

RUSSELLVILLE HIGH SCHOOL



FACULTY HANDBOOK

Mr. Jason Goodwin - Principal

Mrs. Natalie Bendall – Assistant Principal/CTE Director

Mr. Jeremy Clemmons- Assistant Principal

No person shall be denied employment, be excluded from participation, be denied the benefits of, or subjected to discrimination in any program or activity on the basis of race, color, disability, sex, religion, national origin, or age by the Russellville City School System. Equal access shall be available to the Boy Scouts and other designated youth groups. The Superintendent, Heath Grimes, has been designated as the person

coordinating the Russellville City Schools' effort to implement this non-discriminatory policy. If there are questions or concerns; contact him by phone at 331-2000, by e-mail at heath.grimes@rcs.k12.al.us, or in writing at 1945 Waterloo Road, Russellville, Alabama 35653.

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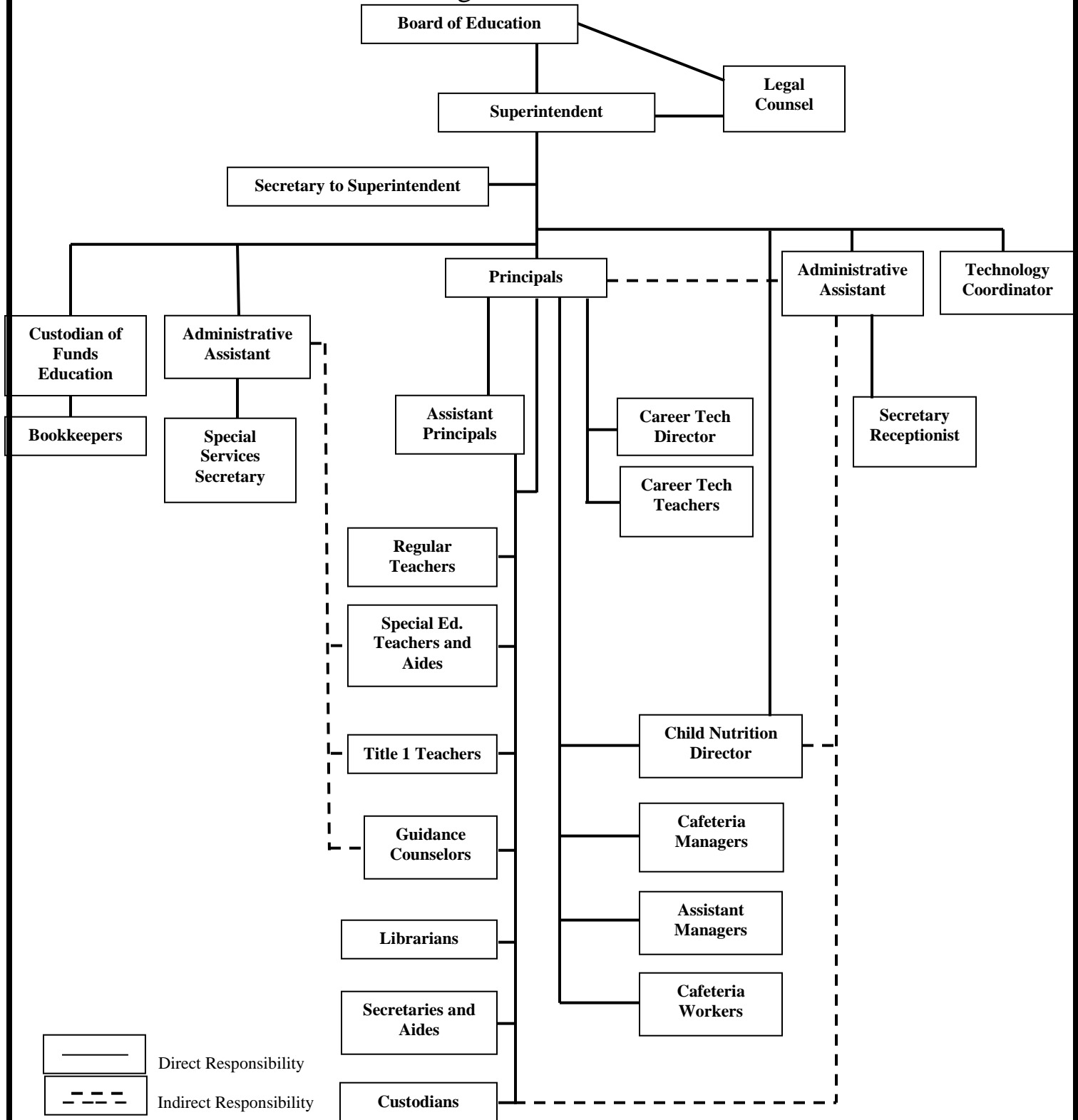
RCS Mission

Pursuing Excellence...
Impacting the Lives of our Students, Our Community,
Our World

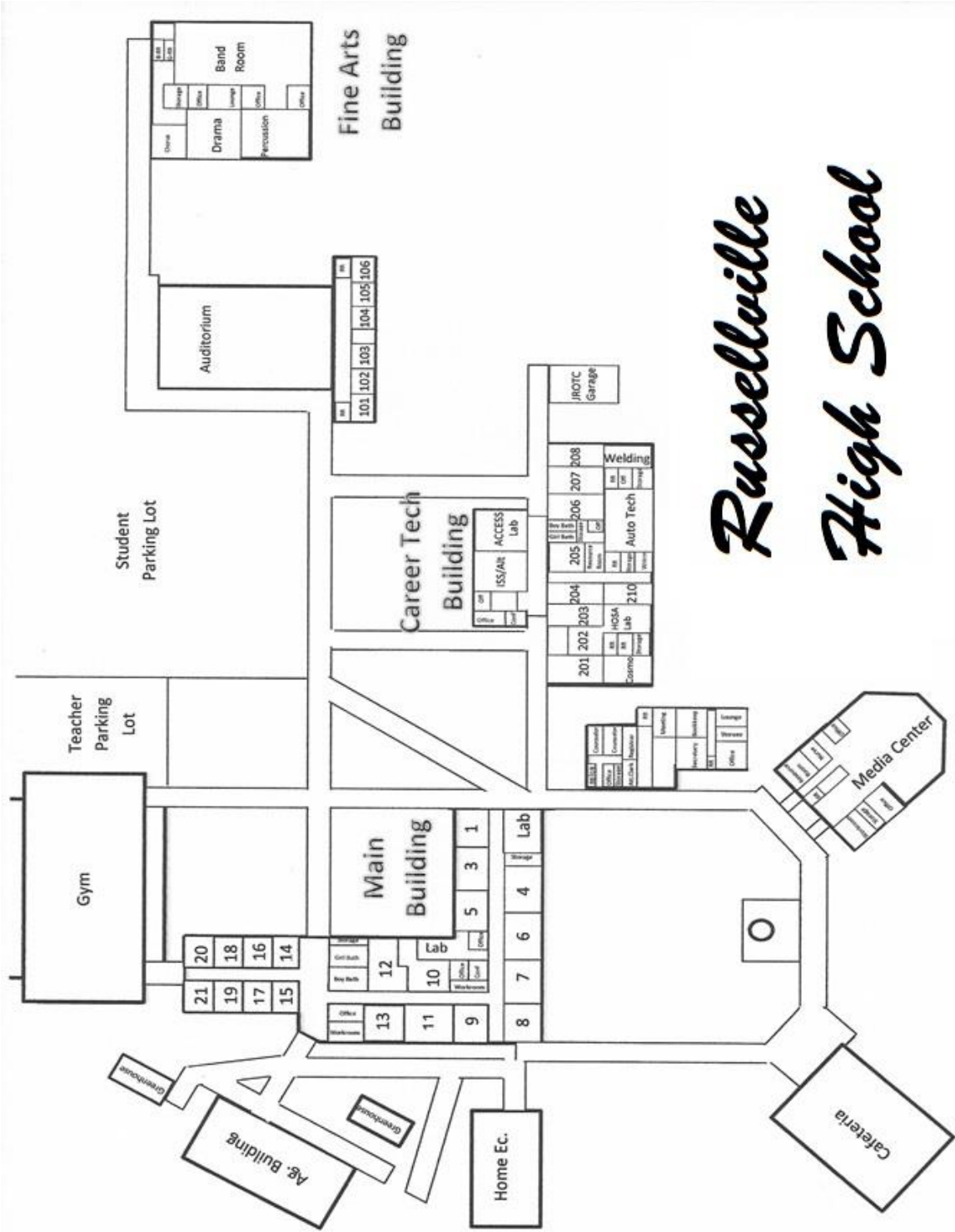
RCS VISION

RCS will be recognized as a leader in our state for excellence in academic growth. We will reach all students through relationships, character building, and strong community involvement, while providing first class facilities, technologies, and engaging educational experiences.

Russellville City Schools Organization Chart



Adopted by the Russellville City Board of Education in its meeting on September 21, 2000



Russellville High School

Map of School

ABSENCES

Absences should be kept accurately by classroom teachers in the teacher report book. Attendance should be recorded in the classroom using INOW classroom module within the first **ten** minutes of each class period.

After a student has been absent from a class, the student should bring a parent note or professional documentation to the Attendance Office. If the student has an EXCUSED absence, the student shall be allowed to make up school work missed during such absence. It is the responsibility of the student to contact the teacher to arrange for make-up work within **three (3) days** after returning to school; otherwise, the student will not receive credit for the work missed during the absence.

If the student has an UNEXCUSED absence, the student should not be allowed to make up school work missed during such absence.

If a student is in the class for at least half of the scheduled time, the student **should not** be counted absent.

ACADEMIC PROGRESS

RHS

Student Success Initiative

The goal of the RHS Student Success Initiative is to ensure that all students receive the instruction and support they need to be academically successful. This is a proactive program that supports both student and teacher.

ACTIVITIES

Teachers are encouraged to attend school functions and events. It is important that students know that the faculty promotes all school functions through their attendance and assistance.

AFTER/BEFORE SCHOOL DETENTION

If a student has violated either classroom or school rules of behavior, then he/she may be instructed by the teacher to remain at school after the regular school day has ended. Students will be given the option of staying the day of the incident or the next school day. The teacher will supervise the student. Students may make-up work and/or receive instructional assistance.

Students who have not behaved in accordance with the code of conduct will be expected to fulfill this obligation regardless of any after school activities. Band, athletics, cheerleading, or inconvenience to a ride home will not excuse a student from this responsibility.

ALTERNATIVE SCHOOL

Russellville High School conducts an Alternative School Program as part of its overall discipline process. The assigned teacher will coordinate the Alternative School which is located at Russellville High School. Students who are assigned to the Alternative School will be expected to follow the guidelines established by the Russellville City Board of Education. Failure to follow established Alternative School procedures could lead to student suspension/expulsion.

Any student serving at least one day of OSS or in the Alternative School will not be allowed to exempt exams.

ANNOUNCEMENTS

Announcements will be sent out to teachers via email and should be read during 2nd block to students. **Announcements should be submitted IN WRITING to the main office by 2:00 p.m. the day before the announcement needs to be made.** Announcements will also be posted on TVs and sent to students' emails each day. There will still be an occasional brief announcement prior to activity period for any unexpected occurrences. The Pledge of Allegiance and a Moment of Silence will occur immediately prior to activity period each morning.

ARRIVAL/DEPARTURE

Teachers– Supervisory and instructional duties of teachers commence a minimum of fifteen (15) minutes prior to the actual arrival and conclude fifteen (15) minutes after the departure of students. Except as may otherwise be provided or required by the Board, the minimum instructional day for teachers is seven (7) hours. Assignments and duties may extend beyond the instructional day and may include off- campus functions, events, and activities; conferences and meetings with parents; supervision of student arrival and departure; and preparation for the following instructional day. Teachers will be provided a minimum of thirty (30) minutes free of instructional and supervisory responsibilities each instructional day.

Exceptions to this policy may only be made by the principal prior to the teacher's late arrival, early departure, or leaving campus during the school day. Teachers who have morning duty should be present at 7:15 a.m.

Students - Students are not allowed to stay in automobiles after arriving at school. Students may not leave school without first obtaining permission and signing out through the Attendance Office. A student is considered in school when he/she is on school grounds. **No class is to be dismissed prior to the bell at the close of the day.** Teachers should instruct students to await verbal dismissal before leaving the classroom. Students should not be standing by the classroom door awaiting the departure bell.

ASSEMBLIES

Assemblies in the auditorium will be posted on the RHS Google Calendar. Teachers should check the calendar regularly for updates and changes. Teachers are to strictly adhere to the Auditorium Seating Chart located in this manual. Teachers are to sit with their respective classes during assemblies. Before each assembly, first block teachers should remind students of the proper behavior expected by students during a performance of any kind. Any student who proceeds to be disruptive during a performance should be asked to report to an administrator.

AT-RISK

RHS provides an at-risk program in which students may be voluntarily or involuntarily assigned. Students may be assigned to the at-risk program for, but not limited to, academic performance, discipline purposes, and/or attendance purposes.

Bring Your Own Device (BYOD) Policy

To morph into a 21st century school, Russellville High School will be implementing the BYOD policy. The Bring Your Own Device policy allows students to bring I-pads, laptop computers, tablets, cell phones and any other electronic device conducive to learning. The policy allows teachers to determine when a student may use the electronic device. By allowing students to use a device that has internet capabilities, teachers will be able to supplement their lesson and increase student engagement.

Any electronic device used without permission will result in a student referral. The following discipline steps will be applied;

- 1st Infraction –The student will receive a warning. The device should be confiscated by the teacher. The teacher should give the phone and a completed referral form to Mr. Clemmons. The device must be retrieved at the attendance office by an adult listed on the student's contact list in I-Now.
- 2nd Infraction-The student will be assigned Saturday School. The device should be confiscated by the teacher. The teacher should give the phone and a completed referral form to Mr. Clemmons. The device must be retrieved at the attendance office by an adult listed on the student's contact list in I-Now.
- 3rd Infraction- The student will be assigned 1 day of In-School-Suspension. The device should be confiscated by the teacher. The teacher should give the phone and a completed referral form to Mr. Clemmons. The device must be retrieved at the attendance office by an adult listed on the student's contact list in I-Now.
- 4th Infraction- The student will be assigned OSS. The device should be confiscated by the teacher. The teacher should give the phone and a completed referral form to Mr. Clemmons. The device must be retrieved at the attendance office by an adult listed on the student's contact list in I-Now.

CELL PHONE/DIGITAL DEVICE TESTING POLICY

School personnel involved in administration of state testing may not use digital devices (including but not limited to telephones, cell phones, MP3 players, cameras, mobile entertainment, social connections, navigation devices, or other telecommunication devices) during test administration. Violations may result in disciplinary action/certification revocation.

Additional disciplinary action may be taken by the LEA.

CHARACTER EDUCATION

Due to legislative act #95-313 which was passed in August of 1995, all systems in Alabama are required to develop a comprehensive character education program. Russellville High School developed a plan which was implemented on November 1, 1995.

CHECK OUT/ CHECK IN

School begins at 7:45. Students who arrive between 7:45 & 7:49 will still be admitted into class but will receive a tardy and will have 3 days to bring a note to excuse the tardy. Students who are not in class by 7:50 must report to the Attendance Office to check-in. Students are required to present a written note or professional verification within **three (3) days**. After three (3) days, check-ins will be declared unexcused. Unexcused check-ins will result in a tardy to school and/or unexcused absences for missed classes.

Students who become sick at school or need to check-out for other reasons may do so only after a parent/guardian has been contacted. Students should report to the Attendance Office if they become sick at school. Parents who come to school to check out a student should report to the Attendance Office. Students who know ahead of time that a check-out is necessary (i.e., dentist's appointment, doctor's appointment) should have the parent call the Attendance Office earlier in the day.

A parent note will be accepted for five tardies/check-ins. Subsequent tardies/check-ins will require professional verification to be excused. Check-outs or check-ins during a class block will show as tardy. Three tardies during a class will count as one absence in that class for exemption purposes. Once a check-out form has been secured, students **MUST** sign-out in the Attendance Office. **Failure to sign out will result in disciplinary action.** Individuals responsible for picking up a student after a check-out at school must be prepared to show "picture identification." Check-in/Check-out excuses will be strictly monitored during special events (i.e., Homecoming Week, Miss RHS Week, Prom Week, etc.). Professional documentation may be required for verification of an absence.

CLASSROOM ENVIRONMENT

1. A good meaningful, interesting instructional plan is the best known method for creating and maintaining a positive learning environment.
2. Remember that the teacher's personality sets the general tone of the class. Teacher behavior influences what goes on in the classroom.
3. Start the year with more attention to classroom management than what you will utilize later in the school year. It is easier to decrease your classroom management as students increase their self-discipline in reaction to your expectations.
4. Always be firm, fair, and consistent.
5. Never punish a whole class, unless you can justify each student's punishment.
6. Overlook fads unless they disrupt the educational process.
7. Try laughing at your mistakes.
8. Remember the line between students and teachers.
9. Show interest in students' out-of-school activities.
10. Stay alert for potential problems to prevent their occurrence.
11. Make your classroom attractive. The students will enjoy helping you.
12. Variety in work and activities creates interest. Do not continue a particular activity beyond the endurance point.
13. Give students genuine praise whenever possible.
14. Don't make an issue of everything.
15. Be careful with seating arrangements. Separate members of talkative, disturbing groups. The teacher has the authority and an obligation to the other students to assign a disruptive student to any seat.
16. Students learn early that they can receive attention by being disruptive and uncooperative, especially if we persist in taking the good for granted, ignoring it, and being silent about it. Recognize and praise the good in every student.
17. Too much attention given to misbehavior can achieve the desired results for a disruptive student. Try to give your attention to desired behavior.

CLASSROOM RULES

SCHOOL-WIDE

1. **Be on time to class.**

You are considered tardy if you are not in your classroom by the time the tardy bell begins to ring.

2. **Show respect for your teacher and for your classmates.**

Disrespectful language, gestures, or attitudes will not be tolerated at Russellville High School. If you are perceived as being disrespectful by a teacher, you have violated this rule.

3. **Do not interfere in any way with the learning taking place in the classroom.**

Talking, making unnecessary noises, being out of your seat without permission, making unnecessary movements are all deterrents to learning.

4. **Follow directions the first time given.**

You should obey directions asked of you by a teacher promptly and without any hesitation.

5. **Come to class prepared with all necessary materials.**

At the minimum, students should have a pencil, paper, and a textbook upon entering a classroom. Some classes may require students to have special items such as protractors, rulers, spiral notebook, etc. As a student, you should be responsible enough to know exactly what items you need for any particular class.

CLUBS AND ORGANIZATIONS

All student organization sponsors are to develop a program of work for their organization before funds are raised and expenditures are made. The program of work for each organization must be on file in the Principal's office no later than August 31st of the current school year.

The two important things that need to be available are: (1) Each student organization should have a program of work on file at the school that indicates how funds will be raised and how they will be expended for the following school year; and (2) separate fund accounting will be maintained for each organization.

The programs of work for these organizations are funded through chapter dues and fund raising activities conducted throughout the year. Following is a list of acceptable expenditures of student clubs and organization monies:

1. A death/illness of a local student organization officer's parent or a teacher advisor for whom flowers are sent for the funeral or to the hospital from the local chapter using funds raised by the chapter.
2. Flowers for the head table, food and plaques/trophies/mementos are purchased for an end of the year awards/recognition/appreciation banquet for chapter members and advisers.
3. A local chapter sponsors a fund raising event such as a beauty pageant. Expenses for flowers, tiaras, ribbons and mementos for judges for the pageant are paid out of monies raised.
4. Monies raised by the members' dues paid voluntarily by members are used for travel to state, regional, or national meetings by chapter members.
5. Monies raised by members are used to pay state and national dues.
6. A chapter raises funds to buy food or clothing for a needy family or individual.
7. Funds raised by a chapter are spent to update equipment and furnishings in a vocational laboratory.

CRISIS MANAGEMENT PLAN

Please refer to the Crisis Management Plan to be familiar with the policies and procedures that are used in all situations.

DELIVERY OF GIFTS

Flowers, balloons, cards, etc., will be accepted in the Main Office for students, but will not be delivered to students during the school day. The Main Office will notify students if they receive a delivery. Students will be required to check with the office **after school** for these items.

Balloons may not be carried home on the school bus.

DELIVERY OF FOOD AND OTHER ITEMS

Any items delivered to a student must be turned in at the Main Office before it can be retrieved by the student. Students may not have food delivered from an off-campus source.

DISCIPLINE

Discipline is necessary if teaching and learning are to take place. In order to have an effective discipline program at Russellville High School, we must all work together and support each other in this area. Consistency is a must. If we will all follow the procedures listed below, most students will learn what is expected and behave accordingly. Teachers should also help supervise between classes by moving to their doors between class changes.

CLASSROOM DISCIPLINE PROCEDURE

1. Each teacher should post the school-wide rules in a highly visible area. Any additional classroom rules the teacher may wish to add to the list should also be posted.
2. If a student violates any of the classroom rules, he/she should expect to be corrected and/or disciplined by the teacher.
3. Consequences of student misbehavior may include:
 - First Offense: Verbal Warning
 - Second Offense: Assigned Seating
 - Third Offense: Student and parent conference via phone, email, or face-to-face by teacher
 - Fourth and Subsequent Offenses: Office Referral
4. If an office referral becomes necessary, the teacher should complete a Discipline Referral and send it with the student to Mr. Clemmons. Teachers should have completed and documented consequences listed above before a student is referred to the office for minor violations. ***Successful communication with a parent/guardian would satisfy the consequence for a third offense.***
5. In the event of extreme incidents, Class II or Class III Violations, teachers should refer students to the office immediately.
6. Teachers will be notified concerning the results of the referral.

DRESS CODE

Dress Code

Students of RHS, with consent of their parents, may determine their own personal dress and grooming standards provided that the dress standards:

1. Do not disrupt, interfere with, disturb, or distract from school activities
2. Do not create health or safety hazards
3. Do not conflict with the following guidelines: *
 - a. **Tank tops, tube tops, halters, razor back tops, or strapless dresses** without a covering jacket, shirt, or blouse will not be allowed.
 - b. **Strapped tops must be two inches across the shoulders, no undergarments should be visible.**
 - c. All shorts, skirts, skorts, and split skirts must be an appropriate length and NOT a distraction/disruption to the learning environment as determined by staff and/or administration.
 - d. Hats, caps, headbands, hoods, and sunglasses **are not to be worn in the school building.**
 - e. Garments with decorations, patches, lettering, advertisement, etc., that may be considered obscene, lewd, or offensive will not be worn at school. This includes any garment or accessory that represents a drug emblem, tobacco product, or any type of alcoholic beverage advertisement on the garment.
 - f. Transparent and/or see-through material is inappropriate.
 - g. No exposed midriffs are allowed.
 - h. **Pants must be worn at waist level at all times.**
 - i. No combs, bandanas, picks, curl caps, etc. can be worn in hair.
 - j. Students may not have hair color or highlights that depict an unnatural human color that is a distraction/disruption to the learning environment as determined by staff and/or administration.

* Clothing, paraphernalia, or devices which are judged to be related to, or associated with hate groups or gang affiliation activity are prohibited. The offending student may be restricted from wearing the clothing, to include particular colors, paraphernalia or device to school for the remainder of the school year with violations subjected to Class II/III dispositions as stated above.

Results of Dress Code Violations

Teachers will be responsible for noticing dress-code violations.

1. Any student who is perceived by the staff as violating the dress code will be given the opportunity to correct the attire.
2. If the attire cannot be readily corrected, the student will spend the remainder of the day in ISS. A second violation will result in the student being assigned to ISS. A third violation will result in assignment to Saturday School.
3. Any student sent to an administrator by a teacher for questionable attire will be asked to change the attire.
4. Extra T-shirts and shorts will be available in the Attendance Office for students to wear.
5. Upon a student's first violation of dress code, he/she will be asked to change the attire. **Upon a student's second violation of dress code, he/she may be subject to the loss of associated attire.**
6. Administration shall determine appropriate dress.

DRUG POLICY

The Russellville City Board Of Education has adopted a drug screening policy for all extracurricular activities. This policy requires all students participating in any extracurricular activity to submit to drug testing on a random basis without advanced notice. When Board officials (employees) have reasonable suspicion to believe a student has violated its Alcohol and Drug Policy, they may require the student to undergo drug testing. Refusing to test or refusing to cooperate with testing will be treated as a positive test for discipline purposes. Please review the complete policy from your copy of the Russellville City Board Of Education Board Policy Manual.

It is the responsibility of every sponsor, coach, director, etc., to maintain a current copy of the consent/release form for each student participating in each respected extracurricular activity. This file should be maintained in the respective teacher's file in his/her classroom or office. It is also the responsibility of the sponsor, coach, director, etc., to collect the needed forms and explain this policy to the students and parents of the activity. If a student participates in more than one extracurricular activity, the consent/release form may be copied from another sponsor, coach, director, etc., but must be on file in each respective activity file.

DUE PROCESS

Due process and equal protection are about state and federal government officials (including state educators) treating those people whom they are charged to teach (and others who have a property or liberty interest) in a fair way. Due process has evolved from the time of our nation's beginning. Now there are specific legal applications of due process to public education and a duty placed in public school educators to know and follow this law.

Due process means "What is fair." There are two types of due process that must be observed in public schools: substantive due process and procedural due process.

1. Substantive due process means that the rules themselves and the overall outcome must be fair.
2. Procedural due process means that the way one implements the rules must be fair; that there must be notice, hearing, and explanation provided.

All public school students are considered to have a constitutional right to both substantive and procedural due process in suspensions, expulsions, cheating, grading, and other areas, but not limited to these areas.

Teachers, please refer to the complete discussion of this topic and be familiar with all aspects of due process.

EQUAL OPPORTUNITY

From the Board Policy Manual, 3.44:

"No person shall, on the basis of race, color, religion, gender, age, ethnicity, marital status, disability if otherwise qualified, political or religious beliefs, national origin, social and family background, or on the basis of the use of a language other than English, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity, or in any employment conditions or practices conducted by this school system except as provided by law."

EVENTS – SCHEDULING

All events, activities, etc., must be cleared through the Principal before being placed on the calendar.

Events, activities, etc., will be scheduled on a "first come..." basis. Any conflicts will be resolved by a conference with all interested parties. System and/or state mandated events will be given preference if there is a conflict.

All use of school facilities must be cleared by the Principal.

EXAM EXEMPTIONS

(Not Applicable for the 2020-2021 School Year)

Students who are absent from any block class no more than three times (no more than 6 times for 5th block/skinny class) during the course and have a passing grade in that class will have the option to choose to exempt the final exam for the class. **All students will be required to take mid-term exams.** For the purpose of exemption from exams, three tardies will equal one absence from a class. Check outs/ins will count as follows: A student must be in class the entire block to be counted present for the full block. A student who is in the class for less than ½ the class will be counted absent for the entire block/period. Check-outs or check-ins during a class block will show as a tardy. Three tardies during a class will count as one absence in that class for exemption purposes. An example is three absences and one tardy totals three and one-third absences and **would** require the student to take the exam. **Students serving at least one day in OSS (Out of School Suspension) or Alternative School will be required to take final exams during the semester in which the course final exam is administered. Students with missing/lost textbooks/library books will not be allowed to exempt final exams until textbooks/library books are returned or paid for in full. Students who owe fees will not be allowed to exempt final exams until all fees are paid.**

EXAM POLICY

(Not Applicable for the 2020-2021 School Year)

Senior students should have the opportunity to retake an exam if failure of the exam results in the student failing the class. A student is not allowed to retake an exam in order to improve academic standing. Senior students will take their **spring** final exams two days earlier than underclassmen. The fourth quarter grades for seniors should end on the day before their spring final exams begin. Teachers may use extra credit, outside assignments, etc., as a part of the total exam grade. A written copy of the teacher's mid-term and final exam must be submitted to the Principal no later than one week prior to the examination day to be kept on file.

EXTRACURRICULAR ELIGIBILITY

Any student who accumulates a total of 10 or more unexcused absences in one school year will forfeit his/her privilege to participate in the following activities: prom, fun field day, graduation commencement, driving privileges, and any other activity determined by the principal. At the discretion of the principal or his designee, a student who accumulates a total of 10 unexcused absences may also be placed in the At-Risk Program.

To be eligible to participate in extracurricular activities, a 10th, 11th, or 12th grader must have passed a minimum of six units of work (including any four core courses) with a composite numerical average of 70 for those six units during the preceding two semesters of attendance. Any four core courses must be included in the six passed and averaged. All 8th and 9th graders must have passed five subjects with a composite numerical average of 70 for those five subjects during the preceding two semesters of attendance (core courses not required). One unit (subject) of physical education may be counted per year. A maximum of two units (subjects) may be earned in an accredited summer school. One of these units could be an accredited correspondence course completed before September 1st. All students must be taking six new units of work (ones not previously passed) during the current year. **It is the student's and coach's and/or sponsor's responsibility to confirm eligibility.**

FACILITIES

The use of school facilities for school events must be cleared in advance by the Principal and listed on the school calendar in the school office.

FACULTY MEETINGS

Faculty meetings will be held on the 1st Wednesday of each month.

If you cannot attend a faculty meeting for any reason, you must notify the Principal in person on the day of the meeting. Please do not schedule conflicts unless there is an emergency. It is your responsibility to collect and complete any forms/tasks given out or discussed at the faculty meeting. Make-up faculty meetings are held at 7:00 a.m. on the morning following a regular faculty meeting. **You must attend the make-up meeting if you missed the regular meeting.**

FEES

Class fees are sometimes necessary for elective courses and will be collected by the teacher using a receipt book. For exam exemption purposes, a document will be used to list the students that haven't paid their class fees. Fee collection is the responsibility of the teacher who assigned the fee and should be done throughout the school year. Teachers may attend registration, graduation practice and any other day fees are collected to collect fees for their class. Class fees will no longer be listed on the school's fee list. The only fees that will be listed on the Russellville High School fee list are fees where payments to outside organizations are made on behalf of the student. These fees include, but are not limited to AP exams, graduation, dual enrollment...etc.

FIELD TRIPS

Requests for all field trips should be made using the fundraiser request (Google Form) **four weeks prior** to the date for the trip. Field trips should be educationally sound. Field trips will be limited to one field trip per club/organization. Teachers must collect a “Student Attendance/Grade Verification” form from each student who will be attending the trip. The form must have all teachers’ signatures for the classes the student will miss while on the trip. Each student must also have written permission from parent or guardian to make the trip. No student who is assigned to in-school suspension on the date of the trip will be permitted to go on a field trip. The sponsor will also be responsible for mailing the trip insurance application prior to departure on the trip. Sponsors should deliver a list of students participating in a field trip to the Attendance Office no later than three days in advance.

Following is a checklist for sponsor/chaperone:

1. Request for the trip (Use Google Form “RHS Field Trip/Fundraiser Approval Form”) - tie your objectives to the State Standards
2. Check with Mrs. Angela Malone about trip insurance (chaperones will need to ride the bus)
3. Remember you will need 1 chaperone per 10 students
4. Check students phone numbers/addresses, and guardian information on INow; if they are not correct please send the change to the office for correction.
5. Students that are *failing one or more classes* may lose the privilege of attending the fieldtrip and must be cleared by the field-trip committee. These students should be notated on the roster submitted to the Mrs. Tracy Malone 5 days before the trip.
6. Students with 5 or more unexcused absences may lose the privilege of attending field trips.
7. Check with Mrs. Jessica Amick to make sure all student medications (including Epi-pen and inhaler) are taken care of.
8. Leave destination of field trip with attendance clerk along with departure and arrival times
9. Leave a cell phone number in office for emergency contacts.
10. Email roster of those who will be attending the trip to attendance clerk.

Committee

1. Jason Goodwin
2. Jeremy Clemmons
3. Natalie Bendall

FINANCIAL PROCEDURES

A cash receipt book is the official fiscal record to be used by any teacher authorized to collect money from subsidiary organizations within the school (classes, clubs, etc.) All receipts will be prepared in duplicate with the original copy given to the student making payment and the duplicate retained in the bound receipt book.

When a receipt book is completed, all receipts used or voided are to be given to the school bookkeeper to be reconciled with the master receipt book. The totals for both books must be equal.

Financial Procedures Reminders

1. Teachers will bring all daily deposits to the office by noon each day.
1. All checks must be endorsed with an **activity account number on the back**.
3. Deposits on the day of football games will be in the office by 12:30 p.m.
4. All bills and statements are due before the 10th of the month to take advantage of discounts.
5. All monies collected by fund raising activities will be receipted in the office daily. This will prevent money being left in a teacher's room overnight and will allow personal checks to clear at the bank.
6. You must return all statements to the school bookkeeper.
7. You must write a receipt for all monies collected from a student. Lists of student names participating in a field trip, with amount of money collected from each one, must be turned in to the office **daily with the deposit for the day**.

FIRE DRILLS

Fire drills have been scheduled into the school calendar, subject to weather conditions. Please remind students that fire drills are to be conducted as quickly and quietly as possible.

A continuous series of off-on, staccato-like bells indicates a fire drill. Teachers will follow fire drill instructions - departing building, student accountability, etc. - until a single, long bell signals that all is clear and that classes may return to the buildings.

Teachers must be absolutely sure that all students under their supervision know exactly what to do in case of a fire drill at any time during the day. Teachers are encouraged to establish classroom rally points consisting of some stationary object outside the school building where the class will gather in case of evacuation.

Main Building:

Building Exit Instructions

Rooms 17, 18, 19, 20, 21

Depart west entrance and move to parking lot.

Rooms 12, 13, 14, 15, 16

Depart north center entrance and move to parking lot.

Rooms 6, 7, 8, 9, 10, 11

Depart southeast entrance and move across drive to band/driver's education range.

Rooms 1, 2, 3, 4, 5

Depart northeast entrance and move to parking lot.

Career Tech Building:

Rooms 201, 203

Depart west front door and move to parking lot.

Rooms 211, 202

Depart east rear door and move across parking lot to grassy area.

Rooms 204, 205

Depart south front door and move to parking lot.

Room 210

Depart east rear door and move across parking lot to grassy area.

Room 206 and MP room

Depart north front door and move to parking lot.

Rooms 207, 208, 209

Depart west front doors and move to parking lot.

Auto Mechanics Shop

Depart east back door and move across parking lot to grassy area.

Auditorium Building:

Rooms 101, 102, 103 Depart south entrance and move to parking lot.

Rooms 104, 105, 106 Depart north entrance and move to parking lot.

Other Buildings:

Cafeteria Depart front door and move to band/driver ed. range

Media Center Depart front door and move across drive to grassy area.

Band/Choral Depart front doors and move to grassy area north
of building

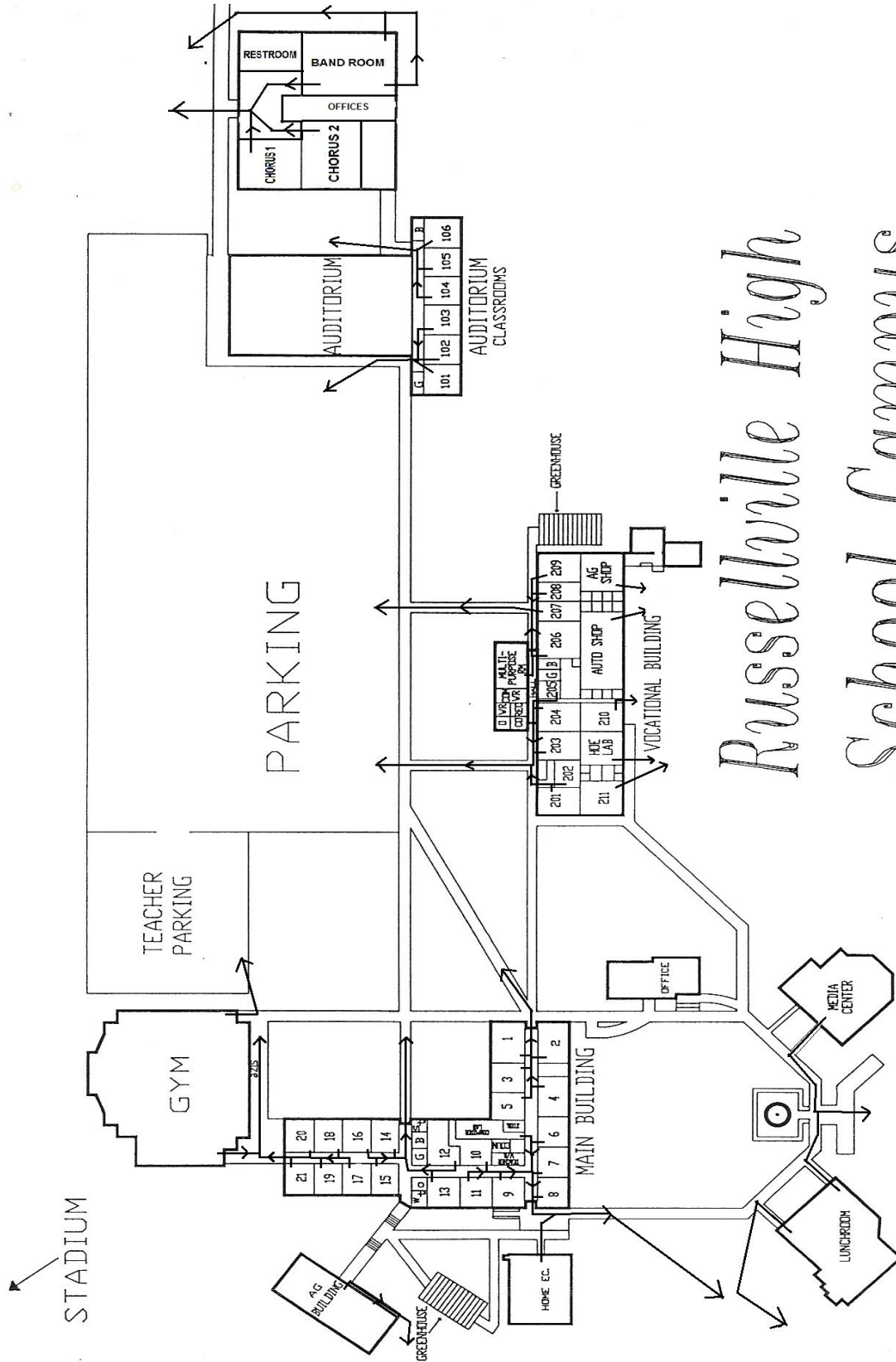
Home Ec./Agriscience Depart door and move across drive to area adjacent to stadium.

Gym Depart building and move across teacher's parking lot to student
parking lot.

Specific Instructions for Fire Drills

1. Teachers should select a reliable student and an alternate to lead his/her class out of the building.
2. Instruct your classes on the procedures and directions for them to follow.
3. The teacher should close the windows and doors to the room.
4. The teacher should be the last one to leave the room, making sure that all students are out.
5. Teachers are to go with the class to designated areas and be alert for other directions if necessary.
6. Classes nearest the exit door should leave first with the other classes following single file.
7. Teachers in classrooms nearest to restrooms need to check for students before exiting the building.
8. P.E. coaches are to check dressing rooms before exiting the building.
9. Go to assigned area away from the building so that students won't be a hindrance to or endangered by emergency vehicles in the event of an actual emergency.
10. Teachers should take their yellow bags so they can call the roll to verify that all students in the class are safely out of the building.

EMERGENCY EVACUATION MAP



*Russellville High
School Campus*

FLOWER FUND

The following are guidelines suggested by the Flower Fund Committee:

1. Flowers will be sent in the event of:
 - A. Illness (Faculty member requires hospitalization)
 - B. Death (Faculty member, spouse, child, parent, sibling or spouse's parent)
2. When the death of a family member occurs, it is requested that a faculty member notify a member of the Flower Fund Committee.
3. A monetary limit, not to exceed \$15 for illness and not to exceed \$30 in the event of a death, has been established for floral purchases.
4. At the beginning of each school year, \$10 will be collected from each faculty/staff member for the Flower Fund.

FUND RAISERS

Obtaining Permission to Conduct a Fundraiser

1. Complete and submit a fundraiser permission form which is available via the shared Google drive titled "Russellville High School" to the appropriate school personnel:
 - Athletics – John Ritter
 - Career Tech Student Organization – Natalie Bendall
 - RHS club/organization – Jason Goodwin
2. Once the fundraiser is approved, submit a purchase order to the bookkeeper for principal approval if items being sold are needed in advance to conduct the fundraiser.
3. Once the principal approves and signs the purchase order, it will then be placed in your box or the bookkeeper will call you to pick it up.
4. Once you receive the purchase order that is signed by the Principal, you are free to place an order with a vendor for the fundraiser.

Collecting, Receipting, & Depositing Money

1. Money collected from fundraiser participants should be deposited to the bookkeeper the day it is collected. If at all possible, do NOT keep money overnight.
 - Money should only be collected from fundraiser participants by the fundraiser sponsor (school employee) or a designated booster club member. It is the expectation of the head coach/fundraiser sponsor to communicate fundraising procedures to all individuals involved.
 - Students should NOT collect money
 - Parents should NOT collect money
2. Every time you collect money from a fundraiser participant, then a receipt should be provided. The total amount collected can be receipted instead of receipting each sale.
 - Fundraisers that span two weeks in length or longer should have periodic checkpoints so that money can be collected from participants.

3. Each deposit should be accompanied by documentation detailing who the money was collected from and should include individual sales #s. This can be a spreadsheet or a copy of the receipts.
 - ALL money collected MUST be deposited. NEVER use any money collected to purchase other items, rewards, or gifts. An additional purchase order is required for such purchases.

Ending a Fundraiser

Upon the completion of a fundraiser, the sponsor must submit the Fundraising Accountability Form which is available via the shared Google drive titled “Russellville High School”. This form should be submitted to the individual that granted permission to host the fundraiser.

- All items purchased via a PO for a fundraiser must be detailed on the Fundraiser Accountability Form. Any discounted items must also be described and listed.

Other Information

- Selling items without approval/permission is a violation of the Russellville City Board of Education Policy Manual.
- Fundraiser activities that include the selling of food products must abide by the Russellville City Schools’ Wellness Policy or be approved and listed on the fundraising exemption list.

3.17 Fundraising

Fundraising activities will be permitted on school or Board property only if the following criteria are satisfied:

- The activity will be held at a time and in a manner that will not be disruptive to the instructional program or to any other school or school system activity or function;
- The activity is designed and intended to support a bona fide school or school system program or activity, or an activity that is consistent with the mission and purposes of the school system;
- Adequate provision has been made for the security and proper accounting of funds collected;
- Other information regarding the nature, scope, and purpose of the activity is provided to school officials upon request; and
- Appropriate arrangements have been made for any special activities to be held in conjunction with the fundraising event.
- All fundraising activities that include the selling of food products must abide by the Russellville City Schools’ Wellness Policy.

GRADING SCALE

100 - 90	A
80 - 89	B
70 - 79	C
69 - Below	NC (No Credit)
I	Incomplete
NCA	No Credit due to Absences
E	Exam Exempted (finals only)

All grades are to be reported in numerical units.
Grades exceeding 100 should not be given.

"Under no circumstance should academic grades be used as a means of maintaining order in the classroom nor should student behavior be included in calculating academic grades. All academic grades should reflect the teacher's most objective assessment of the student's academic achievement."

Board of Education

5.10.3.D. - Chapter V: Pupil Personnel Policy Manual, Russellville City Schools

Grade Change Request Form

School Year: _____

Student Name (Print): _____;

Course Description/Name: _____

	1st Semester	2nd Semester	Course Grade 100%
Current Grade ->			
Change Grade to ->			

Teacher Signature: _____

Note: XX = automatically calculated by INow

Student Name (Print): _____;

Course Description/Name: _____

	1st Semester	2nd Semester	Course Grade 100%
Current Grade ->			
Change Grade to ->			

Teacher Signature: _____

Note: XX = automatically calculated by INow

GRADE COMPUTATION

When using the INOW grade book over the course of a semester/term, it is often difficult to determine or anticipate a student's final grade in the course. Shown below is an explanation and example of how the final course grade is calculated by the computer.

Each course is divided into a fall semester and spring semester. Each semester has two 9 week grading periods. The fall semester grade is composed of the 1st and 2nd 9 week grades. The spring semester grade is composed of the 3rd and 4th 9 week grades. When you post the 9 weeks grade to the INOW server, you are posting in the grades in your grade book for that 9 weeks. When all activities have been graded and recorded in INOW then you move to your "Once the posting icon is turned off, any changes made in the grade book are not recorded on the INOW server. Any grade changes after this point must be made in writing on the appropriate form provided by the counselor's office.

Note: It is important to realize that when considering 9 week grades and the 4 ½ week mid-quarter reporting, if there is no input of a grade for a particular activity (quiz, test, homework, etc...) the computer does **not** calculate this into the running average and may be misleading to the parent. For example, a child may have a 100 average at the end of the 9 week period, but had not turned in class assignments. If you go back and input a grade of "0" for those missed assignments, the student's grade will dramatically drop to a lower grade than was previously reported to the parent at the 4 ½ week mark. It is important to give the parent a true picture of their child's progress at the 4 ½ week mark, therefore it is suggested that all activities with a blank (that will eventually have a grade) be replaced with a zero "0" to give some urgency to the student to get the work turned in. It is no more difficult to change a grade of "0" than it is to change a blank space to a grade when assignments are turned in.

HALL DUTY

Teachers are expected to move to their doorways between classes and to be alert for potential problems in the hallways.

HALL PASSES

All students, including teacher aides, must have a student planner and/or an issued pass from their instructor any time they are in the hallways during class time (after the tardy bell ring). Students who do not have a pass/student planner from their instructor may be referred to the office for possible disciplinary action.

HOMEBOUND STUDENTS

Students will be placed on Homebound Services only with the approval of the Russellville City Board of Education.

Responsibilities of the teacher

1. Provide assignments for the homebound student.
2. Evaluate assignments completed by the homebound student or provide an answer key for the homebound teacher.
3. Communicate with the homebound teacher by written note or telephone as needed.
4. Provide all assignments that have a direct bearing on the student's success in the classroom.

INCLUSION

Inclusion is a term which expresses commitment to educate each child in the school and classroom he or she would otherwise attend. It involves bringing the support services to the child (rather than moving the child to the services) and requires only that the child will benefit from being in the class (rather than having to keep up with the other students). Each semester, special needs teachers will be assigned as co-teachers in a classroom or department where there are students with an IEP. These co-teachers are to assist the regular classroom teacher in meeting the needs of special education students as well as assist with regular education students in the classroom who may be having difficulty succeeding academically.

IN-SCHOOL SUSPENSION

The purpose of the In-School Suspension Program is to provide a means for discipline without jeopardizing the educational process. The In-School Suspension Program should be considered only after the traditional methods of discipline have been used. In-School Suspension is not a replacement for, but should limit, out-of-school suspensions. The program provides students with both a disciplinary consequence and an uninterrupted learning environment. The placement of a student in the In-School Suspension Program is made by an administrator. Teachers are not to send students to ISS.

Under the direction of the assigned instructor students in the program are required to complete a behavioral module specific to the offense for which they are being punished. Students are also required to complete assignments provided by individual teachers. Counseling services by the school counselors are often a component of the student's program.

TEACHER GUIDELINES FOR STUDENTS IN IN-SCHOOL SUSPENSION PROGRAM

1. Classroom teachers will be notified when one of their students is placed in In-School Suspension. Teachers will be asked to complete a form to assign work for a specific number of days.
2. Teachers are encouraged to over-assign work for students in In-School Suspension.
3. Teachers are advised to keep on file with the assigned instructor a "standing assignment" unique to their class to be issued to the student. This action will ensure that the student has plenty to work on while waiting on pertinent assignments from the teacher.
4. Classroom teachers will work closely with the assigned instructor to supply academic assignments and materials for the student. Some reference materials, like computers, are available for student use in the In-School Suspension room.
5. Each teacher will decide and communicate to the assigned instructor how and when tests, projects, and reports are to be completed.
6. Teachers should remember to give explicit directions, by email, of assignments to be completed.
7. All work completed in In-School Suspension will be placed in teachers' boxes for grading.

Students will report directly to the assigned instructor upon arrival at school each day and spend the entire day or assigned period sequestered in a concentrated learning environment. This is intended to isolate the students and to allow them the opportunity to experience success in their academic work.

Assignment to In-School Suspension can only be made by the principal or the assistant principals, but assignment may be based on teacher(s) recommendation for discipline and/or academic problems.

LESSON PLANS

Effective lesson planning is essential to the process of teaching and learning. Lesson plans are important and should be designed with much thought and consideration. There are three major parts to designing an effective lesson plan: deciding what will be taught; deciding how it will be taught; and determining whether the students have learned what was taught.

Lesson Plans will be submitted weekly via Google Classroom.

RHS teacher lessons will be evaluated on the inclusion of the following components; Daily Learning Targets, CCRS Standards, Assessment, Evidence Students Accomplished the desired learning target, Accommodations/RTI, Instructional Activities, and Differentiation Practices used. If you are using AP or pre-AP curriculum, then you may use your lessons and syllabus from A+. Lesson plans are to be dated and the lesson being taught should match the date recorded on the lesson plan for that day.

LUNCH/BREAKFAST PRICES

	<u>Lunch</u>	<u>Breakfast</u>
Students	FREE	FREE
Adult employees	\$3.75	FREE
Visiting adults	\$4.00	\$1.50

MAILBOXES

Each teacher should check his/her mailbox in the office or main building teacher's lounge.

MAKE-UP WORK

Make-up work is to be completed at a time other than during the class in which the absence occurred. The exact time and place for all make-up work shall be determined by the teacher(s). It is the responsibility of the student to contact the teacher(s) to arrange for all make-up work within three (3) school days after returning to school. Otherwise, the student will not receive credit for the work missed during the absence. (See Make-up, Board Policy Manual, Pupil Personnel)

MARRIED STUDENTS

Married students' attendance, check-ins, and check-outs will be monitored by the assistant principal through the office.

MEDICATIONS

School personnel will not administer any medication to a student. Students with specific, prescription medication will take the medicine to the office in a container with their name and a schedule of dosage affixed. The medication will be stored in the school office at all times.

Some students have special medical needs. Teachers will be notified as information is received about students with special needs.

MESSAGES

1. Please check your voice mail each day.
2. All teacher calls, with the exception of emergency calls, will be sent to voice mail.
3. See telephone section for directions.

PERSONAL LEAVE

All school employees will receive two personal leave days funded by the state. In addition, based on the number of years of experience, all employees will be allowed the following:

1. For employees with less than five years' experience, the Board grants one additional day provided the employee pays the costs for a substitute for a third day.
2. For employees with five to nine years' experience, the Board will pay the costs for a substitute for a third day.
3. For employees with ten to fourteen years' experience, the Board will pay the costs for a substitute for two additional days for a total of four days.
4. For employees with fifteen or more years' experience, the Board will pay the costs for a substitute for three additional days for a total of five days.

Personal leave must be taken in whole day increments. Leave is non-accumulative and requires no justification other than the teacher's one week advance notice. In unusual situations, leave will be granted on one-day advance notice. The Board will consider additional personal leave up to five days for those employees with less than twenty years according to the merit of each request. In the event so many teachers request personal leave on the same day that it will be disruptive to the operation of the school, requests will be honored in the order they were received.

PURCHASE ORDERS

1. Complete a purchase order. (Blank purchase orders will be distributed to all teachers; please make additional copies so you will have when needed. We will no longer use the P.O. with a carbon copy)
 - You must attach a quote or estimate of the total amount you are requesting when you submit the completed P.O.
 - You must obtain the booster club president's signature on any P.O. prior to submitting to the principal if purchasing from a booster account.
2. Submit the completed purchase order to Mrs. Angela Malone for Principal approval.
3. Once the Principal approves and signs the purchase order, it will then be placed in your box or the Bookkeeper will call you to pick it up.
4. Once you receive the purchase order that is signed by the Principal, you are free to place an order with a vendor.
 - No order is to be placed without an approved purchase order.
 - Reimbursement for purchases under \$300.00 are for EMERGENCIES only!
(Not Convenience)

*** Purchases which exceed the amount requested on the original P.O. may be the responsibility of the coach/teacher to pay. Overestimate if necessary when obtaining quotes!!!

Professional Development/ Travel Form

1. When travel and expenses are paid from an athletic account, the Professional Development/ Travel Forms should be signed by the Head Varsity Coach of the sport from where the travel will be paid prior to turning in to the Bookkeeper for Principal approval.
2. Professional Development/Travel Forms must be completed and approved PRIOR to attending the event.

Travel Reimbursement Form

1. Once your trip is complete you will complete the Travel Reimbursement Form and turn it in to the Bookkeeper.
2. Be sure to attach all receipts and a copy of your approved PD/Travel Form.
 - Meal receipts should be for your meal only
 - Any amount in excess of \$25 may be the responsibility of the coach
 - All receipts must be itemized.

RECORDS

All student records are maintained in the Main Office vault in one of three categories—current, graduates, or withdrawals.

The information contained within cumulative record folders is considered confidential and should be handled appropriately. Due to an increase in the requests for permanent record folders and resulting increase in the number of folders that have been misplaced, the following procedure has been implemented.

1. Anyone with a legitimate interest in a student may request a cumulative record folder.
2. A counselor or Mrs. McNatt will pull the folder from the files kept in the safe. The person receiving the file will sign the cumulative record form.
3. When the person requesting a cumulative record folder has completed his/her examination, the folder should be returned to the registrar and the name of the person who requested it will be checked off the record form.
4. It will be the responsibility of the person requesting the folder to secure an accurate duplicate if one is lost.
5. Permanent record folders are not to be taken from the administration building except by permission of the Principal.

No list(s) of student information or names will be provided to any outside agency or individual(s) without the Principal's knowledge and approval.

SECURITY

It is the responsibility of all staff members to help protect our school by taking appropriate steps to prevent unauthorized entries. Care must be taken that we do not leave keys unsecured nor allow students ready access and/or use of our keys. It is important that each of us check our areas—doors and windows locked, equipment secured, etc. – before leaving school each day. If you become aware of any problem areas which need attention, please notify the principal or assistant principal immediately.

BABY SHOWER

Policy

1. A baby shower will be given if a faculty member or his spouse is expecting a baby (whether or not it is their first).
2. In the event more than one faculty member is an expectant parent at the same time, the showers will be held together.
3. \$5 will be collected for each expectant parent to be applied toward the expense of the shower and the gift.

SPECIAL ED/ELL – REGULAR ED

Communications

The following should be used as a guideline for communications between the special education/ELL teacher and the regular education teacher. The ultimate goal is the success of each student that we serve.

- Special Education/ELL teacher will meet with the regular education teacher with the first two weeks of the beginning of the term.
- Regular education teacher will receive a copy of the IEP/IELP, or the portion of the IEP/IELP that affects the regular education class for each special education/ELL student served by the regular education teacher.
- The special education/ELL teacher will explain the grading procedure for each special education/ELL student served by the regular education teacher and provide documentation for a modified grading scale (included in the IEP/IELP, from above).
- The special education/ELL teacher will provide a copy of all needed modifications (use modification for regular class form) for each student to the regular education teacher.
- The regular education teacher will follow all modifications and grading scale procedures as outlined in the IEP/IELP.
- There should be a biweekly meeting between the special education/ELL teacher and the regular education teacher to discuss the progress of the student(s) being served.
- Regular education teachers are encouraged to attend IEP/IELP meetings. Please make every effort to attend. A special education/ELL student may be placed in your class without your presence. The regular education teachers input in the IEP/IELP can be a key to the success of the special education/ELL student in the regular education class.
- A copy of each special education student's IEP or ELL student's IELP should be kept on file with the administrator or counselor for reference.
- All correspondence dealing with special education/ELL students must be kept confidential.

SUBSTITUTES

Teachers who expect to be absent from school should follow the following procedures:

RCS contracts substitutes from Spur. Teachers will still be responsible for requesting their subs, but will do so using the Spur “Role Call” system. Teachers will set up individual profiles that include options for preferences and exclusions. More specific information will be sent to all employees before the start of school.

1. Inform the Principal of the date you plan to be out, and the person you have confirmed to substitute for your class.
2. Be sure that your Substitute Folder is completed and is accessible in your classroom.

If you are facing an emergency and time is a crucial factor, please call Mr. Goodwin (324-1444), Mrs. Bendall (577-4497), or Mr. Clemmons (277-8686) as soon as possible and ask for assistance in securing a substitute for your classes.

Instructions for Substitutes

It is very important on the days that you have to be absent from school that specific, detailed plans be in place for your substitute. This will assure you that your students are continuing to make progress.

1. Substitute folder should contain class rosters, plans, Crisis Management Plan Brief and any other special instructions.
2. Please place folder and other materials, either on your desk or in your mailbox when you are absent.

TARDY

Tardy Policy

Tardies are classified into two categories: tardy to school and tardy to class. Tardies to school will be treated as an attendance/truancy and discipline violation while tardies to class will be treated as a discipline violation. The accumulation of tardies begins at the start of each new semester and does not carry over into the next semester.

Tardy to school:

- a. Any student who is not in his\her first block classroom **before the 7:45 a.m.** bell rings will be considered ***tardy to school***.
- b. Students who are obtaining an Admission Slip in the Attendance Office **when the 7:45 a.m.** bell rings will be considered ***tardy to school***.
- c. Students who report to first block from 7:45 a.m. until 7:50 a.m. will be allowed to enter class without a check-in slip; however, they will be counted tardy. Students reporting to class **after 7:50 a.m.** **will not be admitted to class until a check-in slip is secured from the Attendance Office.**
- d. Students who check-in later during the school day as **UNEXCUSED** will be considered ***tardy to school***.
- e. Each tardy will be recorded on a tardy form and referred to the office for necessary consequences.

Tardies 1, 2, 3 – Warning

Tardy 4 – Parent will be contacted by telephone or letter.

Tardy 5 – Student conference with administrator

Tardies 6, 7 – Saturday School

Tardy 8 – Three days of In School Suspension and Early Warning Program

Tardy 9 – Five days of In School Suspension

Tardy 10 and subsequent tardies – Assignment to Alternative School

Tardy to class: (To second, third, and all fourth block classes)

- a. Any student who is not in the classroom **before** the bell rings will be considered ***tardy to class***.
- b. Every 3 tardies acquired in any one class for the year will be equaled to one **absence**.
- c. Each tardy to class will be recorded on a tardy form and the student will receive the appropriate consequence assigned by an administrator. **Tardies will be counted cumulatively for second, third, and fourth block classes. For example, a student who receives two tardies to second block, three tardies to third block, and one tardy to fourth block will have six tardies and will be assigned to Saturday School.**

Tardies 1, 2, 3 – Warning

Tardy 4 – Parent will be contacted by telephone or letter.

Tardy 5 – Student conference with administrator

Tardies 6, 7 – Saturday School

Tardy 8 – Three days of In School Suspension and Early Warning Program

Tardy 9 – Five days of In School Suspension

Tardy 10 and subsequent tardies – Assignment to Alternative School

TEACHER AIDES

Teachers will be allowed to have a student aide this year based on the following guidelines:

1. A teacher should have only one (1) aide per semester, but may be assigned an additional aide if there are no other placements for a student willing to be an aide.
2. A teacher should not have an aide during their planning period.
3. Student aides should be supervised by the assigned teacher during the entire block. This supervision should include the use of computers and Internet.
4. Aides will not be allowed to grade major assignments. (Example: tests, reports, projects, etc.)
5. Aides can help with checking homework, short quiz, etc.
6. Aides should never be allowed to have any access to the teacher's **grade book** or **passwords**.
7. Aides will be expected to be on time to class and remain in class except when running an errand for the teacher. (Examples: checking mail, taking assignments to ISS, etc.)
8. The cooperating teacher and aide must sign a form indicating that they have read and agree to abide by the stated guidelines.
9. Requests for teacher aides will be made using the form below and must have administrative signature for approval.

Russellville High School Teacher's Aide Form Office Aide Form

Note: Teachers may have only one aide per semester. The Principal's or Assistant Principal's signature must be on this application form in order to make any allowances of more than one aide.

Student _____ Grade _____

Teacher _____

Semester _____ Block _____

Teacher's Signature _____
(Required)

This form should be turned in to Mrs. A. Moore or Mrs. Murray

TEACHERS-LEAVING CAMPUS

If you find it necessary to leave campus early for any reason, please notify an administrator before leaving. Any class that is to be left in your absence, which should be as a result of an emergency, should be covered by another teacher. We will not refuse a teacher's reasonable request, but it is very important to make sure that all classes are supervised at all times.

TELEPHONE/CELL USE

Long distance calls for school business are to be made only in the Main Office with the prior permission of the principal or assistant principal. All long distance calls are to be logged at the time they are placed.

Please refrain from answering or using your cell phone in the classroom, hallways or in front of students.

Student's use of the telephone shall be extremely limited. Students will not be allowed to use telephones in the office, auditorium, vocational building, gym, fine arts building, or individual teacher's rooms. In the case of an emergency, students should see an administrator for the use of their telephone. **All student calls should be made in the Attendance Office with Attendance Officer's approval. Do not allow students to use phones in your classroom/office.**

TEXTBOOK ISSUE

Textbooks have been labeled with a barcode to track the book. In addition, a Textbook Agreement Form will be completed to provide a hard copy notating textbooks that have been issued.

1. Teachers will complete the Textbook Agreement Form and have students print and sign their names. This form will be used to collect textbooks.
 2. Mrs. Swinney will go by each class to scan the codes for the student to check the book out.
 3. Classroom sets will be scanned and checked out to the teacher.
 4. Extra textbooks will be stored in the textbook room. See Mr. Clemmons for additional textbooks.
- Please keep only the number of textbooks you need in your classroom.

TOBACCO POLICY

The Russellville City Board of Education intends to maintain a tobacco-free workplace for all of its employees in accordance with the Safe Schools Regulations of the Alabama State Board of Education adopted on May 11, 1995.

All persons are prohibited from using tobacco products on school property. This includes the use of a vape. School property is defined to mean all property under the jurisdiction of the Board of Education including, but not limited to, the facilities and grounds of Russellville High School, Russellville Middle School, Russellville Elementary School, West Elementary School, and the Russellville City Board of Education Administrative Offices.

Personnel who violate this policy will be warned in writing on the first offense, suspended without pay for a week on the second offense, and terminated on the third offense.

TORNADO DRILL

The following storm warnings are used by the Weather Bureau and defined in order of severity:

1. Severe Thunderstorm Watch – means that weather conditions are such that a severe thunderstorm may develop.
2. Severe Thunderstorm Warning – means a severe thunderstorm has developed and will probably affect those areas listed in the bulletin.
3. Tornado Watch – means that the weather conditions are such that a tornado may develop.
4. Tornado Warning – means that a tornado has been formed and sighted and may affect those areas stated in the bulletin.

Action to be taken to each of the above warnings is as follows:

1. Severe Thunderstorm Watch – All teachers will be notified and each teacher should review severe weather plans of operation.
2. Severe Thunderstorm Warning – Relocate all students from campus grounds to main building. (example: Driver's Ed. Range).
3. Tornado Watch – All teachers will be notified, and each teacher should review severe weather plan and open all transom windows and doors in corridors.
4. Tornado Warning – An announcement will be made to students and teachers. Teachers should relocate students to areas offering the greatest tornado resistance.

During the warning, each teacher should relocate the students to the nearest corridor or storage space having a short roof span. The students should be seated in the floor with their backs to the corridor walls. Coats and jackets could be used to cover heads, arms, and legs to reduce the number of injuries from flying missiles of glass and other debris. Students should be located as far as possible from all exterior walls in corridor, particularly if they contain windows or doors.

Each teacher should see that all students are seated in the proper place and are reasonably quiet. Teachers should talk to the students to reassure them in this time of uncertainty. An announcement will be made when the warning bulletin has been lifted in order for teachers to relocate all students back into their classrooms.

TRUANCY REPORTING

Truancy is the habitual and unexcused absence from school. Parents or legal guardians are responsible for requiring children under their control to attend school on a regular basis. If a student becomes truant, parents or legal guardians are legally responsible and may be subject to punishment by law.

In the fall of 1995, the Russellville Board of Education adopted the policies designed by the Franklin County Juvenile Office called the Early Warning Program. Students who have acquired at least five days truancy will be reported to the Early Warning Program.

In the event that a teacher suspects that a student may be truant from class, the teacher should contact the Attendance Office immediately.

UNEXCUSED CHECK-OUTS

Unexcused check-outs- Students will have an opportunity to bring five parent notes for the first five check-outs per semester that are not professionally verified. **Each time a student fails to bring a parent note for a check-out which is not professionally verified, then he or she will be assigned an unexcused check-out and lose the opportunity to bring a parent note.** Students are allowed five unexcused check-outs per semester without facing disciplinary consequences. Upon the sixth unexcused check-out, students will face disciplinary action. All additional check-outs will require a doctor or legal reason for checking in to school.

Unexcused Check-outs 1, 2, 3 – Warning

Unexcused Check-out 4 – Parent will be contacted by telephone or letter.

Unexcused Check-out 5 – Student conference with administrator

Unexcused Check-outs 6, 7 – Saturday School

Unexcused Check-out 8 – Three days of In School Suspension and Early Warning Program

Unexcused Check-out 9 – Five days of In School Suspension

Unexcused Check-outs 10 and subsequent check-outs – Assignment to Alternative School

VEHICLES

Students are not allowed to return to a vehicle, for any reason, during the school day without permission from Mr. Goodwin, Mrs. Bendall, or Mr. Clemmons.

VENDING MACHINE USAGE

Teachers are encouraged to allow students to buy drinks and food from the school's vending machines as a reward to the class or student for good behavior, excellent academic achievement or other motivational endeavors related to good classroom management. Please consider the following guidelines when making use of the vending machines:

1. Vending machines will be available at gymnasium exterior snack room.
2. **DO NOT** send whole classes to the vending machines. You may select up to two students who may take orders for the class and return with the items. Do sign their planner or send with a pass.
3. Remind those students selected to carry the food for the class that they are not to deviate from their most direct route to the machines and back to class.

VIRTUAL SCHOOL

Russellville High School offers students the opportunity to enroll in a Virtual School that will be monitored by Mr. Jay Stanley.

VISITORS

All visitors must report to the office to sign in and obtain a visitor's pass. Visitors include parents of students, university personnel, and special speakers. **Relatives and friends of students are not allowed on campus during the regular school hours.**

VOICEMAIL SETUP INSTRUCTIONS

Press the MSG button on your phone and follow the voice prompts to set up voice mail and password. Contact Mr. Clemmons for default password.

BAD CHECK POLICY

UNCOLLECTED CHARGED MEALS AND BAD CHECK POLICY 8.42*

- I. Students at all schools are to be notified prior to the depletion of their lunch account. The parent/guardian is to be notified and the student is to be given lunch money from a discretionary fund. Any uncollected funds at the end of the fiscal year must be reimbursed with non-public funds. The local PTO or other organization may also wish to provide donations to such a fund in the event that an elementary child does not have meal money.
- II. All adult meals will be paid for unless the meals are part of a special incentive program or the meals are for school food service employees. Parents or other visitors may eat in the cafeterias upon invitation from the school administrators.
- III. Whenever a check is returned, an entry will be made to decrease the revenue source and the cash account. It will then be logged on the "Bad Check Log" and the procedures for Bad Check Collection will be followed.

Only cash, money order, or cashier's check shall be accepted as payment for a bad check. If payment is received within ten (10) days of sending the "Notice to the Maker," the money is deposited with both the notation of redeposit and the name on the returned check written on the deposit slip. A separate receipt will be written for the service charge. After money has been received to cover the amount of the check and the service charge, the returned check may be returned to the person who wrote the check.

If the returned check is not collected, it will be turned over to the Custodian of Funds for processing through the District Attorney's Worthless Check Unit. When collection is made, the deposit is entered into the books by debiting cash and crediting the revenue source.

LIBRARY/MEDIA CENTER/COMPUTER LAB

Teachers are invited and encouraged to routinely use the Media Center. You may contact Mrs. Swinney at Ext. 1330 for help/suggestions for a unit(s). You are also encouraged to let her know of other ways the center may assist you.

Hours: 7:25 a.m. – 3:20 p.m., Monday – Thursday, or as needed
7:25 a.m. – 3:00 p.m., Friday or as needed

Planners/Passes: Please send signed planners or pass with individual student or small groups.

Classes: Please schedule time in the Media Center and/or Computer lab in advance as far as possible. However, always feel free to check for availability on short notice, when needed.

Media Center: Please accompany your classes to the Media Center. However, individuals and small groups are welcome as long as space is available.

Computer Lab: Please remember the computer lab has twenty-eight computers. The Library Media Specialist is responsible for scheduling (ext. 1330) for the computer lab. You must accompany and be responsible for your classes) in the lab. You may, however, schedule the Media Center when you have a substitute.

Automation: Atrium Automation System is used. Bibliographies may be constructed at your request.

Periodicals: Current issues are shelved in reading holders in the Leisure Reading section. Back issues are kept for three years, with some a longer period depending on title. Additional periodicals are available on the Internet, via Alabama Virtual Library.

Alabama Virtual Library (AVL) is available for both school use and home use. This is free service of qualified and reliable sources accepted by teachers and instructors. This service is provided by the State of Alabama. Geolocation has made home access of the AVL much easier. Anyone within the state of Alabama can access it without having to obtain an AVL card. If traveling outside the state or living near a state line, an AVL card may be necessary. These can be obtained at the media center. AVL can be accessed through the high school web page or by typing Alabama Virtual Library into the search area.

AVL is composed of thousands of resources, including full text magazine articles, electronic reference books, encyclopedias, medical information, statistical sources, homework aids, etc.

Video tapes are listed on Atrium; therefore bibliographies can be generated.

Equipment: the following equipment is available for teacher use:

LCD Projectors (1)	Portable 80" screens (2)
Tripod screens	Video Camera
Audio Cassette Players	

For repairs of permanent room equipment or for AV bulbs, please see Mr. Clemmons.

RUSSELLVILLE CITY SCHOOLS

2020-2021 SCHOOL CALENDAR

Teacher Days PD.....	Thursday-Tuesday, August 6-18, 2020
Senior Day	Wednesday, August 19, 2020
Junior and Sophomore Day	Thursday, August 20, 2020
Freshman Day.....	Friday, August 21, 2020
First Day of School (all students).....	Monday, August 24, 2020
Labor Day Holiday	Monday, September 7, 2020
Fall Break.....	Monday-Tuesday, October 5-6, 2020
Teacher Workday.....	Wednesday, October 7, 2020
WorkKeys (12 th Grade).....	October 8, 2020
School Half-Day (Homecoming).....	Friday, October 16, 2020
Report Cards.....	Thursday, October 22, 2020
Veterans Day Holiday.....	Wednesday, November 11, 2020
Student Virtual Days.....	Monday-Tuesday, November 23-24, 2020
Thanksgiving Holidays.....	Wednesday-Friday, November 25-27, 2020
Mid-Term Exams.....	Wednesday-Thursday, December 16-17, 2020
School Half-Day.....	Friday, December 18, 2020
Christmas Holidays.....	Monday, December 21, 2020-Tuesday, January 5, 2021
Teacher Workdays	Monday-Tuesday, January 4-5, 2021
Students Return to Class	Wednesday, January 6, 2021
Report Cards.....	Thursday, January 7, 2021
Martin L. King, Jr. Day	Monday, January 18, 2021
President's Day.....	Monday, February 15, 2021
ACT (11 th Grade), Mock ACT (9 th and 10 th).....	Tuesday, March 9, 2021
Report Cards.....	Thursday, March 18, 2021
Spring Break	Monday-Friday, March 29-April 2, 2021
Spring Holiday.....	Friday, April 30, 2021
AP Exam Dates	Monday-Friday, May 3-14, 2021
Senior Exams	Wednesday-Thursday, May 19-21, 2021
Final Exams (grades 9-11)	Monday-Friday, May 24-27, 2021
Student Half-Day (Last Day)	Friday, May 28, 2021
Graduation.....	Friday, May 28, 2021
Memorial Day Holiday	Monday, May 31, 2021

175 Instructional Days

- First Semester – 80 Student Days (August 19, 2020 – December 18, 2020)
- Second Semester – 95 Student Days (January 6, 2021 – May 28, 2021)

12 Teacher Days

- 9 Teacher Days (August)
- 1 Teacher Day (October)
- 2 Teacher Days (January)

Exam Schedule (Grades 9-12)

Mid-Term Exams.....	Wednesday-Thursday, December 16-17, 2020
Senior Exams	Wednesday-Thursday, May 19-21, 2021
Final Exams (grades 9-11)	Monday-Friday, May 24-27, 2021

Nine-Week Grading Schedule

October 15	End of 1 st nine weeks.....	Report cards October 22
December 18.....	End of 2 nd nine weeks.....	Report cards January 7
March 11.....	End of 3 rd nine weeks.....	Report cards March 18
May 28	End of 4 th nine weeks.....	Report cards May 28

PREPARATION PERIOD

(Teachers that have planning and extracurricular assignments during 5th are not listed)

Semester 1				
1	2	3	4	5(Skinny)
Boyd Coan Lier Martinez, A Smith, M Stanford Willis, G	Bowles Nichols Ray	Colagross Conner Grissom Little Moore, J Willis, J	Bonds Carroll Heaps Odom, J Stanley Watts	Burney Ergle Oliver Perez Ray Smith, M Smith, P Swinney Venable

Semester 2				
1	2	3	4	5(Skinny)
Coan Holland Nichols Odom, P Swinney Taylor Watts Willis, G	Boyd Colagross Conner Moore, J Smith, P	Bendall, H Bonds Grissom Lier Martinez, A Willis, J	Carroll Heaps Little Martinez, E Mayfield Venable Watts	Burney Ergle Oliver Perez Ray Smith, M Smith, P Swinney Venable

TELEPHONE EXTENSIONS

1307	Attendance Office	1312	Lunchroom, RHS
1010	Balentine, Chris	1315	Main Building Office
1105	Bendall, Hannah	1104	Maggerise, Richard
1302	Bendall, Natalie	1306	Malone, Angela
1015	Bonds, Jill	1307	Malone, Tracy (Attendance)
1019	Bowles, Roxanne	1017	Martinez, Alma
1001	Boyd, Heather	1020	Martinez, Edmund
1101	Burney, Kim	1020	Mayfield, Stephanie
1021	Carroll, Rachelle	1305	McNatt, Nina
1345	Chorus (Rush)	1372	Moore, Alissa
1303	Clemmons, Jeremy	1207	Moore, Jay B.
1392	Coach, Defensive	1371	Murray, Michelle
1391	Coach, Offensive	1212	Nichols, Donnie
1213	Coan, Cindy	1310	Nurse (Amick, Jessica)
1204	Colagross, Brea	1003	Odom, Jonathan
1355	Computer Lab	1320	Odom, Patrick –Gym
1313	Conference, RHS	1202	Oliver, Stephanie
1205	Conner, Michael	1004	Perez, Loraine
1211	Cosmetology (Keeton)	1009	Ray, Hunter
1018	DeArman, Susan	1007	Reach, Barry
2101	Dowdy, Randy	1390	Ritter, John
1209	Early Childhood (Richey)	1320	Ritter, Ronnie - Gym
1209	EMS (Flannagin)	1331	Robinson, Sharon
1008	Ergle, Kim	1011	Smith, Mallory
2102	Farris, Caley	1014	Smith, Patrice
1385	Fieldhouse – Old, RHS	1010	Stanford, Trey
1016	Gilmer, Beth	1360	Stanley, Jay
1321	Girls Basketball – Groce	1340	Stephenson, Scott
1301	Goodwin, Jason	1007	Stone, Rocky
1106	Grissom, Melissa	1330	Swinney, Alana
1335	Groce, Jermaine	1005	Swinney, Mandy
1311	Hallman, Renay	1102	Taylor, Kyle
1103	Heaps, Chris	1013	Venable , Tabitha
1203	Holland, Anna Kay	1215	Voss, Brett
1304	ISS/Alternative Room	1012	Watts, Nicole
1398	Kitchen, Field House	1208	Welding (Steele)
1206	Lier, Norman	1340	Willis, Jeremy
1006	Little, Kaitlyn	1210	Willis, Gabe

ACTIVITY/INTERVENTION/CLUB PERIOD

(Procedure for 2020-2021 School Year TBD)

Between first and second blocks, students will have a break for snacks and/or support in classes where they are struggling. On Fridays, students will have the opportunity to participate in regularly scheduled club meetings. Students are encouraged to become involved in club activities in order to develop leadership and interpersonal skills.

- Any student who is failing a class must participate in intervention during their assigned time.
- Teachers are responsible for informing students if they need to attend intervention.
- Students struggling in a class may request to attend intervention time.
- Students who are passing their classes will be allowed to attend activity period each day.
- Students will still attend club meetings as planned during activity period on Wednesdays as in the past, but only if they are passing. If a teacher has a club meeting scheduled, then their intervention should be rescheduled for the following week.

Activity Period Expectations

- Follow all school rules during activity period.
- Clean up snack area when finished. All garbage must be disposed of properly.
- Be on your best behavior during activity period. All prior activity period rules still apply.

Activity Period Sales Team

Activity sales will take place in the gym. Workers will need to report to the gym at 9:00 to set-up and prepare for the students. If you have a 1st block class, then report at the end of 1st block.

<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>
Mayfield	Bowles	Martinez, E	Bonds	Odom, J
Martinez, A	Nichols	Little	Boyd	Maggerise

Activity Period Supervision

Gym: The following teachers will supervise the gym with Coach Odom.

<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>
Reach	Stanford	Balentine	Groce	Voss

Main Building English/Math Intersection:

<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>
Carroll	Venable	Gilmer	DeArman	Smith, P

Main Building Math/Science Hall:

<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>
Ergle	Smith, M	Ray	Swinney, M	Perez

Parking Lot/Outside Area: Clemmons, Conner, Lier, SRO

Fine Arts: Willis, J, Stephenson, Rush

Career Tech: CTE Teachers – Please stand at your door to monitor halls and exterior areas.

Auditorium Hall: Teachers – Please monitor hall and sidewalks.

NEW EMPLOYEE ADVISOR/MENTOR

To assist new employees in becoming familiar with the instructional program, facilities, and administrative procedures of Russellville High School, the following employees will serve as advisors.

New Employee
Jonathan Odom

Advisor
Mandy Swinney

NEW TEACHER MENTORS

New Employee
Hunter Ray

MENTOR
Kim Ergle

EVALUATION ASSIGNMENTS 2020-2021

All employees will be observed according to the policies and procedures of the Educate Alabama Program. After observation, employee will complete ELEOT tool. Administrator will schedule convenient time to meet with the employee to discuss observation.

Goodwin	Clemmons	Bendall
Balentine	Boyd	Bonds
Bendall, H	Burney	Bowles
Carroll	Ergle, K	Coan
DeArman	Groce	Colagross
Little	Heaps	Conner
Maggerise	Mayfield	Gilmer
Martinez, E	Moore, A	Grissom
Odom, J	Murray	Holland
Ray	Perez	Lier
Reach	Smith, M	Martinez, A
Ritter, J	Smith, P	Moore, J
Swinney, A	Stanford	Nichols
Venable	Stanley	Odom, P
Watts	Swinney, M	Oliver
Willingham	Taylor	Willis, G
	Voss	Willis, J

BELL SCHEDULE

TIME	BLOCK/PERIOD	3 rd Block Lunch	
7:15	Group A Bus Drop-off		
7:15 – 8:15	Zero Period <i>Teacher Virtual Class Period</i>	TIME	GROUP
8:10	Buildings Open	11:05	Red
8:10	Call to class	11:15	Blue
8:15	Group B Bus Drop-off	11:25	Green
8:20 – 9:35	First Block	11:35	Orange
9:35 – 9:40	Transition	11:45	Purple
9:40 – 10:55	Second Block	11:55	Yellow
10:55 – 11:00	Transition	12:05	Aqua
11:00 – 12:34	Third Block	12:15	Lime
12:34 – 12:39	Transition		
12:39 – 1:54	Fourth Block		
1:54 – 1:59	Transition		
1:59 – 2:40	Fifth/Skinny Period		
2:40	Group B Bus Riders		
2:45	Drivers and Car Riders		
3:10	Group A Bus Riders		
AFTERNOON ACTIVITY SCHEDULE			
TIME	BLOCK/PERIOD		
12:39 – 1:39	Fourth Block		
1:39 – 1:44	Transition		
1:44 – 2:20	Fifth Block		
2:20 – 2:40	Activity Period		
2:40	<ul style="list-style-type: none"> • Group B bus riders report to loading area • Drivers, Car Riders and Group A bus riders report back to their 5th period 		

Auditorium Seating Chart 2020-2021

1st Block

RITTER, J

STEELE

STONE

SMITH, P/RUSH

FLANNAGIN

ODOM, P/RITTER, R

RICHEY

CONNER/LIER

VENABLE

RAY

CARROLL

WATTS

BOWLES

GILMER

DEARMAN

BONDS

BAL/STAN

MARTINEZ, A

MOORE, J

SWINNEY, M

ERGLE

ODOM, J

SMITH, M

COLAGROSS

LITTLE

BOYD

PEREZ

OLIVER

STANLEY

MAYFIELD/MARTINEZ, E

NICHOLS

MAGGERISE

KEETON

TAYLOR

HOLLAND

BENDALL, H

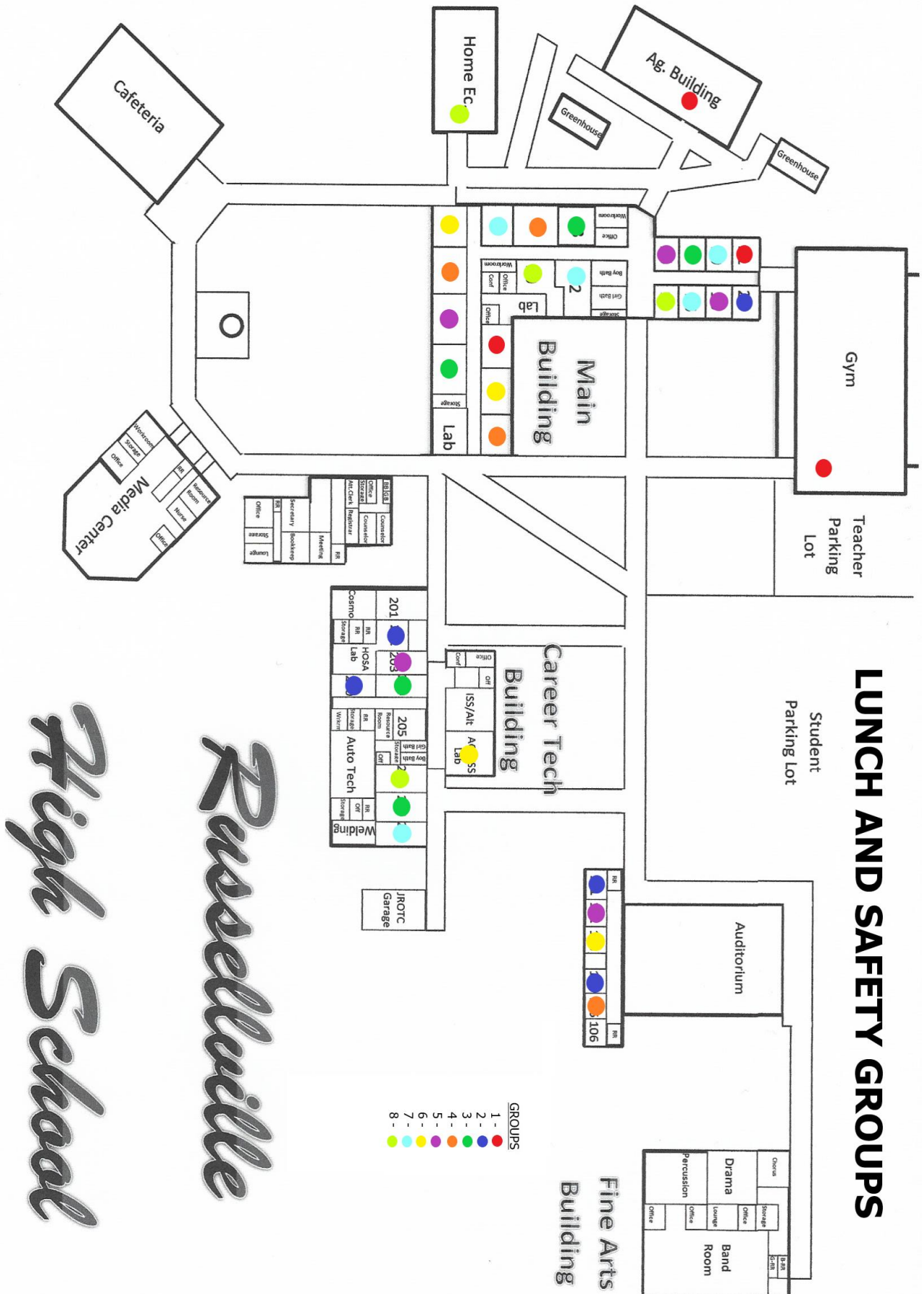
HEAPS

BURNEY

GRISSOM

STAGE

LUNCH AND SAFETY GROUPS



Russellville
High School

DRILL SCHEDULE

The following is a tentative schedule of drills mandated by the State Department of Education. Times will be chosen based on opportunities that will protect the maximum amount of instructional time. Due to social distancing guidelines, the schedule will group classes using our color grouping. Dates are subject to change due to weather and other unforeseen situations that occur during a school day.

Date	Type of Drill	Location	Time
August 26, 2020	Evacuation/Fire Drill	Red, Lime, Yellow	TBA
September 9, 2020	Lockdown Drill	Total School	TBA
September 23, 2020	Evacuation/Fire Drill	Blue, Green, Orange	TBA
September 28, 2020	Severe Weather Drill	Red, Lime, Yellow	TBA
September 29, 2020	Severe Weather Drill	Blue, Green, Orange	TBA
September 30, 2020	Severe Weather Drill	Purple, Aqua	TBA
October 28, 2020	Evacuation/Fire Drill	Purple, Aqua	TBA
November 18, 2020	Evacuation/Fire Drill	TBA	TBA
December 2, 2020	Evacuation/Fire Drill	TBA	TBA
January 13, 2021	Lockdown Drill	Total School	TBA
January 27, 2021	Evacuation/Fire Drill	Red, Lime, Yellow	TBA
February 10, 2021	Severe Weather Drill	Red, Lime, Yellow	TBA
February 11, 2021	Severe Weather Drill	Blue, Green, Orange	TBA
February 12, 2021	Severe Weather Drill	Purple, Aqua	TBA
February 24, 2021	Evacuation/Fire Drill	Blue, Green, Orange	TBA
March 17, 2021	Evacuation/Fire Drill	Purple, Aqua	TBA
April 21, 2021	Evacuation/Fire Drill	TBA	TBA
May 5, 2021	Evacuation/Fire Drill	TBA	TBA

Safety Groups	1	2	3	4	5	6	7	8
Color	Red	Blue	Green	Orange	Purple	Yellow	Aqua	Lime
Teacher	Carrol Conner <i>Fine Arts</i> Nichols Odom, P Ritter, R Swinney	Burney Maggerise Martinez, E Mayfield Oliver Willis, G	Colagross Martinez, A Moore, J Perez Venable	Bendall, H Boyd <i>ISS/Alt</i> Keeton Reach Stone Smith, M Steele	Bonds DeArman Holland Little <i>Main Office</i> Taylor	Ergle Heaps <i>Media Center</i> Odom, J Stanley Voss	Bowles Gilmer Grissom Ray Watts <i>(201)</i> <i>(209)</i>	Balentine Coan <i>Fieldhouse</i> Lier Smith, P Stanford

Lunch Schedule 2020-2021

This year classes will follow the lunch schedule listed below. At the designated time, students will follow their lunch routes and go **directly** to the cafeteria, pick-up lunch, and return **directly** to class. Teachers in the same hall will coordinate a time for their classes to throw away trash in cans located in their hallway.

Lunch	1	2	3	4	5	6	7	8
Color	Red	Blue	Green	Orange	Purple	Yellow	Aqua	Lime
Time	11:05	11:15	11:25	11:35	11:45	11:55	12:05	12:15
Teacher	Carrol Nichols Odom, P Ritter, R Swinney	Burney Maggerise Martinez, E Mayfield Oliver Willis, G	Colagross Martinez, A Moore, J Perez Venable	Bendall, H Boyd Reach Smith, M	Bonds DeArman Holland Little Taylor	Ergle Heaps Odom, J Stanley	Bowles Gilmer Ray Watts (209)	Coan Graham (Eat in café) Lier Smith, P Stanford

SUPERVISION ASSIGNMENTS

Supervision is important to the operation of the school. Your support and attention to the assigned duties will help to make this year one of the best. Morning supervision assignments begin each day at 7:15 am and end at 8:10 am. Afternoon supervision assignments begin at 2:45 pm and end at 3:05. Regardless of the weather, students should not be permitted to go to lockers, restrooms, or other parts of the building before the 8:10 bell. Teachers that do not have a supervision assignment should be at their classroom door at 8:10 a.m. when the first bell rings. Do not admit students to your room until you are ready to assume responsibility.

Restrooms

All restrooms should be checked every period. If you are located close to a restroom, check between classes to see that everything is in good order. Agriscience, and Home Economics should also be checked. Report any problems to Mr. Goodwin, Mrs. Bendall, or Mr. Clemmons.

Early Parking/Bus Area

The bus unloading area in front of the auditorium and the parking lot area should be supervised every morning beginning at 7:15 a.m. Supervision should continue until 8:10 a.m. Bus students should use the sidewalk when traveling to their destination and refrain from walking across the parking lot. Students are not allowed to remain in their cars once they have come on campus and parked their vehicles. There should not be any loud music or noises in the parking lot. Students may not come on campus and leave without checking out through the Attendance Office. Students are to pull straight into the assigned parking area (no backing or pulling through).

Morning Parking Lot

The parking lot area should be supervised beginning at 7:15 p.m. This should take place under the awning in front of the Career Tech Building. Students should observe all traffic laws as they arrive to campus.

Afternoon Parking/Bus Area

The parking lot area should be supervised beginning at 2:51 p.m. This should take place at the bus loading area. Students should leave the parking area in an orderly fashion and not be playing loud music and/or making inappropriate noises. All traffic laws should be observed.

Outside Front Circle Area (Morning/Afternoon)

This area should be patrolled to keep students from leaving the campus in the mornings after arriving at school. Teachers should be visible and direct students into the proper areas in the mornings. These teachers should be on duty by 7:15 a.m. each morning and stay until the 8:10 a.m. bell rings. An administrator will be available if assistance is needed. The area in front of the school should be supervised beginning at 2:51 p.m. The students should wait in an orderly fashion and remain under the covered area or by the flag pole. Students are not allowed to wear hats, sunglasses, etc. The same rules apply as during regular school time. Teachers in this area should stay until 3:05. An administrator will be available for assistance.

Fine Arts/Parking Lot

The Fine Arts Building is to be supervised every morning beginning at 7:15 a.m. This teacher should watch the areas behind and beside the fine arts building (between the fine arts and auditorium). This duty will end at 8:10 a.m. when the doors are opened for students to enter. Teachers should then supervise their areas inside the building. J. Willis and Stephenson will supervise this area.

Career Tech Building

Colonel Lier will supervise the Career Tech building each morning and afternoon. Doors open at 8:10 a.m.

Library Media Center

Mrs. Swinney and Mrs. Robinson will be in the Media Center each morning to supervise this area. Students will only be allowed to enter the media center in the mornings to work on school work that directly involves using the Media Center. Students must secure the permission of the media staff to work before school. The media center will be supervised beginning at 7:15 a.m. and ending at 8:10 a.m.

Fieldhouse

The fieldhouse will be supervised beginning at 7:15 a.m. by J. Ritter and Balentine.

All Classroom Teachers

Each classroom should be checked before leaving each day. If you share a classroom, then please be responsible to check before leaving. All windows should be closed and the air conditioning/heating should be checked. Lights should be turned off. It is a good idea to lock classroom doors each night. Supervision is important to the operation of the school. Your support and attention to the assigned duties will help to make this year one of the best.

Each morning before school starts, the custodians will unlock the Main Building doors at 8:10 a.m.

Regardless of the weather, students should not be permitted to go to lockers, restrooms, or other parts of the main building before the 8:10 a.m. bell. At 8:10 am, the career tech doors will be unlocked and assigned teachers will unlock the history wing. All teachers not supervising an area should be at their classroom doors at 8:10 a.m. Do not admit students to your room until you are ready to assume responsibility.

Assist students with mechanical problems in the parking lot –Moore, J

WEEKLY SUPERVISION ASSIGNMENTS

Teachers assigned to a morning duty should supervise the area from 7:15 – 8:10. Teachers assigned to an after-school duty should report to the area of supervision immediately after school. After-school supervision ends at 3:15. Upon arriving to school band students should report to the band room and football players should report to the fieldhouse.

Semester 1						
7:15 Holding Rooms						
Week of School	Afternoon Bus Area	Selected ELL Main Building Room 20	Group A Bus Riders Gym <i>(Primary-Odom, P, Groce/Voss Alternate)</i>	Circle Students Media Center	Morning Front Circle	Afternoon Front Circle
Aug. 19-21	Ergle, K	Mayfield/ Martinez, E	Odom, P/ Groce/ Voss	Swinney,A/ Robinson	Groce/ Voss	Little
Aug. 24-28	Grissom	Mayfield/ Martinez, E	Odom, P/ Groce/ Voss	Swinney,A/ Robinson	Groce/ Voss	Boyd
Aug. 31-Sept 4	Oliver	Mayfield/ Martinez, E	Odom, P/ Groce/ Voss	Swinney,A/ Robinson	Groce/ Voss	Ray
Sep. 8-11	Martinez, A	Mayfield/ Martinez, E	Odom, P/ Groce/ Voss	Swinney,A/ Robinson	Groce/ Voss	Watts
Sep. 14-18	Bonds	Mayfield/ Martinez, E	Odom, P/ Groce/ Voss	Swinney,A/ Robinson	Groce/ Voss	Colagross
Sep. 21-25	Carroll	Mayfield/ Martinez, E	Odom, P/ Groce/ Voss	Swinney,A/ Robinson	Groce/ Voss	Holland
Sep. 28-Oct.2	Smith, M	Mayfield/ Martinez, E	Odom, P/ Groce/ Voss	Swinney,A/ Robinson	Groce/ Voss	Coan
Oct. 8-9	Smith, P	Mayfield/ Martinez, E	Odom, P/ Groce/ Voss	Swinney,A/ Robinson	Groce/ Voss	Ergle, K
Oct. 12-16	Moore, J	Mayfield/ Martinez, E	Odom, P/ Groce/ Voss	Swinney,A/ Robinson	Groce/ Voss	Grissom
Oct. 19-23	Conner	Mayfield/ Martinez, E	Odom, P/ Groce/ Voss	Swinney,A/ Robinson	Groce/ Voss	Oliver
Oct. 26-30	Martinez, E	Mayfield/ Martinez, E	Odom, P/ Groce/ Voss	Swinney,A/ Robinson	Groce/ Voss	Martinez, A
Nov. 2-6	Lier	Mayfield/ Martinez, E	Odom, P/ Groce/ Voss	Swinney,A/ Robinson	Groce/ Voss	Bonds
Nov. 9-13	Swinney, M	Mayfield/ Martinez, E	Odom, P/ Groce/ Voss	Swinney,A/ Robinson	Groce/ Voss	Carroll
Nov. 16-20	Nichols	Mayfield/ Martinez, E	Odom, P/ Groce/ Voss	Swinney,A/ Robinson	Groce/ Voss	Smith, M
Nov. 30-Dec. 4	Willis, G	Mayfield/ Martinez, E	Odom, P/ Groce/ Voss	Swinney,A/ Robinson	Groce/ Voss	Smith, P
Dec. 7 - 11	Little	Mayfield/ Martinez, E	Odom, P/ Groce/ Voss	Swinney,A/ Robinson	Groce/ Voss	Moore, J
Dec. 14-18	Boyd	Mayfield/ Martinez, E	Odom, P/ Groce/ Voss	Swinney,A/ Robinson	Groce/ Voss	Conner

Semester 2

7:15 Holding Rooms						
Week of School	Afternoon Bus Area	Selected ELL Main Building Room 20	Group A Bus Riders Gym <i>(Primary-Odom, P, Groce/Voss Alternate)</i>	Circle Students Media Center	Morning Front Circle	Afternoon Front Circle
Jan. 6-8	Ray	Mayfield/ Martinez, E	Odom, P/ Groce/ Voss	Swinney,A/ Robinson	Groce/ Voss	Martinez, E
Jan. 11-15	Watts	Mayfield/ Martinez, E	Odom, P/ Groce/ Voss	Swinney,A/ Robinson	Groce/ Voss	Lier
Jan. 19-22	Colagross	Mayfield/ Martinez, E	Odom, P/ Groce/ Voss	Swinney,A/ Robinson	Groce/ Voss	Swinney, M
Jan. 25-29	Holland	Mayfield/ Martinez, E	Odom, P/ Groce/ Voss	Swinney,A/ Robinson	Groce/ Voss	Nichols
Feb. 1-5	Coan	Mayfield/ Martinez, E	Odom, P/ Groce/ Voss	Swinney,A/ Robinson	Groce/ Voss	Willis, G
Feb. 8-12	Ergle, K	Mayfield/ Martinez, E	Odom, P/ Groce/ Voss	Swinney,A/ Robinson	Groce/ Voss	Little
Feb. 16-19	Grissom	Mayfield/ Martinez, E	Odom, P/ Groce/ Voss	Swinney,A/ Robinson	Groce/ Voss	Boyd
Feb. 22-26	Oliver	Mayfield/ Martinez, E	Odom, P/ Groce/ Voss	Swinney,A/ Robinson	Groce/ Voss	Ray
Mar. 1-5	Martinez, A	Mayfield/ Martinez, E	Odom, P/ Groce/ Voss	Swinney,A/ Robinson	Groce/ Voss	Watts
Mar. 8-12	Bonds	Mayfield/ Martinez, E	Odom, P/ Groce/ Voss	Swinney,A/ Robinson	Groce/ Voss	Colagross
Mar. 15-19	Carroll	Mayfield/ Martinez, E	Odom, P/ Groce/ Voss	Swinney,A/ Robinson	Groce/ Voss	Holland
Mar. 22-26	Smith, M	Mayfield/ Martinez, E	Odom, P/ Groce/ Voss	Swinney,A/ Robinson	Groce/ Voss	Coan
Apr. 5 - 9	Smith, P	Mayfield/ Martinez, E	Odom, P/ Groce/ Voss	Swinney,A/ Robinson	Groce/ Voss	Ergle, K
Apr.12-16	Moore, J	Mayfield/ Martinez, E	Odom, P/ Groce/ Voss	Swinney,A/ Robinson	Groce/ Voss	Grissom
Apr. 19-23	Conner	Mayfield/ Martinez, E	Odom, P/ Groce/ Voss	Swinney,A/ Robinson	Groce/ Voss	Oliver
Apr. 26-29	Martinez, E	Mayfield/ Martinez, E	Odom, P/ Groce/ Voss	Swinney,A/ Robinson	Groce/ Voss	Martinez, A
May 3-7	Lier	Mayfield/ Martinez, E	Odom, P/ Groce/ Voss	Swinney,A/ Robinson	Groce/ Voss	Bonds
May 10-14	Swinney, M	Mayfield/ Martinez, E	Odom, P/ Groce/ Voss	Swinney,A/ Robinson	Groce/ Voss	Carroll
May 17-21	Nichols	Mayfield/ Martinez, E	Odom, P/ Groce/ Voss	Swinney,A/ Robinson	Groce/ Voss	Smith, M
May 24-28	Willis, G	Mayfield/ Martinez, E	Odom, P/ Groce/ Voss	Swinney,A/ Robinson	Groce/ Voss	Smith, P

TEXTBOOK COMMITTEE

RHS members of the local textbook committee for the 2020-2021 school year are:

<u>NAME</u>	<u>TERM EXPIRES</u>
Kim Ergle	2021
Tabitha Venable	2021
Jonathan Odom	2021
Hunter Ray	2021
Malory Smith	2021
Mandy Swinney	2021

FIELD TRIPS

All field trips must be approved by the field trip committee.

Response To Intervention Team (RTI) 2020-2021

Lead Administrator – Jeremy Clemmons

Teacher – Referring Teacher

Dyslexia Specialist – Stephanie Mayfield

Special Services - Brett Voss/Jermaine Groce

Counselor – Alissa Moore, Michelle Murray

Any student who is having academic difficulty or failing should be referred to the facilitator of the RTI team for appropriate intervention and classroom accommodations as soon as a problem is noticed. The RTI team will have regular meetings to discuss the progress of these students and make the decision on special needs testing referrals. Referring teacher will attend meeting to assist in providing appropriate plan based on the RTI Tier System.

*Mrs. Murray and Mrs. Moore will rotate between the two and serve as the at risk student representatives.

FUNCTIONAL ANNEXES

Soft Lockdown

Administration will announce that a Soft Lockdown has been issued.

Specific Instructions for Evacuation:

Teachers will lock exterior doors and continue to conduct class. No students will be allowed to leave the building. Administrator will announce when it is all clear.

Hard Lockdown

Administration will announce that a Lockdown has been issued.

Specific Instructions for Evacuation:

Teachers will lock doors, turn-off lights, and move students to a nonvisual location in the classroom. In addition, teachers will direct students in the hall to the closest room. Designated teachers will lock exterior doors and direct students that are outside to the closest room. Students will remain silent. Administrator will announce when it is all clear.

Take Cover (Shelter In Place)

Administration will make an announcement to direct students to their severe weather safe zones.

Specific Instructions for Evacuation:

During the warning, each teacher should relocate the students to the safe zone posted in their classroom. The students should be seated in the floor with their back to the corridor walls. Coats and jackets could be used to cover heads, arms and legs so as to reduce the number of injuries from flying missiles of glass and other debris. Students should be located as far as possible from all exterior walls in corridor, particularly if they contain windows or door. Each teacher should see that all students are seated in the proper place and reasonably quiet. Teachers should talk to the students to reassure them in this time of uncertainty. An announcement will be made when the warning bulletin has been lifted in order for teachers to relocate all students back into their classroom.

Evacuation On Campus (Fire Drill)

An announcement, fire alarm, or bell will sound for teachers to evacuate their classes to designated areas under “exit instructions”.

Specific Instructions for Evacuation:

Teachers will follow evacuation drill instructions-departing building, student accountability (yellow bag), etc. until a single, long bell or announcement that all is clear and that classes may return to the buildings.

In the event the buildings cannot be accessed teachers will be directed to take students to the football stadium or middle school gym.

Evacuate Off Campus

School Day Continues:

An announcement will be made for teachers to evacuate their classes to a safe zone away from the hazard.

Specific Instructions for Evacuation:

If the school day will continue, then teachers will direct students to evacuate the building to the student parking lot- student accountability (yellow bag), etc. Buses to transport students will line up in the student parking lot. Teachers will direct students to load the bus closest to their building. If the student parking lot is not safe then the Driver's Education range will be used as a secondary location. The buses will transport students to one of two locations; the A. W. Todd Center or the Russellville Park and Rec Center. Teachers must be absolutely sure that all students under their supervision know exactly what to do in case of an evacuation drill at any time during the day.

School Day Ends

An announcement will be made that the school day is ending.

Specific Instructions for Evacuation:

If the school day ends, then students leave as normal

Family Reunification

Russellville High School staff will reunite students with their family members using the most efficient process adapted to each crisis.

Specific Instructions for Reunification:

The student's teacher or staff member is responsible for maintaining class order so students may be located for reunification. Family will be directed to the assigned location for reunification.

All Lines of Communication Are Working

Family member will give identification to the assigned personnel and the name of the student he or she is checking-out. Computer will be used to locate student. Personnel will radio administrator or personnel designee to retrieve student. Student will be escorted to reunification area. Parent will sign student out.

Lines of Communication Are Not Working

Family member will give identification to the assigned personnel and the name of the student he or she is checking-out. Personnel will locate student's information on office hard copy. A designated runner will go and get the student using most efficient means.

RUSSELLVILLE HIGH SCHOOL

1865 Waterloo Rd
 Russellville, AL 35653
 Phone (256) 331-2110 Fax: (256) 332-8447

REQUISITION/PURCHASE ORDER

Purchase Order No. _____

Date 6/20/18

Account No. _____

TO: Lowe's

SHIP TO: RUSSELLVILLE HIGH SCHOOL
1865 Waterloo Road
Russellville, Alabama 35653

To be paid from which fund: <u>2010</u>
School: <u>Russellville High School</u>
Req. By <u>Jason Goodwin</u>

IMPORTANT INSTRUCTIONS TO VENDORS

1. Render invoice in duplicate
2. Our order number must appear on your invoice, packages and correspondence.
3. Advise if unable to deliver within 30 days.

CERTIFICATE FOR TAX EXEMPTION:

This is to certify that the property described below is for sole use and benefit of the above named institution and will be used under the control of said institution. It is further certified that the undersigned is authorized by the provisions of Act. No. 742, Legislature of 1953, approved September 17, 1953.

Quantity	Unit	Description	Unit Price	Amount
6		4 x 8 whiteboard		\$150.00
1		concrete anchors/screws	\$15.00	\$15.00

Materials Receipt:

Total Amount \$165.00

I hereby certify that **ALL** the above items have been received in good condition, there are no backordered items, and this order is complete.

Signed _____ Date _____

Signed _____
 Principal

Cash Remittance Form

Teacher Name: _____ Event: _____ Date: _____

Student Name	Amount Collected
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	
12.	
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Russellville City Schools
PROFESSIONAL DEVELOPMENT / TRAVEL

Name/Group Name _____ Date _____

Event and/or activity to be attended _____

Relationship to Personal and/or Faculty Professional Development Plan:

1. Professional Objective _____

2. Instructional Objective _____

Destination _____ Mode of Travel _____

(List hotel, city, state)

Date and time of departure from Russellville _____

Date and time of return to Russellville _____

<i>Expense Estimate</i>	<i>Amount</i>	<i>Fund</i>
Registration	\$	
Lodging	\$	
Meals	\$	
Mileage	\$	
Total	\$ 0.00	

Conference registration fees, lodging expenses, meals and mileage will be reimbursed upon submission of a completed travel reimbursement form.

Each student making this trip will be properly insured. Yes No

I would like to request professional leave for _____
(Example: Thursday, March 25, 2008)

Estimated cost:

To be requested from local funds by the employee and the principal

To be paid from other funds (specify) _____

NOTE: Please attach a copy of the program or other information relative to the meeting you will be attending.

Approval Documentation:

Employee/Sponsor's Signature: _____ Date: _____

Principal's Signature: _____ Date: _____

Coordinator's Signature: _____ Date: _____

Superintendent's Signature: _____ Date: _____

To receive reimbursement, attach a copy of this form and all receipts with your completed travel reimbursement form along with all receipts and send it to the Central Office.

Russellville City Schools Field Trip Request / Parental Permission Form

Teacher:	School:	Date:	IMPORTANT! MONEY (\$) AND THIS PERMISSION FORM DUE BY <hr/> THIS FORM MUST BE RETURNED TO THE SCHOOL BEFORE THE STUDENT CAN BE INVOLVED IN THE ACTIVITY.
Trip destination:			
Address:		Phone No.	
We will leave on (day)	(date)	at <input type="checkbox"/> AM <input type="checkbox"/> PM	
We will return on (day)	(date)	at <input type="checkbox"/> AM <input type="checkbox"/> PM	
The purpose of this trip is to:			
Transportation <input type="checkbox"/> District bus <input type="checkbox"/> Commercial transportation <input type="checkbox"/> Other Overnight trips - <input type="checkbox"/> Itinerary is attached <input type="checkbox"/> List of items needed is attached			
_____ School Principal		_____ RCS Superintendent	

Please cut and return the bottom part to the school.

*The teacher(s) making the trip should have an updated student list with him/her, and a copy of the list is to be in the school office prior to departure.

_____ has my approval to participate in the field trip described above. I understand and agree that school officials and/or chaperones will not be held liable for any accidents or injuries that might occur during the field trip. I also understand that field trip fees are set many weeks in advance based upon ticket and transportation costs. Reservations are made and tickets are purchased in advance of the event. Due to this, **no refunds will be made for field trips except for extreme cases at the Principal's discretion.**

Parent's/Guardian's Signature of Approval **Date**

Medical Information

In the event of an accident or illness, I understand that reasonable effort will be made to contact parent/guardian immediately. However, if I am not available, I authorize the school district to secure emergency medical care as needed.

Does your child have Medical Insurance? Yes No Name of Preferred Doctor _____

Doctor's Phone () _____

Name of Insurance Carrier _____

The following special health problems should be noted and adequate precautions taken (list such items as unusually severe reaction to bee stings, other severe allergies, hemophilia, diabetes, heart disease, etc.)

The following medications, prescriptions, or special diets are needed: _____

Parent /Guardian _____ Day # () - _____ Cell# () - _____ Work # () - _____

Home Address _____ Night # () - _____

Emergency Contact _____ Day # () - _____ Cell# () - _____ Work # () - _____

Emergency Contact _____ Day # () - _____ Cell# () - _____ Work # () - _____

I am interested in being a chaperone for the above trip _____. I understand that I may or may not be able to chaperone depending on the number of students attending and the number of chaperones required. Chaperones are also expected to adhere to Russellville City Schools' policies for drug free, smoke free and weapon free campuses. Field trips are designed and planned for school-age students in a particular class or group.

Russellville City Schools
Field Trip Request
Student Attendance / Grade Verification

Student Name:	
Grade:	
Date of Field Trip:	<input type="checkbox"/> A Day <input type="checkbox"/> B Day

Please initial or sign below to grant permission for this student to participate in the above-mentioned field trip. Your signature signifies that this student has a passing average (70+) and is not truant (5+ unexcused absences).

	A Day Approval Signatures	B Day Approval Signatures
1 st Block		
2 nd Block		
3 rd Block		
4 th Block		
5 th Period		

As this student's teacher, when you initial above, you are giving your permission for this student to participate in the school-related activity identified on the Field Trip Request Form and that this student has an adequate grade average (70 or above) and adequate attendance in your class to participate.

EMPLOYEE LEAVE REQUEST

FAMILIES FIRST CORONAVIRUS RESPONSE ACT

Employee Name Job Title
Work Location
First Date of Leave Duration of Requested Leave (in work days)
Use accrued leave? yes sick No. of Days Max. Avail.
 no pers

- Reasons for Leave (check one)
- 1 - Employee is subject to federal, state or local COVID-19 quarantine/isolation order (*not currently available in Alabama)
 - 2 - Employee has been advised to self-quarantine by health care provider due to COVID-19 (certification from health care provider may be required)
 - 3 - Employee is experiencing symptoms of COVID-19 and is seeking a medical diagnosis (certification from health care provider may be required)
 - 4 - Employee is caring for a person subject to federal, state, local or health care official's COVID-19 quarantine/isolation order
 - 5 - Employee is caring for a son or daughter under whose school has been closed due to COVID-19 or whose childcare is unavailable during COVID-19
 - 6 - Employee is experiencing a substantially similar condition as designated by Department of Health and Human Services

I certify that the above information is correct and my request is based on the reason indicated.

Employee's Signature Date Signed

OFFICE USE ONLY

Action Date Action taken by
Type of Leave (check all that apply) Emergency Paid Sick Leave FMLA
Action (check one) Leave Approved Leave Denied
Notes

RUSSELLVILLE HIGH SCHOOL SUBSTITUTE INFORMATION SHEET

Class Schedule

Semester _____	Time
1.	8:20 – 9:35
2.	9:40 – 10:55
3.	11:00 – 12:34

Lunch Period:

Special Lunch Instructions:

4.	12:39 – 1:54
5.	1:59 – 2:40

Lesson plans location:

Class rosters location:

Directions for taking attendance:

Supervision instructions:

Telephone directory location:

Telephone special instructions:(you must first dial an “8” for calls outside the school)

Directional maps location:

Who to ask for help:

Teacher/Room#:

Teacher/Room#:

Who to contact for emergencies:

Staff/Office #:

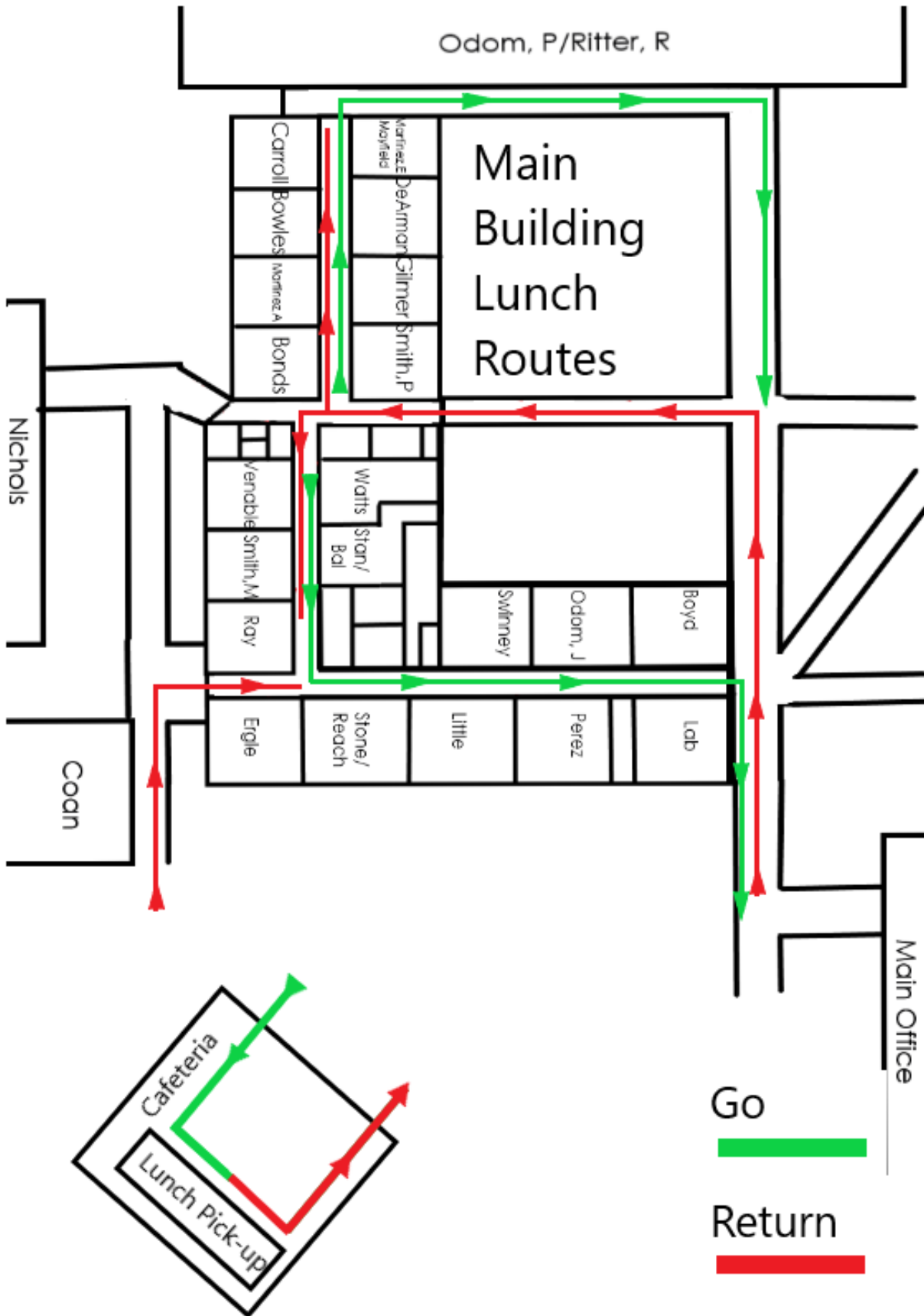
Staff/Office #:

Nurse #:

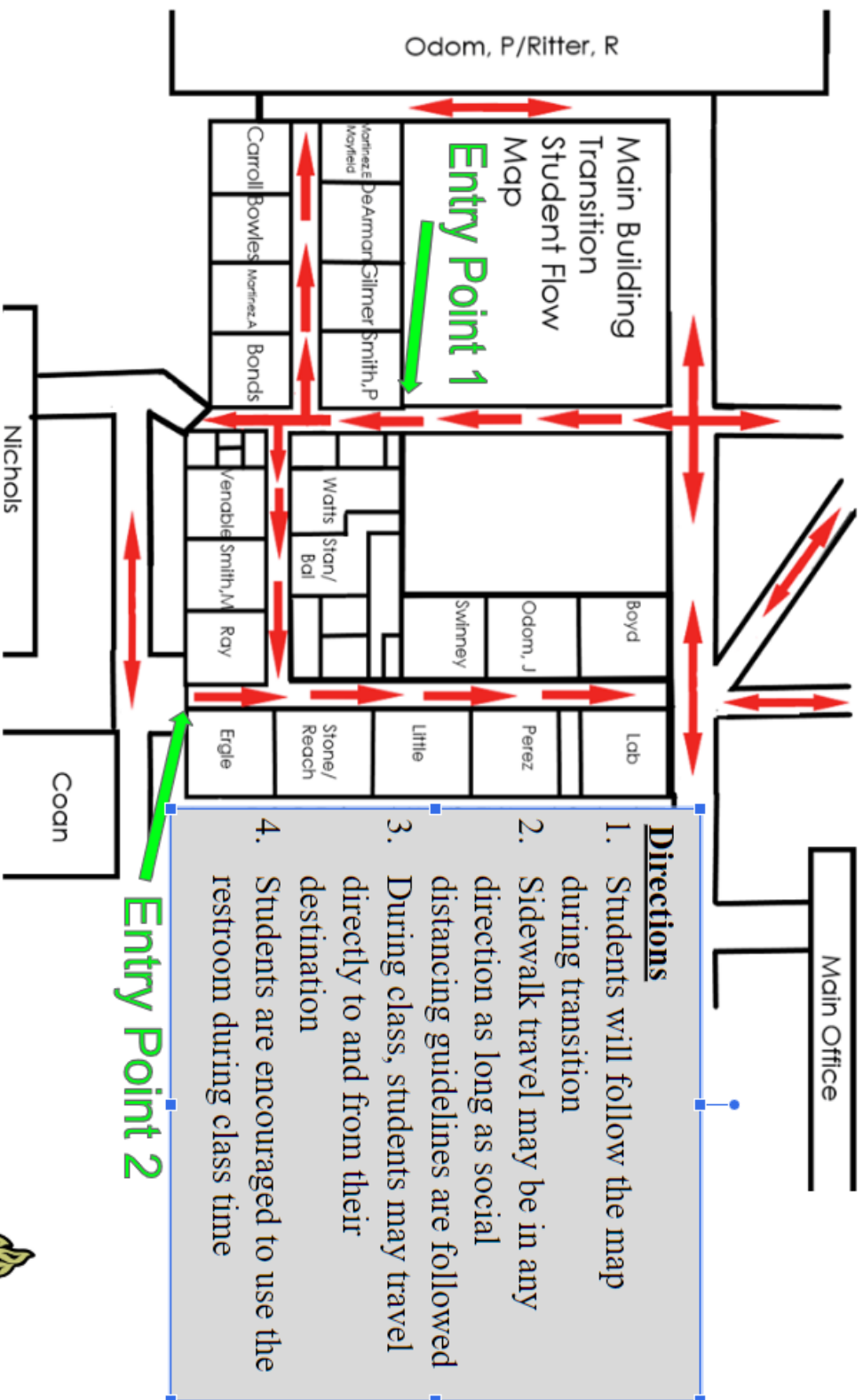
Student behavior procedure location:

Safety drill instructions location:

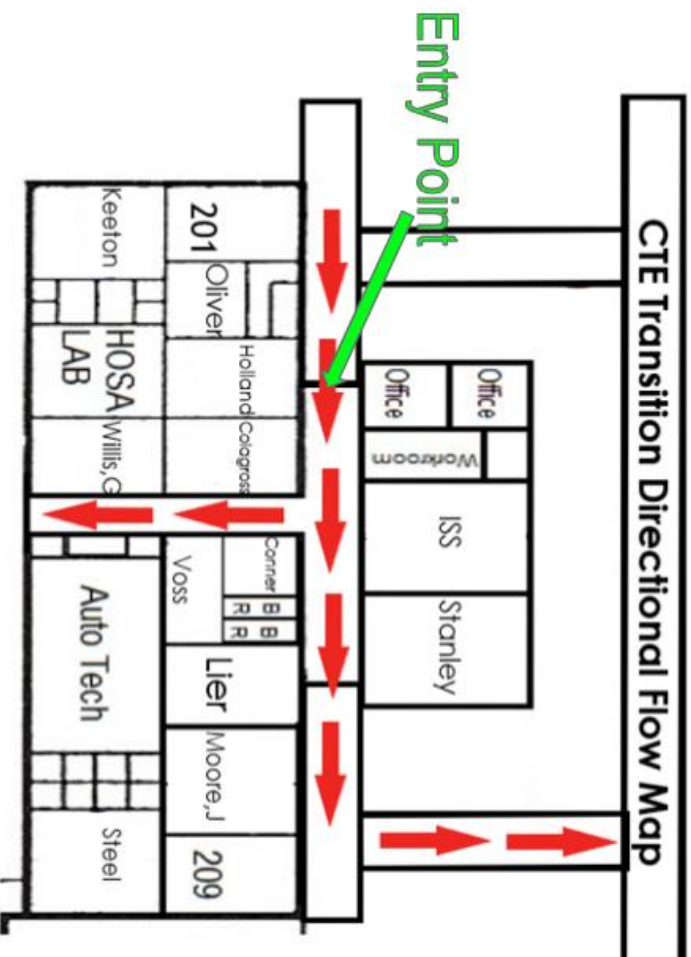
Other instructions:



TRANSITION DIRECTIONAL FLOW MAPS

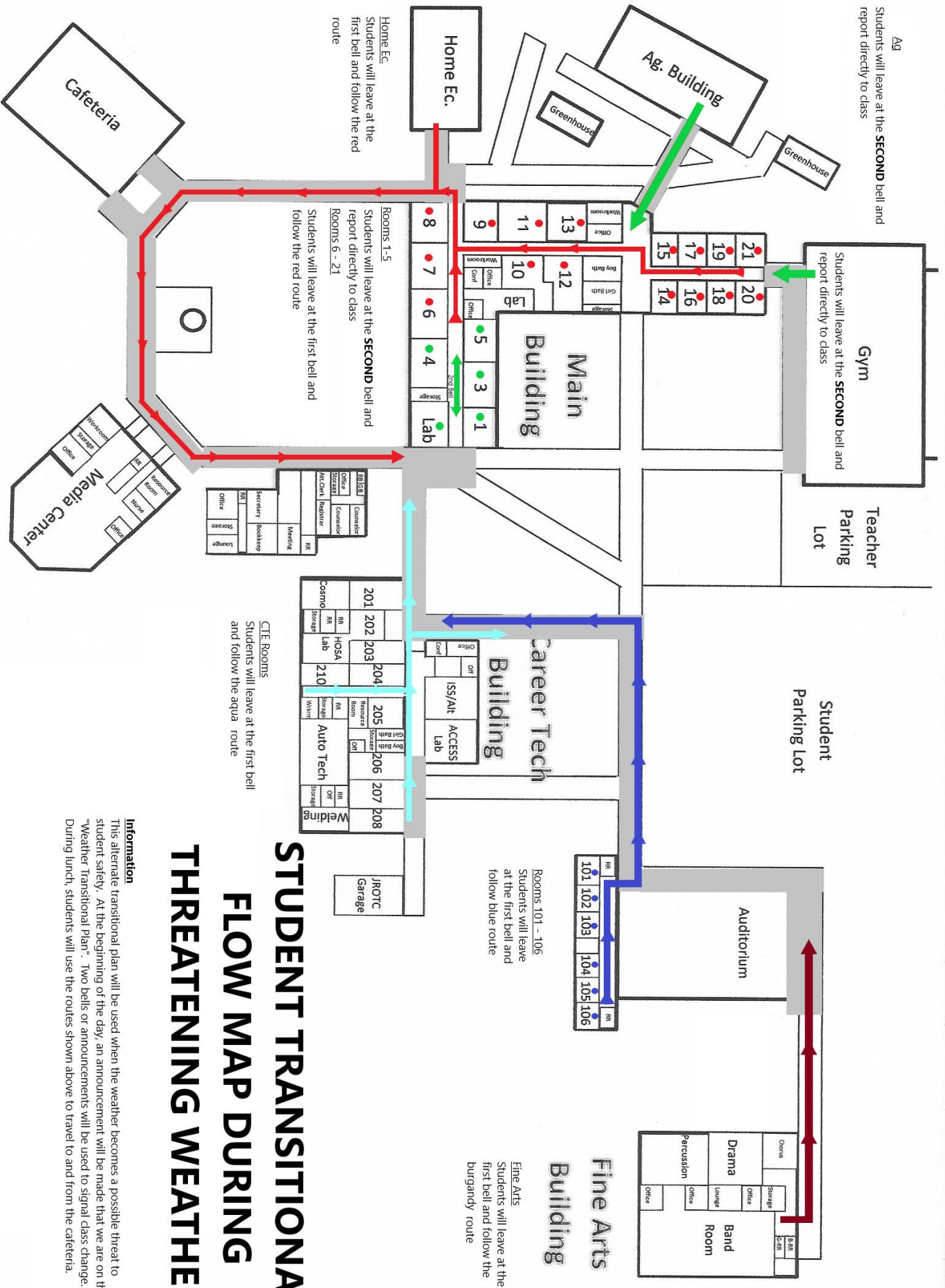


TRANSITION DIRECTIONAL FLOW MAPS



Directions

1. Students will follow the map during transition
2. Sidewalk travel may be in any direction as long as social distancing guidelines are followed
3. During class, students may travel directly to and from their destination
4. Students are encouraged to use the restroom during class time



STUDENT TRANSITIONAL FLOW MAP DURING THREATENING WEATHER

Information
This alternate transitional plan will be used when the weather becomes a possible threat to student safety. At the beginning of the day, an announcement will be made that we are on the "Weather Transitional Plan". Two bells or announcements will be used to signal class change. During lunch, students will use the routes shown above to travel to and from the cafeteria.