a request for access.** Parents or eligible students should submit to the

school principal/designee a written request that identifies the record(s) they wish to inspect. The Principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. **The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or in violation of the student's privacy or other rights.** Parents or eligible students may ask the District to amend a record that they believe is inaccurate, misleading or in violation of privacy or other rights. The parent writes the school principal, clearly identifying the part of the record they want changed, and specifying why it is inaccurate, misleading, or in violation of their privacy or other rights. If the district decides not to amend the record as requested by the parent or eligible student, the district notifies the parent or eligible student of the decision and advises them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. **The right to consent to disclosures of personally identifiable information contained in the student's education records,** except to the extent the FERPA authorizes disclosure without consent. The district may disclose records to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff member and law enforcement unit personnel); a person serving a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the District shall disclose education records without consent to officials of another school district in which a student seeks or intends to enroll or to entities authorized by law.
4. **The right to file a complaint with the U.S .Department of Education** concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is :
 Family Policy Compliance Office
 U.S. Department of Education
 600 Independence Avenue, SW
 Washington, DC 20202-4605
5. The Superintendent or the Superintendent's designee is authorized to release Board approved directory information. Directory Information is information contained in an educational record which would not generally be considered harmful or an invasion of privacy if disclosed. This information may be released without consent. This information may include the student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received and most recent educational agency or institution attended. Any eligible student, parent, or guardian who does not wish to have directory information released notifies the Superintendent in writing on or before September 30 of each school year within thirty (30) calendar days after the Annual FERPA Notice has been distributed. The written request must specifically state what information may not be classified as "Directory Information".
6. The district keeps educational records in a secure location in each school and Board office.

7. The district obtains written consent from a parent or eligible student before disclosing personally identifiable information to an entity or individual not authorized to receive it under FERPA.
8. For students who have been determined eligible for special education, education records are destroyed at the request of the parent when they are no longer needed to provide educational programs or services. The district may destroy the educational records of a child without a parent's request five (5) years after they are no longer needed to provide educational programs or services. Parents are advised that data contained in the records may later be needed for Social Security benefits or other purposes. The district may retain, for an indefinite period of time, a record of the student's name, address, telephone number, grades, attendance record, classes attended, grade level completed, and year completed. Children determined eligible for special education include those children with disabilities who have a hearing impairment, visual impairment, emotional-behavioral disability, deaf-blindness, other health impairment, development delay, orthopedic impairment, autism, or traumatic brain injury, and who because of such an impairment need special education services.

Child Find System

The Child Find system is designed to locate, identify and evaluate any child, age three (3) to twenty-one (21) years, who resides in a home, facility, or residence within its geographical boundaries, who may have a disability and be in need of special education. This includes children who are not in school; those who are in public, private, or home-school; those who are highly mobile such as children who are migrant or homeless; and those who are advancing from grade to grade, who may need but are not receiving special education.

The district makes sure any child enrolled in the district who has a disability, regardless of how severe the disability, is provided an appropriate education at no cost to the parents of the child.

Parents, relatives, public and private agency employees, and concerned citizens are urged to help the district find any child who may have a disability and need special education services. The district needs to know the name and age, or date of birth of the child; the name, address, and phone number of the parent or guardian; the possible disability; and other information to determine if special education is needed. Letters and phone calls are some of the ways the district collects the information needed. The information the district collects will be used to contact the parents of the child and find out if the child needs to be evaluated or referred for special education services. If you know of a child who lives in the district who may have a disability, and may need but is not receiving special education services, please contact:

Director of Special Education
Russellville Independent School
355 South Summer Street
Russellville, KY 42276
270-726-8405

Child Find activities continue throughout the school year. As part of these efforts, the district uses screening information, student records, and basic assessment information collected on all children in the district to help locate those children who have a disability and need special education. Any information the

district collects through Child Find is maintained confidentially. Written Policies and Procedures are on file that describes the district's requirements regarding the confidentiality of personally identifiable information and Child Find activities. Copies are maintained in each school, and in the Board of Education office. Copies of these Policies and Procedures may be obtained by contacting:

Director of Special Education
Russellville Independent School
355 South Summer Street
Russellville, KY 42276
270-726-8405

The district office is open Monday through Friday from 8:00 a.m. to 4:00 p.m.

The district provides a public notice in the native language or other mode of communication of the various populations in the geographical boundaries of the district to the extent feasible. If you know of someone who may need this notice translated to another language, given orally, or delivered in some other manner, please contact the Director of Special Education at the address or phone number above.

Foreign Exchange Students

Foreign exchange students will be accepted at RHS providing the school is notified of the placement by the Host Organization prior to the beginning of school. The principal retains the authority upon his discretion to refuse admittance to any foreign exchange student. Exchange students will be assumed to be ineligible to participate in commencement exercises.

In the event an exchange student wishes to apply for graduation, he/she shall state that intention in writing to the Superintendent by February 1 of the year in which he/she is applying, and present notarized evidence of having received 140 clock hours of instruction and a passing grade in the minimum number of courses within the past four years. Those courses shall include 4 units of English, 3 units of math, 3 units of social studies, 3 units of science, and 1/2 unit each of health and physical education.

In the event an exchange student is required to return to his/her homeland for a final year of pre-college schooling after leaving Russellville High School, he/she will be enrolled at RHS as a junior. Even though enrolled as a junior, foreign exchange students will be permitted to attend the senior prom since it would enhance his/her cultural experience.

Transfer Students

Students entering Russellville High School from another school not accredited by the appropriate state agencies shall be tentatively placed at the recommended grade level. Students shall be awarded Carnegie credits according to the following guidelines:

1. Standardized tests will be administered in all core subject areas in which the student was enrolled at the non-accredited school.
2. Credits shall be awarded in each area that the student obtains a score at the 50th percentile or higher for the recommended subject.

3. Credits not assessed by the standardized test (electives) will be accepted, there is a passing grade on the student's transcript or credit is recommended from the non- accredited institution.
4. Standardized tests shall be completed within six weeks from the date of entry.
5. Students shall not be permitted to retake any standardized test.
6. Transfer students shall be required to meet all guidelines and policies to be eligible for graduation.

Graduation Requirements for all Students

Class of 2019

English	4 credits
Math	4 credits
Social Studies	3 credits
Science	3 credits
Arts/Humanities	1 credit
Health	1/2 credit
Physical Education	1/2 credit
Sub Total	16 credits
Electives	5 credits
Russellville Ready	1 pass/fail credit (non-GPA)
Microcredential	1 pass/fail credit (non-GPA)

Total to Graduate 23 credits (21 GPA Based Credits)

All students must complete a minimum of four calendar years in an accredited high school to graduate unless exempted by the BOE. Students who are completing a 5th year in high school may graduation at mid-year if all requirements are met.

Grade Level Classification

Grade level classification will be determined by credits received.

Transfer students, upon enrollment at RHS, are subject to the standards and policies of the transferring school in determining entering grade classification.

Standard Diploma

RHS students may earn a standard high school diploma by completing the minimum graduation requirements set forth by the Kentucky Department of Education and the Russellville Board of Education.

****Foreign language should be taken as an elective credit for anyone considering post secondary education.**

Dual Credit

Dual Credit classes are college classes offered at RHS to any student who has qualified to take these classes through meeting benchmarks on the ACT or academic performance. Classes taken as Dual Credit

are permanent record as College credit hours. Dual Credit classes are offered by RHS on campus, at SKYCTC in Franklin, and in conjunction with Logan Co. High School.

All students at RHS, beginning their JUNIOR year, are eligible through the State of Kentucky for two FREE Dual Credit classes. Students must qualify academically to utilize the class fee exemption.

Class fees are \$162 per class for all students not using the two-class-fee-waiver. **Financial support is available to any student in grade 10 or higher wishing to take Dual Credit.** Students in Grade 10 and up needing financial support should contact the school guidance counselor Rex Booth at rex.booth@russellville.kyschools.us

No student in grade 10 or higher at RHS should feel that they are not able to take Dual Credit classes due to financial costs. Financial support is available for up to 100% of the student cost.

Advanced Placement

Advanced Placement courses are college-level courses that MAY be taught in the secondary school. Students may earn college credit if they elect to take an advanced placement examination given by the College Board and make a score accepted by the college they attend. There is a fee for taking this examination.

Co-Op/Intern Courses

Students enrolled in Co-op/Intern courses will be expected to maintain exemplary work habits and performance throughout the school year. Students terminated as a result of non-compliance with expected standards of the school and workplace, will be assigned to another class for the remainder of the school term without credit or personally procure a suitable work assignment for Co-op coursework.

Russellville Virtual Learning Academy

Students may take classes offered at the Learning Academy if:

1. The course is not offered at any of the available “in-person” class locations of RJSHS;
2. The course will serve as supplement to extend homebound instruction;
3. The student has failed a course necessary for graduation but has the other needed courses;
4. The classes are taken for credit recovery, or under a specific remediation plan developed by the school;
5. The Principal, with agreement from the student’s teachers and parents/guardians, determines the student requires a differentiated or accelerated learning environment;
6. The student will be receiving dual credit or advanced placement credit for courses RHS currently does not offer;
7. Other instances deemed educationally sound, and in the best interest of the student or school.

As determined by school/council policy, students applying for permission to take a virtual course shall complete prerequisites and provide teacher/counselor recommendations to confirm the student possesses the maturity level needed to function effectively in an online learning environment. In addition, the express approval of the Principal/designee shall be obtained before a student enrolls in a virtual course. The school must receive an official record of the final grade before credit toward graduation will be recognized.

Graduation Exercises

No student may participate in Commencement exercises unless, by graduation date, they have earned the minimum number credits required for THE YEAR IN WHICH THEY GRADUATE or other approved program of study. The principal has the authority to deny any senior the privilege of participating in any part or all of the graduation exercises if previous conduct has been such that is believed, within reason, that the student could at graduation discredit the graduating class or the school.

Awards and Honors

Academic Awards will be determined by **weighted numeric ranking** in class, as follows:

- Highest Rank: Valedictorian
- Second High Rank: Salutatorian
- Third Highest Rank: Third in class

All classes will be considered equally based only on the point scale that they are subject to.

Honor Roll

Any student making all A's or A's and B's only will be eligible for the Honor Roll. Students receiving an incomplete (I) in any course will not be reported on the honor roll.

Student Evaluation

Grades are based on daily work, homework, quizzes and formal assessments. Formal assessments for ALL grades 6-12 will count a minimum of 60% during each grading period.

The grading scale for grades 6-12 are as follows:

A = 90-100

B = 80-89

C = 70-79

D = 60-69

F = 59 and below

I = Incomplete

- Progress Reports will be sent home four times per year. Grade Cards will be mailed at the end of each credit year.

Grades are based on daily work, homework, quizzes and formative assessments. Formative assessments for grades 7-12 will count a minimum of 60% during each grading period.

Per KRS 159.010, the compulsory age requirement for all students in Kentucky is from 6 – 18 years of age. A student may not drop out of school until he/she has reached his/her 18th birthday. Students will be withdrawn from the district once a records request from another district has been received.

Schedule Changes

Schedule changes will not be allowed unless one of the following reasons exists:

1. To make up a required course that was failed.
2. To add a graduation requirement for seniors.
3. To correct duplication of a course.
4. To correct academic misplacement of a student based upon teacher recommendation and counselor/principal approval.

Transfer from one class unrelated to another can only be done within the first 10 days of school, with the exception of A.P. courses. (refer to the student handbook under A P Policies.

After that five day period of time has lapsed, the student may elect to transfer (with approval and discussion from faculty, counselor, and parents) but with the loss of credit. No credit will be assigned for the class for that school term, BUT the grade made in the class will be averaged in to determine the student's GPA.

Extended School Services (ESS)

Extended School Services may be available for all RJSHS students who meet referral guidelines. ESS is dependent on funding and or need on a yearly basis. Referrals may be made based on standardized test results, teacher referral, or student grades. Times and dates will be established within the first weeks of school and communicated to all students and parents who have been referred to the program.

ESS Appeals Process

The parent or student desiring to appeal selection or non-selection for the ESS program may request a meeting with the school ESS committee which includes the principal or designee, the counselor, and the referring teacher. If the matter is not satisfactorily resolved in this way, the parent or student may appeal to the school council who will appoint an appeals board to resolve the issue.

Youth Service Center

The Youth Service Center provides many health and social services to Russellville Junior/Senior High School families. Some of the services provided by the Youth Service Center include employment

counseling and training, summer and part-time job development, substance abuse services, family crisis services and parenting workshops.

The YSC provides scholarships for various camps, assists with vision, hearing, and scoliosis screenings, provides holiday assistance and school supplies to families in need, and offers pregnancy counseling. Youth Service Center funds are used to provide drug and alcohol prevention speakers, to purchase needed educational videos on topics such as violence prevention, conflict resolution, and anger management, and to assist families with clothing, health, and hygiene needs. The Youth Service Center's phone number is 726-4799. A Directory of Service Agencies link may be found on the Russellville Independent Schools website.

Homebound Service

A teacher for the homebound is available for students anticipating absence from school for extended periods of time for medical reasons. It is the responsibility of the parent to notify the school principal and to obtain a homebound form to be completed and signed by a licensed physician stating that the student's condition renders attendance at school inadvisable. A student cannot be enrolled in the homebound program until the form is returned to the school. Pursuant to 707 KAR/1:055, Section 9, the condition of pregnancy is not to be considered a physical or health impairment in and of itself. Homebound instruction will include a minimum of two visits per week with one hour of instruction per visit. A student placed on home/hospital instruction may carry all appropriate credits during the first school term of placement. Credits carried during the second term of placement shall be limited to two unless there is verification that the student will be returned to regular school within 20 days of the beginning of the term.

When students are placed on homebound for 20 days or less, the homebound teacher will act as a liaison between the regular teachers and the student – getting assignments, providing assistance, and returning assignments to the regular teacher.

If the homebound period is more than 20 days, the homebound teacher will become the primary teacher. She will make assignments according to the course syllabus. She will grade all assignments and will submit the grades to the guidance office according to the grade reporting schedule.

EXTRA CURRICULAR & CO-CURRICULAR ACTIVITIES

All co-curricular and extra-curricular activities are open to any student enrolled at Russellville Junior/Senior High School. Although there is no limit on the number of activities in which a student may participate, students are encouraged not to spread themselves so thin that they cannot carry their share of the load in the activities in which they are a member. Activities available to students outside, but related to the regular curriculum are as follows:

Organization	Gr. Level	Sponsor
Ambassadors	MS, HS	Jesse Nugent
Band	MS, HS	Brian Brown, Trevor Cardwell
Art Club	MS, HS	Chris Holloman
Academic Team	HS	Jennifer Rogers
Academic Team	MS	
BETA Club	HS	Tanya Mullen
Jr. BETA Club	MS	Tera Ragland
Book Club	HS	
Book Club	MS	Tina Shoemake
Dual Credit	HS	Tracy Naylor
FCA	HS	Tyler Arterburn
FCA	MS	
FCCLA	HS	Ashley McGinnis
Math Club	MS	Sandra Bollenbecker
Musical	MS, HS	Brian Brown
Nat. Honor Soc.	HS	Jeremy Bivins
Pep Club	MS, HS	Heather Osborne
Prom	HS	Lauren Fynboe, Ashley McGinnis
School Council	MS, HS	Robby McLellan
Senior Sponsor	HS	Lauren Fynboe
Spanish Club	HS	Jennifer Rogers
STEM Club	HS	Robby McLellan
STLP (Tech)	HS	Lisa Rose
STLP (Tech)	MS	Kaylee Crowder
Yearbook	MS, HS	Juli Link
Young Republicans	HS	Jennifer Rogers
Young Democrats	HS	Jennifer Howard

RHS Panther Athletic Teams

Sport	Gr. Level	Coach
Athletic Director	MS, HS	Kyle Yates
Assistant AD	MS, HS	Tracy Naylor
Archery	MS, HS	Jeramy Rust
Baseball	HS	Tyler Meacham
Baseball	MS	Conrad Reding
Boys Basketball	HS	Rex Booth
Boys Basketball	MS	Steven McGhee
Girls Basketball	HS	Cameron Jackson
Girls Basketball	MS	Ashlee Collier
Cheerleading	HS	Beverly York
Cheerleading	MS	Heather Osborne
Football	HS	Mikie Benton
Football	MS	Chris Elliott
Golf	MS, HS	Tyler Meacham
Boys Soccer	MS, HS	Jeramy Rust
Girls Soccer	HS	Eric Evans
Softball	MS, HS	Ryan Davenport
Swimming	MS, HS	TBA
Tennis	MS, HS	Calvin Naylor
Boys Track	MS, HS	Dennis Sydnor
Girls Track	MS, HS	TBA
Volleyball	HS	Debbie Elliott

Russellville Jr./Sr. High School Athletic Mission Statement and Philosophy

The Athletic Department is an integral part of the total educational process of Russellville Independent Schools. Being involved in athletics provides our students with opportunities to develop leadership skills and to learn the ideals of fair play and ethical behavior which are necessary for competition and cooperation in our society. It should also provide our students with unique opportunities for self-discipline, self-sacrifice, and loyalty to the community, the school, and the team.

Russellville Independent Schools encourage all students to participate in athletics by offering a well-rounded program of interscholastic athletics for both young men and women. Competition and cooperation are prized in our culture, and both are fostered by a well conducted athletic program under competent leadership. Athletics which are regulated to meet educational objectives can provide a major contribution to the physical and moral development of students.

Interscholastic athletics is a voluntary program. Students are not obligated to participate and participation is not required for graduation. Thus, competition in Russellville athletics is a privilege and not a right. Accompanying this privilege is the responsibility to conform to standards established for the athletic program. This privilege may be revoked if the athlete fails or refuses to comply with the rules. Student-athletes, coaches, and parents are called upon to work together in a true spirit of sportsmanship to assist in creating an environment in which positive values can be revealed, tested and proven relevant to both the participants and school community.

Conduct Of An Athlete

The conduct of an athlete is closely observed in many areas of life. It is important that your behavior is above reproach in all the following areas:

On the field/court- in the area of competition, you will be gracious in defeat and modest in victory .

In the classroom- an athlete cannot fail in the classroom and be an outstanding athlete. If you are lazy in the classroom, you will be lazy on the field. Proper time management is vital so that you can have sufficient time to complete your studies to insure acceptable grades. In addition, student-athletes will show respect to other students and faculty at all times.

Grades and Eligibility

Any student who is ineligible academically will be suspended from the team until such ineligibility is corrected. All grades will be checked on Monday. On a weekly basis, a student shall be passing 5 out of 6 classes (Note: this is not the KHSAA ruling). For instance, if an athlete's grades are checked on Monday and the athlete is failing 2 classes, then the athlete is suspended from participating in any games or contest until the following Monday if the F is raised to a passing grade.

Any student that is ineligible for three weeks during that specific season, will be declared ineligible for the remainder of that sports season. Supervising coaches and the athletic director will be responsible for ensuring that ineligible players do not participate in games, practices, or team travel. Coaches are encouraged to discuss the situation with their athlete and arrange for tutoring or study hall sessions to help the athlete with their academics. Athletes must be in the proper grade level at the beginning of each school year. They must also move with their class to the next grade level.

Attendance

Regular attendance is expected of all athletes. Athletes must be in attendance for at least half of the school day to participate or compete in a game or practice. The administration reserves the right to review all absences and allow the student to participate if there is, in the administration's judgment, a valid reason for an absence. Attendance at all games and practices is mandatory unless excused by the coach before the competition or practice.

Physical Exams

All participants in athletics must provide evidence of a medical exam (pre-participation physical) form that has been approved by the KHSAA that certifies the athlete is physically capable of participating in athletic activities. Please note that documentation of the completed exam must be provided to the coach and athletic director before the student-athlete may participate. The school does not provide funds for the pre-participation exam as this is the family's responsibility. The exams are valid for one calendar year.

Transfers

As student who transfers to Russellville HS with or without a bona fide change of address by his/her parent(s) or legal guardian(s) shall not practice or play until the KHSAA transfer waiver approval process is complete. Transfer students shall meet all the eligibility requirements of the KHSAA and RHS prior to participation.

Age Limitation

If a student enrolled at RHS turns 19 years of age before August 1st of a give year, the student-athlete shall be ineligible to compete in athletics. All students must promote with their class in which they are enrolled in at the beginning of the school year in order to participate in sports. (This will be enforced for grades 6-12).

Dropping A Sport

Occasionally, an athlete may find it necessary to drop a sport for a good reason. If an athlete decides to drop a sport, the following procedure must be followed:

Student must talk to his/her head coach

Student and head coach must report the situation to the athletic director.

Student must turn in all equipment in all equipment issued, or pay to have it replaced.

If an athlete quits for other than medical reasons, he/she will not be allowed to compete, practice, or train in another activity or sport for the remainder of that sports season. Those individuals selected to any athletic team shall be considered a member of that team through the regular season and post season unless they are removed for disciplinary reasons, ineligibility, or mutual agreement between player and coach.

Equipment

All equipment and uniforms belong to the school, unless the student purchases them. Students may not keep or give away any item that has been purchased by RJSHS. Students may not use any school equipment or uniforms for other teams or organizations for any reason at any time. All equipment and

uniforms must be accounted for at all times. Student-athletes are responsible for all school equipment and uniforms they receive. The student-athlete is expected to keep the equipment and uniform clean, in good condition and wear it properly at all times. Players have the responsibility to report any equipment or uniform problems to their coach. No player should play or practice with defective equipment. Any piece of equipment or uniform lost by the student-athlete will be replaced by the student-athlete at Russellville Independent Schools bid price. All players must return equipment and uniforms to the head coach after the conclusion of their season. Failure to do so will result in the student-athlete not being allowed to go to another sport.

Return to Play

If a student-athlete is injured or has medical issues that affect his/her participation in an athletic activity, that student must be cleared by the RJSHS athletic trainer and or consulting team physician in order to return to play.

Drugs and Alcohol

The General Assembly of the Commonwealth of Kentucky has deemed that usage by a minor (those under the age of 21) of alcohol and non-prescription narcotics is illegal. Disciplinary action for use, sale or transfer of these items will be as follows (**NOTE: Coaches may impose more serious consequences as well as no-tolerance-first-offense dismissal policies**):

Drugs 1st Offense- loss of 50% of season with assessment before reinstatement.
 2nd offense-expulsion from program.

Alcohol 1st Offense- loss of 10% of season with assessment before reinstatement
 2nd offense- loss of 50% of season with assessment before reinstatement
 3rd offense- expulsion from program.

Student-athletes may practice during the suspension, but may not travel or attend any games. Suspensions may carry over to the next season if the offense occurs at the end of the season. Students may also face other disciplinary action from Russellville Jr./Sr. High School. The athletic department suspension will be in addition to what the administration decides in regards to school discipline. The athletic department suspension will begin immediately after school discipline has ended.

ISS/Suspension:

If a student-athlete is placed in ISS for any of the following offenses, he/she will be suspended from competition for any games that occur during the time served. If no games occur during the time served, the student will be suspended based on the criteria listed below, after time has been served. (**NOTE: Coaches may impose additional or more serious consequences for students who receive ISS**)

Russellville Jr./Sr. High School Athletics Social Media Guidelines for Student-Athletes

Playing and competing for Russellville Jr./Sr. High School is a privilege. Student-Athletes are held in the highest regard and are seen as role models in the community. As leaders you have the responsibility to portray your team, your coaches, our school and yourselves in a positive manner at all times. Facebook, Twitter, Snapchat, Instagram and other social media sites have increased in popularity globally, and are used by the majority of student-athletes in one form or another.

Student-athletes should be aware that third parties—including the media, faculty, future employers and college officials—could easily access your profiles and view all personal information. This includes all pictures, videos, comments and posters. Inappropriate material found by third parties affects the perception of the student-athlete and our school. This can also be detrimental to a student-athletes future options (i.e. college, profession). Examples of inappropriate and offensive behaviors concerning participation in online communities may include depictions of presentations of the following:

- Photos, videos, comments or posters showing the personal use of alcohol, drugs and tobacco.
- Photos, videos and comments that are of a sexual nature. This includes links to websites of a pornographic nature and other inappropriate material.
- Pictures, videos, comments or posters that condone drug related activity. This includes but is not limited to images that portray underage drinking, selling, possessing or using controlled substances or drug paraphernalia.
- Content online that is unsportsmanlike, derogatory, demeaning, or threatening toward any other individual or entity (examples: derogatory comments regarding another school, teammates or coaches; taunting comments aimed at a student-athlete, coach or team at another school and derogatory comments against race and/or gender). No posts should depict or encourage unacceptable, violent or illegal activities (examples: hazing, bullying, sexual harassment/assault, gambling, discrimination, fighting, vandalism, academic dishonesty, underage drinking and illegal drug use).
- Russellville Jr./Sr. High School Administration reserves the right to address any situation that is a violation of KHSAA, district or school rules that is not covered in these guidelines.

If you are ever in doubt of the appropriateness of your online public material, consider whether it upholds and positively reflects your own values and ethics as well as those of Russellville Jr./Sr. High School. Remember, always present a positive image and do not do anything to embarrass yourself, the team, your family and Russellville Jr./Sr. High School.

Social Events

Russellville Junior/Senior High School's social events are open to Russellville Junior/Senior High School students and their invited guests. Any student having 3 or more documented disciplinary referrals to the office, or has been suspended from school in one school term may be denied participation to social events or school assemblies/trips. RJSHS students should register the name of their invited guests in the school office prior to the day of the event. Guests not pre-registered will not be admitted to the school function. Guests must be in grades 9-12 unless prior approval has been given by the principal. At some events, students may be able to purchase tickets at the door, but this will be announced ahead of time. RJSHS

students and their guest should behave at social events just as they would behave during regular school hours. Violation of school policy during social events will result in disciplinary action.

SCHOOL CLIMATE AND SAFETY

Rationale and Philosophical Statement

The Russellville Independent Board of Education and Russellville Junior/Senior High School, as an auxiliary of the Board, has a primary concern that students who desire to learn can do so in an environment that is conducive to learning. Disciplinary means will be imposed on those who would destroy or disrupt such an environment. The Board of Education employs a professionally trained and certified staff and extends to them the right and responsibility to uphold its policies and procedures. This staff is charged to impose disciplinary means to control the conduct of students and to insure the reasonable progress and performance of students within the educational environment.

Local school officials stand in loco parentis (in place of the parent) and have the responsibility of teaching all students so that they may achieve to their ability level. The Russellville Independent School System has been mandated by the public to improve student achievement and, in order to accomplish this goal, students are expected to do their homework, turn in assignments as directed, and be responsible to each teacher for the subjects involved. Students who fail to complete homework/ daily work and turn in assignments as directed by the professional staff may be disciplined by measures granted local districts.

The Rules and Regulations found in this Code of Conduct originate from various sources including Kentucky Statutes, Attorney General Opinions, State and Federal court decisions, and the Russellville Independent Board of Education's policies, rules, and regulations. In an attempt to promote a desirable educational climate, a Student Code of Conduct has been developed.

The Code of Conduct provides for consistent treatment of all pupils, fairness as required by the constitutional due process, and an atmosphere of open communication and clearly understood rules, and encourages behavior that will enable the pupils to develop to their fullest potential. Students will be responsible for this code in school, at school-sponsored or related activities, and on school buses.

It is expected that sound, fair, and equitable judgment be considered by pupils, teachers, principals, parents/guardians and others in applying the principles of the Code on Conduct. This policy applies to all students enrolled in Russellville Junior/Senior High School.

The best discipline is self-discipline. If each student will discipline himself/herself by showing respect and common courtesy to all citizens of the school, there will be few occasions in which a further measure of discipline on the part of the staff will be necessary.

KRS 161.180, Supervision of Pupils' Conduct states:

1. Each teacher and administrator in the public schools shall, in accordance with the pur- suant to KRS 160.290 for the conduct of pupils, holds pupils to a strict account for their conduct rules,

regulations, and by-laws of the Board of Education made and adopted on school premises, on the way to and from school, and on school-sponsored trips and activities.

2. The various boards of education of the Commonwealth of Kentucky and the principals of the public schools may use teacher's aides in supervisory capacities, such as playground supervision, hallway supervision, lunch room and cafeteria supervision, and other like duties, including, but not limited to, recreational activities and athletic events, relating to the supervision and control of the conduct of pupils; and, while so engaged, such teacher aides shall have the same authority and responsibility as is granted to and imposed by law upon teachers in the performance of similar duties.

Abuse of Teacher Prohibited

Whenever a teacher or school administrator is functioning in his capacity as an employee of a board of education of a public school system, it shall be unlawful for any person to direct speech or conduct toward the teacher or school administrator when such person knows or should know that the speech or conduct will disrupt or interfere with normal school activities or will nullify or undermine the good order and discipline of the school.

This Code applies to all students in the District while at school, on their way to and from school, while on the bus or other District vehicle, and while they are participating in school-sponsored trips and activities. The Superintendent/designee is responsible for administration and implementation of this Code within his/her school in a uniform and fair manner without partiality or discrimination.

Each school/council must select and implement appropriate discipline and classroom management techniques necessary to carry out this Code and shall provide a list of the school's rules and discipline procedures in the school handbook.

Teachers and other instructional personnel are responsible for administering Code standards in the classroom, halls, and other duty assignment locations.

This Code establishes minimum behavior standards. Recognizing that each school, grade, or class may require special provisions, school councils, administrators, and teachers have full authority to make rules to enforce these standards in keeping with their areas of responsibility.

Code of Conduct Development

The Code of Conduct was developed by a committee representing schools, the Central Office, the Board of Education, students, parents, and the community. The Code was also reviewed by the Attorney for the Board of Education and was adopted by the Board on May 11, 1999.

Schools have distributed copies of the Code to all students and employees of the district and to parents of students, including those who enroll after the beginning of the school year. The Superintendent has directed that the Code be posted in each school, with the Principal being responsible for seeing that guidance counselors and the other personnel discuss its contents with students in a timely and age-

appropriate manner. In addition, each school will reference the Code in the school's handbook(s). On request, the Principal shall provide help for non-English speaking, blind, deaf, or non-reading students and parents so that they can have access to the information contained in this Code.

Each year, the Code Committee will review the Code in preparation for the coming school year. It welcomes suggestions as to how to improve this document. Individuals may send written comments to the school principal who will forward them to the Code Committee. Information should be submitted by May of each school year. The Student Code of Conduct has been developed and is reviewed and approved annually by the RJSHS School Council and adopted by the Board of Education. Students are given a copy at the beginning of the school year and are asked to sign a statement that they have read and understood what was presented in the student handbook. Students are responsible for taking the handbook home to their parents/guardians.

Rights and Responsibilities

Students' Rights

Students have the right to engage in activities which do not:

1. Materially or substantially disrupt the education process;
2. Present a clear and present danger to the health and safety of others or property;
3. Infringe on the rights of others.

Specifically, students have the right to:

1. An orderly educational atmosphere conducive to learning;
2. Personal safety and security while at school and school-sponsored activities;
3. Academic grades based on academic performance, not on conduct.

Students' Responsibilities

Students have the responsibility to:

1. Comply with district, school, and classroom rules: follow directions given by teachers and other school personnel;
2. **Immediately** report serious offenses and students who threaten harm to other students, a teacher, counselor, or school administrator;
3. Give their best effort to tasks assigned by their teacher, coach, or other person who works with them;
4. Discuss concerns with guidance counselor or other school officials.

- Exceptional students have specific rights guaranteed to them by the Education for All Handicapped Children Act and the Rehabilitation Act of 1973, Section 504.

Parents' Rights

Parents have the right to:

1. Send their student to a school with a positive educational climate that deals fairly, firmly, and quickly with disruptive behavior.
2. Expect high academic and accreditation standards.
3. The opportunity to examine their student's personal school records, and address grievances to proper school authorities concerning their student.

Parents' Responsibilities

Parents/guardians have the responsibility to:

1. Instill in their student the need for an education, a sense of responsibility and the need for a positive school learning environment.
2. Encourage their student to follow school policy and to be regular in attendance.
3. Encourage their student to demonstrate respect for all school personnel, and exhibit concern for their grades and progress in school.

- **According to KRS 159.180, every parent, guardian, or custodian is legally responsible for a violation of KRS 159.010 to 159.170 by the student.**

Teachers' Rights

Teachers have the right to:

1. Work in an educational environment, safe from physical harm and verbal abuse, with a minimum of disruptions;
2. Have the support of co-workers, administrators, and parents;
3. Expect all assignments, including homework, to be completed and turned in as assigned.

Teachers' Responsibilities

Teachers have the responsibility to:

1. Present subject matter to students, evaluate and inform students/parents of achievement and/or problems;
2. Aid in planning a flexible curriculum;
3. Assist in maintaining order;
4. Exhibit exemplary behavior in speech, personal dress, and hygiene.

Principal Rights

Principals have the right to:

1. Carry out the educational programs and policies established by the school system;
2. Be supported by students, parents, and teachers;
3. Take necessary action in emergencies, protect their own person or property, or the persons or property of those in their care.

Principals' Responsibilities

Principals have the responsibility to:

1. Implement and evaluate all aspects of the educational program to improve learning;
2. Comply with the policies, regulations, and laws of the district, state, and nation;
3. Create and foster an atmosphere of mutual respect among pupils and staff;
4. Administer discipline fairly and equally;
5. Exhibit exemplary behavior in action, dress, and speech.

Required Standards

The Board expects employees, students, parents/guardians and others associated with the schools to apply the following standards in a reasonable and fair manner:

To promote the full implementation of conduct standards and maximize safety in the school environment, the Board requires all employees to make supervision of ALL students at ALL school activities a top priority among their assigned duties. The younger the child, the greater the need for adult guidance and protection.

A professionally planned and positive school atmosphere is necessary for academic progress and a safe environment. Therefore, students shall not interfere with the orderly environment of the school or school activity. Examples of prohibited behavior include, but are not limited to:

- Actions such as harassment of, or discrimination against, other students on the
- Basis of race, color, national origin, age, religion, marital status, political beliefs, sex, or disability;
- Insubordination (disobedient or defiant behavior);
- Sale of items without prior approval of the Superintendent or Principal;
- Wearing apparel, accessories or hairstyles that disrupt the educational process or threaten health or safety;

Regular and punctual school attendance is both a privilege and a responsibility of the student. Good attendance is necessary to satisfactory progress and high academic achievement. Examples of attendance violations include, but are not limited to:

- Absence from school without valid excuse;
- Tardy without valid excuse.

RJSHS Tardy Policy

A Tardy is defined as not being physically in the designated area a student is expected to be in at the sound of the school bell that signals that students are expected to be correctly located. Teacher DO have discretion to expand the rigor of this policy (i.e. Must be in seats).

When a student is tardy to class they will report to a designated staff member that will record the tardy. For unexcused tardies, the consequences will be as follows.

Per Week Policy

Beginning with the first day of a school week closest to the previous Sunday (in most cases, a Monday) and lasting until the school day of that same week closest to Saturday (in most cases, a Friday), **students exceeding FIVE tardies (to class and/or at the beginning of school) will become ineligible for participation in extracurriculars of any sort for FIVE days beginning with the day of the 5th Tardy.**

Example: A school week that lasts from a Monday through a Friday. A Student gets a 5th tardy on Thursday of that week. Beginning Thursday afternoon and running through Friday, Monday, Tuesday, and Wednesday afternoon, that student may not participate or attend ANY non-school-day events or activities. They become eligible again on Thursday.

Additional Cumulative Tardy Consequences

3rd unexcused tardy- Verbal warning/ Parent notification

4th unexcused tardy- 1 day lunch isolation

5th unexcused tardy- 3 days lunch isolation

6th unexcused tardy- 1 day ISS

7th unexcused tardy- 2 days ISS

For each successive tardy after 7, further discipline actions will be used.

Note: Student drivers may also lose their drive-to-school privileges for a designated period of time.

Students shall exercise self-control as required by the particular situation and in keeping with school and district rules, or be subject to removal from the regular classroom, setting or transportation system. In addition, a student may be barred from participating in extracurricular activities pending investigation that she/he has violated either the District's behavior standards or the school council's criteria for participation. Examples of prohibited behaviors include, but are not limited to:

- Fighting and physical attacks;
- Possession of a weapon;
- Threats by verbal or written statements or gestures with intent to harm or demean others;
- Use of alcohol or prohibited drugs;
- Use of prohibited tobacco products.

School property belongs to the community and the state. It must be protected and preserved for educational and community use. Therefore, students shall respect school property and the property of others. Examples of prohibited behaviors include, but are not limited to:

- Theft of school property or personal property of employees or other students;

- Abuse of school or personal property to include intentional or careless damage or destruction;
- Extortion of money or property;
- Prohibited use of electronic media and other District technological resources;
- Littering.

Students shall work cooperatively and productively with each other and with school personnel in a manner that is consistent with standards of respect and courtesy. Examples of prohibited behaviors that would detract from a safe and orderly learning environment include, but are not limited to:

- Making abusive and harassing statements regarding race, gender, disability, religion, or nationality;
- Use of profanity;
- Lying;
- Cheating;
- Ignoring or breaking rules and procedures established to maintain order;
- Otherwise behaving in a manner disrespectful of others.

The Board has included samples of prohibited behaviors to help the reader understand how the behavior standard will be enforced. Other behaviors not included in the examples may also be prohibited.

Physical Restraint/Corporal Punishment

Employees are authorized by law to physically restrain students as necessary for the following reasons: to protect themselves, students, or others from physical injury; to get possession of a weapon or other dangerous object, or to protect property from serious harm. The Board does not permit use of corporal punishment as a disciplinary technique, except at Stevenson Elementary School. Guidelines for administering corporal punishment have been established by the Site-Based Decision Making Council.

Reports to Law Enforcement Officials

When principals have reasonable belief that certain violations have taken place, they are required by law to immediately report them to law enforcement officials. Violations on school property or at a school-sponsored function requiring a report to law enforcement officials include:

- 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 school property.

In addition to violations of this Code, students may also be charged with criminal violations.

Weapons

Students are NEVER allowed to bring a weapon to school. The Board urges parents and other citizens to make sure that students do not have inappropriate access to weapons.

Both Board policy and the law prohibit the carrying, bringing, using, or possessing of any weapon or dangerous instrument in any school building on school grounds, in any school vehicle or at any school-sponsored activity. Except for authorized law enforcement officials, the Board specifically prohibits the carrying of concealed weapons on school property.

When a student violates the prohibition on weapons, the Principal shall immediately make a report to the Superintendent, who shall determine if charges for expulsion are to be brought before the Board. Unless the Board chooses to consider charges on a case-by-case basis, the penalty for students bringing a firearm or other deadly weapon, destructive device, or booby trap device to school or onto the school campus/property under jurisdiction of the District shall be expulsion for a minimum of twelve (12 months). (The Gun-Free Schools Act of 1994 and KRS 158.150)

District employees must also report to law enforcement officials if they know or have reasonable causes to believe that conduct has occurred that constitutes the carrying, possession, or use of a deadly weapon on the school premises, on a school bus, or at a school-sponsored or sanctioned event.

Suspension, Expulsion, and Due Process

For certain violations, administrators, such as the Superintendent and Principal, may remove (suspend) a student from school for up to ten (10) days per incident. Unless immediate suspension is necessary to protect persons or property or to avoid disruption of the educational process, students shall not be suspended until they have been given due process (required by law). Due process must be given before educational benefits are taken away and shall include:

1. Oral or written notice of the charge(s) against them;
2. An explanation of the evidence, if the student denies the charge(s);
3. An opportunity to present their own version of the facts concerning the charge(s).

A student may be temporarily suspended without the full extent of Due Process if deemed by the administrator that removal of the student from the school/situation is in the best interest of the school environment and student. Due Process MUST be afforded to the student when the situation has stabilized to a degree that both the student and learning environment are operating within a reasonable degree of stability.

A report of the suspension shall be made in writing to the Superintendent and to the parent of the student being suspended.

Suspension of primary school students shall be considered on in exceptional cases where there are safety issues for the child or others.

Following legally required due process, the Board may expel any pupil from the regular school setting for misconduct as defined by law for periods longer than ten (10) days. In cases of expulsion, provision of educational services will be required unless the Board determines, on the record and supported by clear and convincing evidence, that the expelled student poses a threat to the safety of other students or school staff and cannot be placed in a state-funded agency program. Action to expel a pupil shall not be taken until the parent of the pupil has had an opportunity for hearing before the Board.

Regulations for special education students will be followed by school personnel.

Grievances

Students and parents wishing to express an educational concern or grievance shall observe the following order of appeal:

1. Teacher;
2. Principal;
3. School council, where appropriate;
4. Superintendent;
5. Board.

Information on filing a formal complaint or grievance is available at each school and at the central office.

Complaints not resolved in the above process may be filed with the Office of Civil Rights Complaints must be filed within 60 days after the completion of the appeals process or within 180 days of the grievance.

Ben Bruni
Principal, Russellville High School
1101 W. Ninth St.
Russellville, KY 42276
270-726-8421

Bart Flener
Superintendent, Russellville Independent Schools
355 S. Summer St.
Russellville, KY 42276
270-726-8405

Building Surveillance

Russellville Junior/Senior High School is monitored throughout by video cameras. All individuals need to be aware that they are subject to being videotaped whenever they are in the building or on campus.

Drug/Alcohol/Tobacco Surveys

Students in selected grades may be asked to complete an ANONYMOUS survey during the school year. The survey will focus primarily on the prevalence of alcohol, tobacco, and other drug use, as well as violence and safety issues. Data obtained will be used in planning, programming, and securing funds for the school district. (IF YOU DON'T WANT YOUR CHILD TO PARTICIPATE IN SUCH A STUDY, PLEASE CONTACT THE SCHOOL OFFICE)

RJSHS STUDENT CODE OF CONDUCT

Disciplinary Definitions

In the event that it becomes necessary to administer discipline to control the conduct of the student in the educational environment, insure reasonable progress of the student in the environment or to insure that the educational environment remains conducive to learning, any and/or all of the following disciplinary means may be applied within the guidelines of the Russellville Independent Board of Education policies, rules, and regulations.

In-School Suspension (ISS)

In the case of continual (continued) discipline problems or serious breaches of the rules and regulations of RHS, a student may be placed in ISS for 1 to 20 days per occurrence. Students will be provided an opportunity to correct behavior that has interfered with their educational progress and that of others.

ISS will provide limited individual instruction, counseling, behavior modification exercises, and a chance to continue the educational process. This placement will be made by the principal or his designee. In the event that this type of placement is necessary, the principal will confer with the parents/guardians of the student being assigned. STUDENTS WHO DO NOT COMPLY WITH ISS RULES MAY BE ASSIGNED ADDITIONAL DAYS.

Suspension

This is an extremely severe or habitual discipline which can be administered to a student. Students suspended may not be allowed to make up work and/or exams. Parents are notified in the event of a suspension and this method of discipline is to be considered extremely serious, as it can jeopardize one's grades.

Suspension shall mean a denial of attendance at a single subject or class, or any full schedule of subjects or classes, or at any other type of activity conducted by or on behalf of the particular school for the stated period of time.

In the event the discipline of a student is to deny attendance from a single class or any portion of a school day or for one or more days, not exceeding ten (10) days, a conference with the school principal or his/her teacher shall first be conducted with the student as follows:

1. An oral notice of the rule which has been violated (including the specific act committed shall be provided the student.
2. An explanation of the evidence and/or witness, if any, in support of the charge shall be provided to the student, except in cases where it is believed that giving particular witnesses' names may subject the witness to harassment;
3. The student shall be provided the opportunity to present his/her explanation and rebut the evidence;
4. An oral explanation of the consequences, which shall include the dates and duration of the suspension which may be imposed, shall be provided to the student, and
5. In the event the student is denied attendance, the parents or guardians of the student shall, as soon as reasonably possible be notified by letter of the reason for the student's suspension and the duration of the suspension.

Alternative School Placement

Students who commit serious violations may be recommended for placement in the Alternative School. Recommendations must come from the principal/student assistance team and be presented to the Superintendent, who will review the recommendation and the evidence before the placement is made.

Expulsion

In cases where expulsion has been recommended, the same procedure as that outlined above must be adhered to. In addition:

1. The hearing must be held before the Board of Education and must precede the expulsion;
2. Notice of the hearing should be given five (5) days before it is held, and
3. The student may be represented at the hearing by any person of his/her parent's/ guardian's choice.

Expulsion shall mean a denial of the following:

1. Attendance at any single subject or class;
2. Attendance at any full schedule of subjects or classes;
3. Any other type of activity conducted by or in behalf of the Russellville Independent Schools, and/or,
4. Admission or entry upon real or personal property owned, leased, rented, or controlled by the Russellville Independent Board of Education.

Drug and Alcohol Suspension/Expulsion Procedure

The Russellville Independent Board of Education believes that there is no responsible use of any controlled substance/alcohol at Russellville High School, on its campus, or at any of its activities. Any use, possession, sale or being under the influence of controlled substances or alcohol warrants the following consequence.

1. A student who violates the drug/alcohol rule may be suspended for 10 school days and receive an ALC assignment for an additional 10 days. Appropriate legal authorities will be

- notified when laws governing possession or sale of controlled substance/alcohol are violated. Five days of the suspension penalty may be waived if the family:
- a. Decides to seek an evaluation of the student's alcohol/drug use from a chemical dependency counselor acceptable to the principal;
 - b. Completes any and all treatment as recommended in the evaluation.
2. A student who violates the drug/alcohol rule a second time may be suspended until the Board meets and recommended to the Board for expulsion from Russellville High School.

Due Process Procedures

Due process includes those rights which accrue to a student accused of violating school regulations and which may be brought to his/her defense at a disciplinary conference or hearing pending possible suspension or expulsion from school.

Search and Seizure

In the Attorney General's Opinion, OAG 74-829, the decision was rendered that, in light of three recent court decisions on searching students, students' lockers, and students' cars, there is no constitutional prohibition against teachers conducting these searches, if it is done in a reasonable manner and for the welfare of the student and the school.

Therefore, in the event a teacher or professional staff member has reason to believe a student is in possession of a concealed weapon, drugs or any object of substance which may be harmful or dangerous, that teacher is authorized to request that the student, the student's locker, or the student's car be searched in the interest of the students' and school's welfare. This authorization does not give the professional staff wholesale license to search indiscriminately or on hunches; common sense must prevail, and searches must be of legitimate causes. (Example: A female teacher with an adult female witness should conduct search of female students.)

The Superintendent or his designee may authorize the use of trained dogs to locate controlled substances on school grounds subject to the following conditions:

1. The dogs shall be certified as never having been trained as attack dogs.
2. The superintendent or designee shall be present.
3. Searches involving dogs shall be conducted only when students are in classrooms; no student shall be in the vicinity of lockers being searched.
4. All dogs shall be on a leash and will not be allowed to come in close proximity to any student.

*Students who fail to cooperate with school authorities during a search when requested to shall be subject to other disciplinary action.

School Wide Behavior Management Procedures

Major Discipline Incidents: (Conduct Warranting Administrative Intervention)

Major disciplinary incidents will be handled in the office by the principal or assistant principal. Misbehavior that is determined by teachers or other staff members to be severe in nature will be written up on a discipline form and sent to the office for determination of administrative consequences.

Aggressive Misbehavior Toward Any School Employee: Physical contact or threat of physical contact towards school employees with the intention of doing bodily harm by a student or group of students.

Alcohol/Illegal or Controlled Substances:

1. Use of, in any manner or to any extent, sale of, possession of, or under the influence of, alcoholic beverages.
2. Use of, in any manner or to any extent, sale of, possession of, or under the influence of drugs illegal, controlled or dangerous substance.
3. Illegal substances include glue, dangerous drugs, narcotics, marijuana, barbiturates, amphetamines, and any other material that has a harmful or unnatural effect on the person using them. Controlled/prescribed substances the students; current medication is not a violation of this offense.
4. Use of, in any manner or to any extent, sale of, possession of vanilla flavorings, vitamins, saccharin, caffeine, or other pills or substances appearing or represented to be controlled or other drug substances such as “speed” or any other commonly used name to designate a controlled or other drug substance.

Arson or Attempted Arson: Starting a fire within the school or on the school grounds, for any purpose that results in destruction or disruption.

Bomb Threat: Making a threat that a bomb has been placed, or is about to explode in the school.

Burglary: A person is guilty of burglary when:

1. With the intent to commit a crime, he/she knowingly enters or remains unlawfully:
 - a. In a dwelling;
 - b. In a building, and when in effecting entry or while in the building or in the immediate flight there from, he/she or another participant in the crime:
2. With the intent to commit a crime, he/she knowingly enters or remains unlawfully in an inhabited building.
3. With the intent to commit a crime, he/she knowingly enters or remains unlawfully in an uninhabited building.

Criminal Trespass: A person is guilty of criminal trespass when:

1. He/she knowingly enters or remains unlawfully in a dwelling;
2. He/she knowingly enters or remains unlawfully in a building or upon premises on which notice against trespass is given by fencing of other enclosure;
3. He/she knowingly enters or remains unlawfully in or upon premises.

Criminal Use of Noxious Substance: A person is guilty of criminal use of noxious substance when he/she lawfully deposits on the land or in the building of another any stink bomb, device, or irritant with the intent to interfere with another’s use of the land, building, or vehicle.

Defamation: Harming another person's character or reputation by saying things which are untrue and which are intended to bring harm.

Defiance of Authority: Refusal to comply with reasonable requests of school personnel or purposely disobeying any general rule of school conduct.

Disrespect of Authority: Disrespectful language or gestures towards any school personnel or adults in charge.

Extortion: The solicitation of money, or something of value, from another student, regardless of the amount, in return for protection, or in connection with a threat to inflict harm.

False Fire Alarm: Falsely alerting the Fire Department, or school, to a non-existent fire.

Fighting: Students who willingly engage in physical contact for the purpose of inflicting harm on the other person.

Gambling: Participating in games of chance for the express purpose of exchanging money.

Gang/Cult Related Activities: A student is guilty of gang/cult related activities if observed or involved in any of the following as related to gang membership:

1. Self-proclamation of gang membership;
2. Display of a common name, insignia, flag, or means of recognition;
3. Use of common identifying hand or body signs, signals or codes;
4. Engages in a common identifying mode, style or color of dress;
5. Possesses an identifying tattoo or body marking;
6. Is known to have satisfied membership qualifications;
7. Is known to be a part of an organizational or command structure;
8. Makes a de facto claim to territory or jurisdiction;
9. Participates in an intentional ritual;
10. Is involved in a method of criminal operation or enterprise.

Harassment: A person is guilty of harassment when, with intent to harass, annoy, or alarm another person, he/she:

1. Strikes, shoves, kicks, or otherwise subjects another person to physical contact or attempts or threatens to do the same; or
2. In a public place, makes an offensively coarse utterance, gesture or display, or addresses abusive language to any person present; or
3. Follows a person in or about a public place or places, or
4. Engages in a course of conduct or repeatedly commits acts which alarm or seriously annoys such other persons and which serve no legitimate purpose.

Hazing: To initiate or discipline by forcing students to do humiliating or painful things.

Intimidation of Witness: Any physical or verbal intimidation of any witness to any school violation.

Loitering by Unauthorized Students: Being on school grounds or in the school without authority or permission of school personnel. This would include students on shortened programs, suspended students, and students that have been expelled. A petition/warrant will be signed.

Malicious Remarks: To willfully intimidate, insult, or in other manner abuse verbally or in writing any member of the school's staff or student body.

Misrepresenting Facts: Knowingly deceiving school administrators and/or staff.

Non-School Violations / Criminal offenses: Students will be subject to school discipline for any violation of this code or criminal offenses with regard to school personnel, students and property during non-school time.

Other Malicious Behavior:

Any misconduct or malicious behavior that significantly disrupts the educational process or that could potentially cause harm to self or others.

Physical Assault: Physical attack of one person or group of persons upon one or more persons who do not wish to engage in the conflict. Any provocation (verbal or physical) may be considered a mitigation of charge. A person who finds himself the victim of an assault has the right to defend himself against the attack and use such force in defense as to be reasonably necessary.

Possession of And/Or Use of Weapons on school property: A person is guilty of unlawful possession of a weapon on school property when he knowingly deposits, possesses, or carries, whether openly or concealed, for purposes other than instructional or school-sanctioned ceremonial purposes, any firearm or other deadly weapon, destructive device, or booby trap device in any public or private school building or bus, on any public or private school campus, grounds, recreation area, athletic field, or any other property owned, used, or operated by any board of education, school, board of trustees, regents, or directors for the administration of any public or private educational institution. The provisions of this section shall not apply to institutions of postsecondary or higher education. Unlawful possession of a weapon on school property is a Class D felony.

Profanity: Cursing and the use of excessively vulgar, suggestive or offensive language is prohibited.

Repeated Multiple Violations: Repeatedly failing to comply with the directives of school personnel or having multiple violations of the code of conduct.

Robbery: A person is guilty of robbery when, in the course of committing theft, he/ she uses or threatens the immediate use of physical force upon another person with intent to accomplish the theft.

Sexual Activity on School Property or at a School Related Event: Indecent exposure, masturbation and/or sexual relations will not be tolerated on school property before, during or after school hours or at school related events.

Skipping School/Truancy: Purposefully missing a day or portion of a day of school when a student is thought to be attending school.

Terroristic Threatening: A person is guilty of terroristic threatening when:

1. He/she threatens to commit any crime likely to result in death or serious physical injury of another person, or
2. He/she intentionally makes false statements for the purpose of causing evacuation of a building, place of assembly, or facility of public transportation.

Theft and Related Offenses: The taking of property of others (students, teachers, visitors, etc.) without their consent. Possession of stolen property.

Unlawful Assembly: A person is guilty of unlawful assembly when:

1. He/she assembles with five or more persons for the purpose of engaging or preparing to engage with them in disorderly behavior (gang-type activities), and/or
2. Being present at an assembly which either has or develops such a purpose, he/ she remains there with intent to advance that purpose.

Use/Possession of Tobacco Products: Students are not to possess, use, sell or distribute tobacco products on school property, including buses and all school sponsored activities.

Vandalism: The unprovoked or willful destruction, defacing, or marring of property located on school premises.

1. Negligent: With restitution
2. Intentional: With restitution

Wanton Endangerment: A person is guilty of wanton endangerment when he/she wantonly engages in conduct which creates a substantial danger of physical injury to another person.

Miscellaneous Conduct Policies

Cheating Policy

Cheating involves one or more of the following actions:

1. To use or attempt to gain credit for the work of another person as your own
2. To copy information from another student's homework, test, theme, book report, term paper or class work or provide your work to another student for the purpose of cheating.
3. To plagiarize which means to use another person's words or expressions without giving the original author credit.
4. To prepare for cheating in advance, such as, having a copy of a test to be given or having been given by a teacher; or using the test or notes during a test.
5. Failing to follow test procedures or instructions announced by the teacher, such as no talking, not leaving / turning around in your seat or raising your hand to speak.

Consequence: Cheating will result in the student receiving a zero on the homework, test, theme, research paper, project, or other graded item. Circumstances may warrant additional consequences as determined by the teacher or administration.

Publications

Publications which are not officially sanctioned by the school shall not be circulated or posted without the review of school authorities and then only at such time and places designated. In the case of official publications, i.e., where the paper or magazine is described as “published” by the school, and/or the school provides a faculty advisor and/or the funds for printing and distributing, the school, the student authors, and the student editors, are liable and accountable for whatever is published. Accordingly, the school has a paramount right to ensure that, whatever is published observes the strictures against malicious injury, defamation, obscenity, and incitement to disorder, injury, or illegal acts.

RJSHS Dress Code Policy

- The wearing of any attire, cosmetics, accessories, presentation of extraordinary personal appearance or any unsanitary body condition, which significantly disrupts the normal function of the school, interrupts scholastic endeavors, or threatens the health of any pupil or staff member is prohibited.
- Shoes must be worn at all times.
- Headgear, such as hats, caps, bandanas, visors, head-wraps, or combs may not be worn inside the building.
- Inappropriate symbols/pictures/advertisements on any article of clothing of the body is prohibited. This includes but is not limited to the promotion of violence, alcohol, tobacco, or vulgarity and sexually explicit or racially inappropriate materials. Tattoos that promote any of the following will have to be covered while on campus.
- Shirts/blouses must have a strap at least four fingers in width or within reason, be appropriately cut to cover the chest area and must extend below the waist of the skirt or pants. Shirts or blouses exposing the midriff or stomach region are prohibited.
- Pants/shorts must be worn at the waist or above the hips. Undergarments (shorts, underwear, etc.) should not be visible. Pants should remain in place during normal, regular activity.
- No holes allowed in clothing above the fingertips with arms extended naturally at your side.
- Shorts/skirts/dresses must be fingertip length within reason. Extremes should be avoided—shortness, tightness, oversized, etc.
- Piercings/jewelry will be permitted using the following guidelines:
 - Safety—chains that are studded or could be used as a weapon (heavy chains) are not allowed.
 - Students may have one piercing of the lip, nose, or eyebrow provided studs are used and are appropriately sized (no larger than a grain of rice). Hooped or looped jewelry may not be worn in these areas.

***The administrative staff reserves the right to deny any attire or adornment that they determine to be inappropriate for school or a safety hazard.**

The student can:

1. Be asked to call home to have appropriate clothes brought to school;
2. Be sent home if inappropriate clothing cannot be changed, absence will be unexcused and a discipline referral will be processed.
3. Receive a discipline referral
4. Receive suspension for repeated violations, absences will be unexcused.

Teachers' Lounge

The teachers' lounge is off-limits to students, unless their presence is requested. Students shall, at no time, make purchases of snacks in the lounge - with or without permission of teachers.

10-10 Rule

No student will be allowed to leave the classroom during the **first and last 10 minutes** of class within reason. The teacher has the right to determine if it is an emergency and can allow the student into the hallway **ONLY** with a valid Hall Pass.

Hall Passes

Any student who must be in the hall while class is in session must obtain a hall pass before leaving the classroom. Students will obtain a hall pass before leaving the class or special area. Hall Passes in the High School are color coded and students are to stay within the zones of their hall passes.

CELL PHONES & ALL MEDIA DEVICES

1. Cell phones and media devices can only be used at specified times during the school day at RHS.
 - a. Cell phones and media devices may be used in the lobby area and cafeteria until the 1st period tardy bell.
 - b. Cell phones and media devices may be used in the lobby area and cafeteria during a student's lunch period only—this policy will be revisited during the school year and can be amended at any time.
 - c. Cell phones and other media devices as well as head phones should not be used or worn during any other time during the school day. (The use of a cell phone for video purposes during any of these times is prohibited. Failure to comply with this request may result in serious disciplinary action including out of school suspension.)
 - d. Classrooms are the domain of the teacher and students must adhere to the red/green card rule set by the classroom teacher.
2. Electronic devices, such as cell phones, iPads, personal computers, may be utilized during class time only if the teacher of the class has given permission for these types of devices to be used to support the overall learning goals for that class period. Any use of devices during this time period that does not qualify as an educational activity, is strictly prohibited.
3. Any student using cell phones or media devices at RHS during the school day that is not permitted by the two exceptions above shall:

- a. Forfeit the device by giving it to any staff member that requests the item (failure to comply with this request may result in serious disciplinary action including out of school suspension).
 - b. Provide the staff member with the student's name.
 - c. Receive the appropriate disciplinary action as described below.
4. Students shall be responsible for turning off cell phones and media devices while at school each day.
 5. Students utilizing cell phones for cheating on any type of school assignment shall be in violation of this policy and the honor code and shall receive disciplinary action for both infractions.

Inappropriate Public Display of Affection

Public displays of affection is limited to "hand holding" in the school building.

Assemblies

At all times, the student's behavior should be refined and courteous. An indication of the cultural level of the school is the conduct of its student body at an assembly. Whether guests are present or not, each student is personally responsible for the impression made by the school as a whole. Unacceptable conduct would include whistling, uncalled-for clapping, boisterousness, and talking during a program. Students will be removed from the program and may be barred from further assemblies for inappropriate behavior.

Trips

Students must be aware that any extra-curricular activities such as field trips, ball games, etc., are an extension of the school day, and students have the same responsibility for behavior as during the regular school day. Teachers and administrators have authority over the student at any and all extra-curricular activities. Misconduct on out-of-town trips, particularly when it involves the use of or possession of alcoholic beverages and/or drugs, will be handled as major discipline offenses.

Early Arrivals

All students who arrive at school before the first bell should enter the building by the main entrance and wait in the lobby. Students who want to eat breakfast may go to the cafeteria. No students are permitted down the hallway until after the 7:53 bell rings, unless a previous appointment has been made with a teacher as indicated in a signed note or if a club is meeting. The school building will open each day at 7:30 a.m.

School after Hours

Students not involved in after-school activities, such as ESS, sports, or club meetings are required to leave the building by 3:20 p.m. unless supervised by a member of the staff. No team or group practices may be held on school property without proper supervision.

Regulations for Students Riding Buses

The right of all pupils to ride in the conveyance is conditional on their good behavior and observance of the following rules and regulations. Any pupil who violates any of these will be reported to the school principal.

1. The driver is in full charge of the bus and pupils. Pupils shall obey the driver cheerfully and promptly.
2. When pupils enter the bus, they shall proceed promptly to their assigned seats.
3. Pupils shall be on time; the bus cannot wait for those who are late.
4. Pupils shall wait at their assigned bus stop off the traveled roadway and shall remain there until the driver has stopped the bus and opened the entrance door and signaled the pupils to enter the bus.
5. Pupils shall observe the following:
 - a. Never stand in the road while waiting for the bus;
 - b. Clean feet before entering the bus;
 - c. Do not throw waste paper or other rubbish on the floor or out of the bus window;
 - d. Do not mar or otherwise deface the bus; Students shall not tamper with any mechanical equipment, accessories or controls on the bus;
 - e. Pupils shall not change from one seat to another while the bus is in motion unless given permission by the driver to do so. They shall not obstruct the aisle in any manner or occupy more space in a seat than required;
 - f. Pupils shall not create noise on the bus to the extent that it might interfere with the driver's ability to hear the signals of emergency vehicles or an approaching train;
 - g. Abstain from the use of tobacco and profane language;
 - h. For safety reasons, pupils shall not extend their arms, legs, or heads out of bus windows while the bus is in motion;
 - i. Pupils shall remain seated until the bus has come to a complete stop before leaving the bus seat to get off of the bus;
 - j. Enter and exit the bus from the front door only, except in case of emergency;
 - k. Do not leave the bus without the driver's consent, except at home or at school; Windows should never be opened or closed without the driver's permission;
 - l. Respect persons whom the bus passes on the route;
 - m. Report to the driver at once any damages to the bus;
 - n. Walk on the left side of the road, facing traffic;
 - o. Abstain from eating or drinking while riding the bus;
 - p. Unless special permission is given by the driver, principal, and/or transportation director, pupils are not permitted to possess any of the following on the school bus: bug collections of any kind; helium balloons, animals, sharp instruments, glass items, sticks including objects made of popsicle sticks, any other similar articles;
 - q. Musical instruments may not be transported if they are too large to be held in the student's lap or if they exceed 30 inches in length and 48 inches in circumference;
 - r. Knives and all similar sharp instruments are forbidden on the school bus. If a student is in possession of either, or any article which may be designated as a weapon, the driver is to take the article or instrument to the principal's office; and

- s. Radios, cassette players/C.D's, Game Boys, or cell phones are prohibited on school bus regular routes.
- 6. When pupils must cross the roadway to enter the bus or cross the roadway when leaving the bus, they shall not cross the roadway until signaled to do so by the driver.
- 7. For safety reasons, when pupils are required to cross the roadway when entering the school bus or leaving the school bus, these roadway crossings must be made in front of the bus. The pupils shall cross the roadway at a distance of approximately ten (10) feet in front of the bus in order that they may be seen by the bus driver.
- 8. Should any pupil persist in violating any of these regulations, it shall be the duty of the driver to notify the principal and, after due warning has been given to the pupil the principal shall then forbid such disobedient student the privilege of riding the bus. The principal is authorized to withhold bus-riding privileges up to a maximum of ten school days per occurrence.
- 9. Any complaints of drivers, pupils, or parents specified in the above regulations, shall be reported promptly to the principal or superintendent.
- 10. Should the conduct of a pupil on the bus endanger the lives or morals of other pupils and the offending pupil fails to cease such conduct when requested by the bus driver to do so, the offender may be removed from the bus. This should be done only in extreme cases and as a last resort to protect the safety of other pupils.

If such action becomes necessary, the driver shall make every attempt to remove the student near a house of open business establishment. The driver shall immediately notify the principal or the Superintendent as well as the student's parent or guardian.

These are suggested procedures to follow for bus violations:

Smoking on the bus

- 1. First Offense: Riding privileges are automatically suspended for two weeks.
- 2. Second Offense: Student shall be subject to permanent suspension.

Fighting with intent to harm

- 1. First Offense: Automatic suspension for two weeks.
- 2. Second Offense: Student shall be subject to permanent suspension.

Vandalism - Damaging the vehicle, such as cutting seats, breaking windows

- 1. Automatic suspension of bus privileges for two weeks. Restitution for damages must be made not later than the last day of the two week period of suspension. The suspension will continue until payment has been made. Principal will notify the driver when the student is to be allowed back on the bus.

Abusive Cursing Directed Personally at the Driver

- 1. This is an automatic suspension of bus riding privileges for two weeks, and upon investigation could mean the student will not be allowed to ride the school bus for the remainder of the school year. In extreme cases, bus privileges could be denied permanently.

Driving Privilege

1. All students with a driver's license have the privilege to operate automobiles on school property, but are subject to the regulations of Russellville High School.
2. Automobile speed should not exceed 15 m.p.h. This is a State law.
3. Reckless or careless driving is prohibited.
4. Upon arriving at school, students must park their cars in the student parking lot only in the prescribed manner and must immediately leave their car and enter the building.
5. Once a student drives his/her car onto school property he/she is considered at school. He/she cannot leave without permission of the principal. This includes early morning arrival.
6. If a student must return to his/her car for a valid reason during the school day, he/ she must first obtain permission from an administrator.
7. Students are not to park in restricted areas. Parking violation may result in disciplinary action or revocation of driving privileges.
8. Students who drive automobiles to school and park them on school property do so with the understanding that, for good cause, a search of the automobile can be made.
9. Students driving automobiles on campus must, at all time, give the school buses the right of way.
10. A parking permit and an assigned parking space will be required.