

Agreement

To Students and Parents/Guardians:

This Student Handbook is provided as a guideline, policy, and procedural manual for Russell County High School. All information is in accordance with the Russell County School District's Student Academic Plan and Statement of Responsibilities and other district wide policies and procedures. ***Please detach, sign, and return this page only to your child's second block teacher tomorrow or the following school day verifying that you have received this handbook.***

(TEAR OUT AND RETURN TO SCHOOL)
Parent/Guardian and Student Commitment

I, _____, parent/guardian of _____, have received a copy of the Russell County High School 2024-2025 Parent and Student Handbook and agree to enforce/follow the guidelines, policies, and procedures within this handbook.

Printed Parent/Guardian Name _____

Parent/Guardian Signature _____ Date _____

Printed Student Name _____ Grade: 9 10 11 12

Student Signature _____ Date _____

*This handbook has been purchased with Title I funds.

Russell County High School

Tonya Keene, Principal

57 Warrior Way

Seale, AL 36875

Telephone: (334) 468.5701

Website: <https://rchs.myrcsd.org/>

Facebook: <https://www.facebook.com/russellcountyhighschool>.

Dear Warrior Family,

Welcome to Russell County High School! Whether you are a freshman or a senior, new to the area or have lived here for years, we welcome you to the Warrior Family. We hope you will take advantage of our challenging curriculum, CTE programs, clubs, organizations, fine arts programs, and athletics. We strive to provide an enriching environment with high expectations that build upon the strong traditions of excellence in academics, athletics, and the arts. We challenge every Russell County High School student to be the best he or she can be every day and to get connected with other students and the faculty of RCHS. We want to not only help our students to reach their goals but to also exceed their goals.

This handbook, for both students and parents, is a compilation of guidelines and regulations for the Russell County School District and for Russell County High School. Please read and follow the guidelines outlined in this handbook to help our school have a successful school year for ourselves, our families, and our community.

We believe that communication is vitally important. I will be emailing a monthly newsletter to our RCHS parents and guardians, so please make sure we have your correct email address. Through the use of BlackBoard messenger, we will communicate via mass texts and emails. At times, BlackBoard will also be used to place mass, schoolwide phone calls. **Please make sure we have current phone numbers at all times.** We will also place announcements regularly on Facebook at <https://www.facebook.com/russellcountyhighschool>.

I am extremely excited to be your principal, and I look forward to a great school year learning and working alongside each of you! Go Warriors!

Tonya Keene
RCHS Principal

RUSSELL COUNTY HIGH SCHOOL

MISSION

It is the mission of the Russell County School District and Russell County High School to engage students in quality learning experiences that will prepare them for success in college, career, and life.

VISION

Inspire, Empower, and Educate with Excellence

GUIDING PRINCIPLES

- All decisions are solely based on the best interest of students.
- Each person's worth and integrity will always be honored.
- External factors will not adversely affect our pursuit of excellence.
- Everyone's best is always expected.

MOTTO

"Destined for Excellence"

“All Hail To County”

Composed and Arranged by Tyler Arcari
(Official Alma Mater for Russell County High School as of April 12, 2017)

All hail to the County,
Our alma mater true.
With all the Warrior spirit,
We all will look to you.

We will strive for all the honor,
Of the Cardinal Red and Gold.
We respect all those before us,
For our journey this we know.

That we're here to learn together,
And to live responsibly.
And cherish all our brothers,
We met at the County.

So we say for all that matter,
And for all of you to hear,
THAT WE ARE RUSSELL COUNTY.
We are ALL Warriors here!

SCHOOL INFORMATION

Russell County High School proudly serves grades 9th -12th.

Contact Information

- Telephone 334.468.5701
- Website <https://www.myrcsd.org/>
- Facebook <https://www.facebook.com/russellcountyhighschool>

School Hours

- Students 8:26 A.M. – 3:30 P.M.
- Faculty and Staff 8:00 A.M. – 4:00 P.M.

SCHOOL POLICIES & PROCEDURES

This handbook has been developed in conjunction with the Russell County School District’s Student Academic Plan and Statement of Responsibilities. For more detailed information on standard operating procedures and policies of the Russell County School District, students and parents are encouraged to review the RCSD Student Academic Plan in addition to the school’s handbook.

SCHOOL SAFETY

- Your child’s safety is of the utmost importance to Russell County High School’s faculty and staff.
- All parents and visitors must enter through the designated doors at the front of the building between the hours of 8:00 A.M. – 4:00 P.M. At NO time should a visitor enter through any other doors.
- **Visitors must then report to the front office to obtain a visitor’s pass before entering any RCHS building, classroom, or outdoor area. No exceptions will be made. Visitors MUST wear their visitor sticker in the upper left/right chest area while they are in the building. Our staff has been trained to look for visitor stickers. Visitors should ONLY visit the location specified upon check in with the front office.**

CLASSROOM & MINIMUM EXPECTATIONS

- Follow district discipline procedures and guidelines as outlined in the Student Code of Conduct.
- Follow established classroom rules.
- Be prepared with necessary supplies **to include a CHARGED Chromebook and your student ID (must be worn at all times with no exceptions and will be used to scan for breakfast and lunch.)**
- Maintain a cooperative attitude.
- Respect the rights and property of others.
- Have permission to leave the classroom and only go to designated areas.
- No hoods from hoodies are allowed to be worn while inside RCHS.
- Cell phones, earbuds, and other electronic communication devices should be powered OFF and not visible. If visible and/or powered on, the cell phone may be confiscated and locked in the school safe until a parent/guardian picks the device.

HALLWAYS & MINIMUM EXPECTATIONS

- Students may not hang any items such as posters, etc without permission from administration
- Walk without running, jumping, or shoving.
- Loud talking is not permitted.
- No marking on hallway walls.
- Do not touch walls or hanging signs.
- Cell phones should be powered OFF and not visible.
- No hoods from hoodies should be worn at any time while inside the RCHS building.

RESTROOMS & MINIMUM EXPECTATIONS

- Use facilities properly. No more than three students in the restroom at a time.
- Refrain from loitering or horseplay.
- Leave lights on at all times.
- Do not leave trash on the floor. All trash must be thrown into a trashcan.
- Leave the area clean as found.
- Follow classroom schedules for restroom use.
- Cell phones should be powered OFF and not visible.
- No hoods from hoodies should be worn at any time while inside the RCHS building.

BREAKFAST IN THE CLASSROOM & MINIMUM EXPECTATIONS

- Upon arrival, if you choose to eat breakfast, go straight to the Commons Area to receive your breakfast from the serving lines and then report immediately to 1st block class. Do not walk around the building. If you choose to not eat breakfast, you should report immediately to your 1st block class. After reporting to 1st block, you may obtain a pass from your teacher if needed. Students should not walk around inside the building. Students MUST report DIRECTLY to first block.
- NO LOITERING OR HANGING OUT IN THE COMMONS AREA or in hallways. Students should not walk the building.
- Students and teachers are responsible for cleaning up any trash, food, etc in the hallways and classroom if dropped.
- Demonstrate appropriate table manners.
- Remain in student desk in the classroom during breakfast.
- Clean up your area, remain in your desk, and follow teacher/staff directives for the disposal of trash.
- Cell phones should be powered OFF and not visible.
- No hoods from hoodies should be worn at any time while inside the RCHS building.

CAFETERIA LUNCH IN THE COMMONS AREA & MINIMUM EXPECTATIONS

- Walk quietly to the lunchroom with your 3rd block teacher.
- Quietly pick up lunch and walk to your assigned class table. Students and teachers are responsible for cleaning up any trash, food, etc in the Commons Area or surrounding areas that are dropped.
- Demonstrate appropriate table manners to include a low tone of voice and staying seated.
- No loud talking or screaming. No horseplaying.
- Once seated, you should remain seated until dismissed by your teacher to throw away your trash. No student should leave their lunch table for the restroom, main office, etc without a bathroom pass from the teacher.
- Cell phones should be powered OFF and not visible.
- No hoods from hoodies should be worn at any time while inside the RCHS building.

PERSONAL ITEMS

Students should not bring cell phones, earbuds, electronic gaming devices or any other similar items to school. If confiscated by an employee, the principal/assistant principal may hold any such items until the parent picks the items up (to include but not limited to cell phones, earbuds, and smart watches).

Personal possessions such as cell phones, money, clothing, jewelry, etc. are the responsibility of the individual student and parent. If brought to school, they must be kept in their possession at all times and **SHOULD BE TURNED OFF AT ALL TIMES**. Cell phones and earbuds should not be visible or powered on. It is recommended that students not bring items of value to school to discourage the possibility of theft of these items. **Russell County High School will not be responsible for lost or stolen items at school or on the school bus, including cell phones and other items.**

CONFERENCES

- Your child's education is very important to us, so please keep communications open with your child's teacher(s), meaning **first** inform the teacher of any concerns/questions regarding your child's academic/behavior issues.
- Administrators and faculty/staff will continue to hold parent conferences as requested by the parent and/or school member.
- A parent-teacher conference will be required for any student failing when progress reports and report cards are issued.
- Parent-teacher conferences will be conducted either during teachers' planning time or before/ after the school day. We will not disrupt the instructional day by taking a teacher away from his/her classroom. Teachers will not be available to meet during instructional time.
- Please contact your child's teacher directly to set up a conference via the teacher's email, or you may leave a message for the teacher with front office staff.

DRESS CODE

All students should dress in good taste and in a non-offensive manner. The Board and administration recognize the effects that student dress and grooming have upon student behavior and commitment to learning. School is a learning environment and clothing worn to school should not be a distraction to others. Students attending school in the Russell County School District must wear clothing that is comfortable, clean, in good repair, and school appropriate. Clothing, hair, and other items that students wear to school must not disrupt the educational process nor create any form of school disturbance.

The Board strongly believes it is the responsibility of students and parents or guardians to use reason, good judgment, and common decency in the choice of dress and physical grooming in the school setting. In all instances, school administrators will determine the appropriateness or inappropriateness of school dress. Students in violation of the dress code will be sent to the office and given the opportunity to change clothes or allowed to call parent(s)/legal guardian(s) to bring a change of clothes that conforms to the dress code. If the parent(s)/legal guardian(s) cannot be contacted and the student does not wish to change clothes, the student will be removed from class and assigned to an alternative location, ISS (In School Suspension), until parent(s)/legal guardian(s) can be contacted. The student's discipline will be addressed according to the code of student conduct. Repeated violations of the dress code will result in disciplinary action being taken.

It is believed that the following dress and appearance standards are essential to the orderly operation of the school based on health, sanitation, safety, and prevention of disruptive appearances at school. Russell County High School requires the following for a gender neutral dress code for BOTH males and females.

- No student will be allowed to wear any type of clothing that, in the opinion of the administration, is too revealing, suggestive, provocative or otherwise inappropriate. For both male and female, tops that expose undergarments, see-through apparel, low cut apparel, strapless apparel, or apparel with spaghetti straps will not be allowed. Males or females wearing a tank top should ensure that the tank top straps are at least three inches. **No crop tops will be allowed nor should any student tie up their shirts to create a crop top appearance.** Appropriate undergarments for boys and girls must be worn at all times and may not be visible.
- Hats/caps/hoodies, bandanas, scarves, and visors will not be worn inside the building *except for JROTC and band uniform hats when worn with the uniform during performances.* Hats and other headgear worn inside the building will be taken from the student and must be picked up by a parent/guardian. Hoods should **NEVER** be worn at any time on campus due to safety concerns.
- Students are required to wear garments as they are intended to be worn and in such a manner that is appropriate for school. Pants must be worn at the normal waistline. Under no circumstances will excessively baggy pants, low riding pants or oversized shirts or sweatshirts be allowed. No large belt buckles or chains will be allowed. Masks and/or facial coverings are optional, but must follow dress code and must not be provocative, suggestive, or disruptive to the educational process.
- For both male and female, all shorts, skirts, or dresses must be to the tip of the student's middle finger. For both male and female, excessively tight, short, or form fitting clothing such as bodysuits, biker shorts or spandex clothing cannot be worn to school.
- Shoes must be worn at all times. Slippers and house shoes will not be permitted. If shoes are to be laced up with shoelaces, they must be laced at all times.
- Articles of clothing or accessories which show or allude to by slogan, picture or drawing, any inflammatory, suggestive, gun and ammunition, offensive or obscene behavior or alcoholic, drug, or tobacco products will not be allowed. This will also apply to masks/facial coverings.
- Bathrobes, pajamas, pajama pants, lounge pants, and boxer shorts worn as outer garments will not be allowed. This includes pajama pants with pockets. Students should not bring blankets to school. Blankets will be taken up and held in the office until the end of the day for the first offense. After the first offense, the blanket will be taken up and must be picked up by a guardian.
- Straps of overalls or suspenders must be worn over the shoulder.
- Sunglasses or dark glasses may not be worn inside the building unless authorized by a doctor's prescription.
- For student safety, no body piercings with rings or dangling jewelry is permitted.
- All inappropriate tattoos must be covered.
- Headphones and earbuds will not be worn at any time during the school day unless used for classroom instructional purposes during ACCESS/Edgenuity classes or testing. **This is a safety issue as students cannot hear directives in the case of an emergency situation.** Earbuds and headphones will be taken up at the first offense and held in the main office until a guardian can pick up the items.

STUDENT HOURS/TEACHER SUPERVISION

RCHS student hours are 8:26 AM -3:30 PM. Students may not be dropped off or arrive prior to 8 am. **Please do not drop off students prior to 8am as there will be no supervision for students and the student will be considered trespassing. Please also note that students must be picked up by 3:30pm. To be considered present and on time, students must be seated in their 1st Block class by 8:26 am.**

EARLY MORNING DROP OFF/EXTRACURRICULAR EVENTS

For the safety and supervision of everyone, students are **not allowed** to be dropped off at school before 8:00 A.M. Faculty/Staff members are not on duty until 8:00 A.M. **Students may NOT loiter in the parking lot or outside of the school.** Upon arrival, students should immediately proceed to their 1st block class. **Students must be picked up no later than 15 minutes after the scheduled time of dismissal.** Students may not loiter on campus. Failure to comply will result in the Russell County Sheriff's Office being notified.

ABSENCE MONITORING BY PARENTS

Parents can routinely monitor absences by accessing their student's information on the Parent Portal on the RCSD website for grades K-12. If a parent has a question or concern about an absence, the parent should contact our school attendance officer, Mrs. Siabhon Richards. You may email her at richardssi@russellcsd.net or you may call 334-468-5701. Blackboard will call to notify parent(s)/legal guardian(s) if a student is absent or tardy.

WRITTEN EXCUSE

When a student returns to school after an absence, the parent(s)/legal guardian(s) must provide an electronically delivered excuse or hand delivered paper copy the date of the student's return, which includes the following:

1. Written statement from the parent, doctor or legal representative stating the reason of the absence
2. The date of the absence(s)
3. The parent's/official's signature

Parent(s)/legal guardian(s) may submit parent written excuses when students miss school, with a limit of 10 days per year and may be required to submit an excuse for late check-ins and early check-outs. A student is considered absent from class if thirty (30) minutes or more is missed. If a student fails to attend school without submitting a timely excuse from a parent, medical professional or legal authority, the student and parent(s)/legal guardian(s) are subject to court intervention. Excuses for absences should be electronically delivered or hand delivered to the attendance clerk, Mrs. Siabhon Richards. Please email her at richardssi@russellcsd.net Please allow a 3 day grace period for any excuses to be entered by the attendance clerk.

EXCUSED ABSENCES

Absences are excused for the following reasons:

- Illness of the student
- Death in the immediate family
- Inclement weather which would be dangerous to the life and health of the student as determined by the principal
- Legal quarantine
- Emergency conditions or extenuating circumstances as determined by the principal/the Superintendent's designee with prior approval
- Religious holidays, upon receiving prior approval from the student's principal/the Superintendent's designee

UNEXCUSED ABSENCES

Any absence that does not fall under the category of excused absence is recorded as an unexcused

absence. Any student with five (5) unexcused absences during the school year may be referred to Early Warning Court in the proper court of the jurisdiction.

Act 93-672 states that parents who fail to require their children to attend school regularly, or fail to require that their children properly conduct themselves as students shall be guilty of a misdemeanor. A parent may receive a fine of not more than \$100.00 or 90 days in jail for such a misdemeanor. The act also states that school officials who intentionally fail to report suspected violations to the district attorney shall be guilty of a Class C misdemeanor.

CHECK-IN PROCEDURES

Students are expected to be in school every day on time.

- Students will not be allowed to check in other students or themselves.
- Students arriving late to school without a parent will not be allowed admission to the classroom without approved documentation such as a doctor's note or legal note. The parent/legal guardian will be called to verify the student's late arrival.
- If a parent cannot be contacted, the student could be placed in In School Suspension until a parent/guardian/previously designated adult comes to the school to check the student in.
- Late check in excuses should be electronically submitted to the attendance clerk. One person will be allowed into the building to check in the child.

CHECK-OUT PROCEDURES

All students must remain on campus at all times until proper check-out procedures have been followed or disciplinary action will be taken.

- Students shall be released only to adult individuals who have been identified by the parent(s)/legal guardian(s) on an authorization for release form kept on file in the office. This form must be renewed each year.
- **Identification will be requested and required for all check-ins and check-outs.** In a situation where custodial and non-custodial parents are involved, official court documents, which may include a copy of the divorce decree, must be provided to the school to verify the legal rights of all parties.
- **Emails and/or phone calls will not be accepted for checkouts.**
- Students will be allowed 4 "Self Check Outs" a semester. "Self Check Outs" will allow an approved parent/guardian to write a note requesting a "Self Check Out." If a student is needing to check out during one of the 4 allowed per semester, he/she must provide a written note to the attendance clerk. The attendance clerk will call the number on file with PowerSchool to gain approval.
- If a student has used all of his/her "Self Check Outs" for the semester, an approved adult (above the age of 19) and from the student's contact list must be present to check out the student.
- Any emergency check outs must be approved by administration.
- Students who participate in RCHS Cooperative Education Program will be allowed to check out at the designated times to report to their places of employment. Students participating in the RCHS Cooperative Education Program must check/sign out in the main office with the attendance clerk BEFORE leaving campus. NO STUDENTS should use the glass exit doors next to the auditorium to exit the building. RCHS Cooperative Education Program students should ONLY use the exit in the main office.

PERSONAL TRIPS AND ACTIVITIES

Students are expected to schedule out-of-town trips and other activities during preset vacation periods and holidays on the RCSD academic calendar. **These trips will be considered unexcused.** Students may be required to attend school after hours to make up for school time missed due to trips and activities.

COLLEGE VISITS

High School seniors are allowed two (2) excused absences for college visits. Any exceptions to this policy must be cleared with the principal two (2) weeks prior to the trip. Students may be required to attend school after hours to make up for school time missed due to college visits.

TARDY POLICY

It is the responsibility of the parent/guardian to assure that the student arrives at school on time each day. School begins at 8:26 A.M. EST. Please make sure your child arrives on time. Tardiness is harmful to the student's educational progress and disruptive to the class. If your child arrives after 8:26 A.M. , he/she must enter the school through the office and be checked in by a parent/legal guardian. Students arriving late to school without a parent will not be allowed admission to the classroom without approved documentation such as a doctor's note or legal note. The parent/legal guardian will be called to verify the student's late arrival. If a parent cannot be contacted, the student could be placed in In School Suspension until a parent/guardian/previously designated adult comes to the school to check the student in. Students are considered tardy if not seated and present in their class at the bell.

WITHDRAWAL

In case of withdrawal, parents should give a minimum of 48 hours notice for the school to properly prepare the necessary reports. Reports and records will be transferred to the respective enrolling school upon request. Please contact the RCHS registrar for assistance with withdrawals.

INSTRUCTION

It is the policy of Russell County High School to involve parents/guardians in the educational process for students. All students will be instructed in a rigorous manner that will allow them to strive for excellence and reach their fullest academic potential.

TEXTBOOKS/SUPPLEMENTAL READERS

- Free textbooks will be furnished. Students must take good care of these books.
- Lost or damaged textbooks and library books are to be paid for by the parent/guardian.
- If a student loses a textbook, he/she must pay the **full replacement** cost of the lost book. Another textbook cannot be issued to the student until he/she has paid for the lost book.
- Individual student book orders are expected to be approved by parents prior to the order being placed. Student selected reading material should be monitored by parents/guardians before being brought to school.
- Every student will have access to an individual device.
- Several technology resources will be offered in order to continue learning opportunities during the school year.
- Students will be issued a RCSD Chromebook. Students should use RCSD provided devices during the school day. **No personal devices will be allowed.** See page 45 of this document for the RCSD Electronic Device Agreement.

VIRTUAL INSTRUCTION

RCHS does not offer virtual instruction at any point during the school year. Students must attend school

daily. However, the Russell County School District does offer the Warrior Virtual Academy for qualifying students that are approved. Students must meet the application deadline. Please visit the Russell County School District website for more information about the Warrior Virtual Academy.

Seniors who attend the Warrior Virtual Academy and do not choose to walk for graduation MUST inform the principal, Ms. Keene, by August 30, 2024. Students who do not inform administration will still be responsible for graduation fees.

COOPERATIVE EDUCATION/INSTRUCTION

The Russell County High School Administration reserves the right to deny a student entry into the cooperative education course or to remove a student from the cooperative education course in the event the student's college and career readiness status or graduation status is in jeopardy.

MAKE-UP WORK

Make-up work, which includes tests, will be administered to students whose absence was due to illness or other reasons coded as "excused" in the Alabama register. Work missed during an excused absence may be made up within three (3) days of the student's return to school or the number of days equal to the number of consecutive absences (whichever is greater). **Work missed during an unexcused absence may not be made up.**

Students who do not have a valid, approved excuse for their absence/tardy will NOT be allowed to make up the work and will be assigned a zero.

PROGRESS REPORTS & REPORT CARDS

Report cards are issued every semester with a progress report scheduled midway in the quarter. Students will be responsible for delivering these documents to their parents/guardians. Parents may also login to their PowerSchool accounts to view their child's progress reports and report cards. If you are unsure of your Powerschool username and password, please contact our main office secretary, Mrs. Courtne Jones at jonesco@russellcsd.net

REPORT CARDS

The following regulations apply to secondary (9-12) grade reporting:

- Student report cards will be issued at the end of each nine-week grading period.
- Progress reports will be issued at the mid-point of each grading period (or more frequently if necessary).
- On both report cards and progress reports, comments may be made to reflect academic achievement, attendance and behavior.

The following codes will be used to report progress of Grades Nine (9) through Twelve (12).

- **A** (90 -100) Excellent - **Consistently exceeds grade level requirements**
- **B** (80-89) Above Average - **Consistently produces quality grade level work**
- **C** (70-79) Average - **Satisfactorily meets minimal grade level requirements**
- **D** (60-69) Below Average - **Has difficulty meeting minimal grade level requirements**
- **F** (below 60) Failing - **Fails to meet minimal grade level requirements**

Grades will include tests, class work, projects, and homework with the main emphasis placed on tests and class work. Numerical grades are recorded for each marking period in grades 1-12.

Students attending Russell County High School must receive a D (60 & above) or better in order to receive credit in the course.

At a minimum, teachers should submit grades on a weekly basis to their PowerSchool gradebooks. Parents, please continue to check your child's grade weekly in the PowerSchool portal.

The Russell County School System subscribes to the *No Pass No Play Policy* which conforms to the State Board of Education and the Alabama High School Athletic Association. Questions regarding eligibility should be referred to the principal of the school the student is attending. Any student found to have cheated on a test (including state mandated) will receive a zero (0) and/or voided score for that test. A cheating violation involving a state mandated test will be subject to the requirements of the State Assessment Guidelines.

PROMOTION REQUIREMENTS FOR RUSSELL COUNTY HIGH SCHOOL

POSSIBLE CREDITS EARNED (GRADES NINE THROUGH TWELVE)

9th Grade - 8 units (must earn 7 credits to promote to Sophomore)

10th Grade - 8 units (must earn 14 credits to promote to Junior)

11th Grade - 8 units (must earn 20 credits to promote to Senior)

12th Grade - 8 units (must earn 24 graduation approved credits to graduate)

TOTAL POSSIBLE UNITS OF CREDITS = 32 units

TOTAL UNITS OF CREDITS NEEDED for GRADUATION = 24 units

GRADUATION REQUIREMENTS

In order to graduate a student must do the following:

1. Earn a minimum of twenty-four (24) graduation units of credit
2. Pass all courses required for graduation by the State of Alabama and the Russell County Board of Education
3. Have completed a FAFSA or a FAFSA Waiver (per state guidelines)
4. Have passed any state required tests, to include the AL Civics Exam which is administered by the US Government course.
5. Beginning with the class of 2028, in order to graduate, all students must pass the Financial Literacy Exam.
6. Beginning with the class of 2026, in order to graduate, all students must have a completed CCRI (College and Career Readiness Indicator). Please see below for the College and Career Readiness Indicator criteria.

CLASS RELATED ACTIVITIES

Beginning with a student's junior year, the student must be on track to graduate and to earn a CCR (College and Career Ready) Indicator in order to attend class related activities. If a student is not on track to graduate or to earn a CCR, then he or she may lose the privilege of attending certain class related activities such as but not limited to prom, class day picnics, etc. On track to graduate is defined as currently possessing the grade level appropriate number of credits towards graduation, or in the

process of successfully obtaining such credits. Seniors must 1) be on track to graduate AND 2) on track to college and career ready status in order to participate in senior class related activities.

Seniors not meeting the above two criteria may lose their privilege of attending class related activities.

CREDIT ADVANCEMENT

A student who pursues the Alabama High School Diploma option may have the option to participate in Credit Advancement opportunities through dual enrollment, ACCESS, Edgenuity, and/or Summer School programs. After a student meets the minimum Alabama High School Graduation Requirements, the student must also:

-PRIOR to applying for credit advancement, a student MUST have already earned his/her CCR (College and Career Ready) Indicator.

-Obtain at least 1 College and Career Readiness (CCR) indicator with qualifying scores on ACT with Writing, ACT WorkKeys, College Credit, Career Technical Education Credential, CTE Pathway Completer, qualifying scores on AP exam, and/or military enlistment (this must be turned into Ms. Valrie, 11th and 12th grade counselor).

To qualify for early graduation and/or college attendance before graduation, a student must have valid documentation of acceptance into a two-year or four-year post secondary institution. The student MUST have already earned a CCR (College and Career Ready) Indicator PRIOR to applying for early graduation. **The student must then schedule a conference with our Senior Counselor during the first semester and have principal approval.**

****Any students participating may not circumvent any state testing requirements (such as the ACT, etc).**

****Any student participating may not advance a year beyond his/her cohort year.**

Any student who participates in pre-approved Credit Advancement can continue to participate in school sponsored activities and participate in the cohort's graduation ceremony. Additionally, students participating in Credit Advancement will be included in class ranking and honors. Graduating students must always follow district and school board policies, rules, and procedures when on school property. A student may not use Credit Advancement and/or early graduation to go to work during the school day. The student who prefers to gain work-based experience may apply for the Work-Based Learning (WBL) program at Russell County High School.

ADVANCED PLACEMENT COURSES (AP)

Students choosing to take AP (Advanced Placement) courses will be required to take the AP exam for each selected course. Students will be responsible for payment of the AP exam for each selected course by the deadline set forth by the College Board.

GRADE RECOVERY

Grade Recovery is required of students who fail a course with an *overall average below 40/F*.

CREDIT RECOVERY

Credit Recovery is only available to students who fail a course with an *overall average of 40 - 59/F*. Credit Recovery does not replace the failed course. National Collegiate Athletic Association (NCAA) does not recognize Credit Recovery.

VALEDICTORIAN/SALUTATORIAN SELECTION PROCEDURES

Valedictorian – The student in the senior class with the highest **numerical grade average**.

Salutatorian – The student in the senior class with the second highest **numerical grade average**.

Beginning with the 2021-2022 school year, students enrolled in Russell County High School for a minimum of two years prior to graduation that have successfully completed all requirements to earn the Alabama High School Diploma with Academic Honors and Distinction Endorsement will be considered for valedictorian or salutatorian. A Class III or cheating violation in grades nine through twelve (9-12) will prevent a student from being considered. Only grades that are earned at an accredited high school may be used when a student transfers into Russell County High School. All student candidates' exact numerical averages for core classes will be computed from ninth grade through the end of the third nine weeks of the senior year. Only credits earned and recorded on transcripts will be included in the calculation. Honors-level courses, including dual enrollment courses, will receive ten bonus points. The actual grade earned in each core class (i.e. English, Mathematics, Science, Social Studies, and foreign language) will be reported on the official school transcript. However, students enrolled in these courses will receive an additional quality point on the standard (4.0) scale weighted GPA which will be used on applicable college admissions and scholarship applications. Classes designated as "Advanced" do not qualify for weighted grades. Honors courses transferred from another school are only given weight if the same course is taught at Russell County High School.

If there is a tie between two or more students for valedictorian and/or salutatorian, the Numerical Grade Average for the core courses for each candidate will be calculated to three decimal places to determine the Valedictorian and Salutatorian.

Pursuant to the Alabama State Board of Education Administrative Code 290-3-1. Credit Restriction: A student shall not earn credit toward graduation for a course that duplicates course content for which credit has already been awarded.

TRANSCRIPTS

No official transcripts will be released without a request from a transferring institution. When withdrawing, only official transcripts will only be sent to the transferring school once RCHS receives a record request from the transferring school.

MEDIA RELEASE

It is often the case that our students and/or schools are recognized for various positive reasons. If

parent(s)/legal guardian(s) do not want the student to be photographed for media publicity use, they must complete an objection form. If this form is not completed and returned to the school, it will be considered as an indication of your permission to publicly recognize your student(s) in various media.

MEDICATION

The Medication Authorization Form is available as needed and upon request from the school nurse. The form must accompany any medication the student takes during school hours (prescribed or over-the-counter) and has to be signed by a physician as well as the parent(s)/legal guardian(s). **Do not send medication with the student.** Parent(s)/legal guardian(s) must bring the medication to school.

If students need medication, please adhere to the following rules:

1. Medication form must be completed by a doctor BEFORE any medicine can be brought to or administered to students at school. (Form can be obtained from the school nurse.) Please contact the school nurse. (This includes Tylenol, Advil, etc)
2. Medication with child's name in original bottle from pharmacist.
3. Written instructions as to dosage and directions of the administration of the medication on a medical card.
4. Measuring utensils if needed.
5. The Doctor's and Parent's signatures are required on the medical card.
6. A parent or guardian should deliver all controlled substances (such as Ritalin) to the school. Please set up an appointment with the school nurse.
7. If your child is to take ½ a tablet, the tablet must be broken prior to leaving it in the office.
8. The **first** dose of all medications or the first dose after a change in the dosage of medication should be administered at home.

No medication is allowed in the classroom. It is your child's responsibility to come to the office and request medication. No aspirin, Tylenol, or prescription drugs will be given to your child unless the medicine is sent from home with the requested information.

*****STUDENTS CANNOT BRING CONTROLLED SUBSTANCES TO SCHOOL.*****

STUDENT DELIVERIES

Deliveries for students, such as balloons, flowers, lunches from outside vendors, etc are not allowed at any time during the school year. These items will remain in the front office until a parent/guardian can pick them up.

DISTRICT/SCHOOL EXPECTATIONS OF PARENTS

- Establish and maintain communication with your child's teacher. **PLEASE ENSURE THAT YOUR EMAIL AND PHONE NUMBER IS KEPT UPDATED WITH RCHS.** If you are unable to complete the Google Form to change your email/phone number, please contact Mrs. Courtnie Jones at jonesco@russellcsd.net
- Ensure that your child is attending class each day.
- Expect appropriate student behavior during school hours and at all school sponsored events.
- Ensure that assignments are completed and submitted when required. Ensure your child participates in all required assessments for classroom, district, and state testing.
- Attend parent/teacher conferences when requested or when your child is failing at progress report and report card distribution times.
- Provide an environment that is conducive to learning.

While visiting our school campus, parents are to follow the same rules of decorum expected of employees and students. The expected decorum for parents at school is no smoking, no loud talking, no profanity, and clothes appropriate for school.

Verbal abuse or conduct we deem inappropriate or unprofessional will not be tolerated. As adults, we are role models for our children, and we need to be aware of the messages our behavior sends to children. **If, at any time a parent/legal guardian uses verbal or physical abuse, threats, profanity, etc., the parent will be asked to leave the school grounds and will be escorted by the police if necessary. A possible charge will be pressed against the parent for disruption of a public school.**

Russell County High School

Tonya Keene, Principal

57 Warrior Way

Seale, Alabama 36875

Telephone: (334) 468.5701

Website: <https://www.myrcsd.org/Domain/8>

July 1, 2024

Dear Parents:

We are pleased to notify you that in accordance with the *Every Child Succeed Act of 2015*, you have the right to request information regarding the professional qualifications of your child's teacher.

Specifically, you may request the following:

- Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria has been waived.
- The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
- Whether the child is provided services by paraprofessionals and, if so, their qualifications.

If you would like to receive this information, please complete the top portion of the enclosed form, and return the form to your child's school.

Sincerely,

Tonya Keene

PARENTS RIGHT-TO-KNOW

(Teacher Qualifications • Not-Highly-Qualified Status)

Title I Section 1111 (h)(6)

(6) PARENTS RIGHT-TO-KNOW-

- (A) **QUALIFICATIONS-** At the beginning of each school year, a local educational agency that receives funds under this part shall notify the parents of each student attending any school receiving funds under this part that the parents may request, and the agency will provide the parents on request (and in a timely manner), information regarding the professional qualifications of the student's classroom teachers, including, at a minimum, the following:
- (i) Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
 - (ii) Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
 - (iii) The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
 - (iv) Whether the child is provided services by paraprofessionals and, if so, their qualifications.
- (B) **ADDITIONAL INFORMATION-** In addition to the information that parents may request under subparagraph (A), a school that receives funds under this part shall provide to each individual parent—
- (i) information on the level of achievement of the parent's child in each of the State academic assessments as required under this part; and
 - (ii) timely notice that the parent's child has been assigned, or has been taught for four or more consecutive weeks by, a teacher who is not highly qualified.
- (C) **FORMAT-** The notice and information provided to parents under this paragraph shall be in an understandable and uniform format and, to the extent practicable, provided in a language that the parents can understand.

Russell County Schools District
PARENTS' RIGHT-TO-KNOW • REQUEST TEACHER QUALIFICATIONS

I am requesting the professional qualifications of _____

who teaches my child, _____ at _____
Child's Name (Please Print) School (Please Print)

My mailing address is _____
Street (Please Print) City Zip

My telephone number is _____.

My name is _____.
Name (Please Print)

Signature Date

This Section to be completed by School/Central Office

Date Form Received: _____ Received by: _____

Teacher's Name: _____ Subject: _____

Has the teacher met state qualifications and licensing criteria for the grade levels and subject areas in which he/she teaches?

Yes _____ No _____

Is the teacher teaching under emergency or other provisional status?

Yes _____ No _____

Undergraduate Degree _____

(University/College) Major Discipline _____

Graduate Degree _____

(University/College) Major Discipline _____

Does a paraprofessional provide instructional services to the student?

Yes _____ No _____

If yes, what are the qualifications of the paraprofessional?

High School Graduate _____ Undergraduate Degree _____

(University/College) Major/Discipline _____

College/University Credit (Hours) _____ Major/Discipline _____

Signature of Person Completing Form _____ Date Returned to Parent _____

Russell County High School

Tonya Keene, Principal

57 Warrior Way

Seale, Alabama 36875

Telephone: (334) (334) 468.5701

Website: <https://www.myrcsd.org/Domain/8>

| | |
|-------------------|---|
| Template Details: | SY 2020 (updated July 1, 2024) |
| Name: | <i>Parent and Family Engagement Plan</i> |

1. Describe how the school will convene an annual meeting to inform parents of the school's participation in Title I and explain Title I requirements, including the 1% set-aside, and the right of parents involved. (Sec. 1116(c)(1))

Annually, the school convenes a parent meeting for the purpose of informing parents about the school wide program and the Title I requirements and offerings. This meeting is usually held early in the year during August or September. Parents are notified of the meeting through notices sent home by students, flyers posted at the school, social media, school newsletters, school website, and automated communication system. At this meeting, the following topics are discussed:

- What it means to be a Title 1 school
- The 1% Set-Aside
- The LEA Title I Plan (On District's Website)
- The School's Parental Involvement Plan
- The LEA Parental Involvement Plan
- School Parent Compacts
- Requesting Qualifications of your child's teacher
- Notifications of teachers who are not highly qualified
- The Annual Evaluation of the Parental Involvement Plan
- Timeline for this year's Parent Involvement Opportunities (including opportunities to share in decision-making).

The intended purpose of the 1% Set-Aside:

- Russell County High School will utilize the 1% Set Aside to provide parent trainings, purchase parent resource materials, and invite guest speakers to present sessions on the following topics: bullying, positive behavior, the importance of parents being involved, and ways to increase students' academic achievement.

2. Describe: 1) How there will be a flexible number and format of parent meetings offered, such as meetings in the morning or evening, and may provide, with funds provided under this part, transportation, child care, or home visits, as such services relate to parental involvement; 2) How parents will be involved in the planning, review and improvement of the Title I Program (Note: State the school's process for how all Title I parents have the opportunity for involvement in decision-making.); and 3) How funds allocated for parent involvement are being used in the school. (Sec. 1116(c)(2)(3)).

Parents at Russell County High are informed about the school's Title I programs, the curriculum, and forms of academic assessments during a registration meeting at the beginning of school. At the meeting parents also learn how to schedule a parent-teacher conference and how they can participate in decisions related to the education of their children. During the first week of school, parents will be given a copy of the student-parent handbook, which includes detailed information about other aspects of their children's education. During the annual open house, parents are invited to meet their children's teachers and visit the classrooms. Russell County High also provides parents information concerning their children's education in the following ways:

- Home/School Communication
- Parent/Student handbooks to give positive practical information about the school and its programs
- Monthly newsletters via Blackboard (please ensure your email is current and correct).
- Parents are encouraged to request conferences with teachers to review and assist in improving student performance.
- To accommodate working parents, conferences will be held during planning times, before/after school, or by phone.
- Progress reports are sent home every 4.5 weeks.
- Report cards are sent home to parents every nine weeks.
- Parent Portal is available to parents.
- PTSO - Parent Teacher Student Organization Curriculum Nights will be held to inform parents of what their children will be working on throughout the year in various subjects. Parents will also be given ideas of activities they can do with their children to ensure academic success.
- Parenting Skills are promoted and supported by providing activities and guest speakers that provide skills and strategies for positive communication and discipline.
- A student/parent/teacher compact is distributed at registration.
- Parents are full time stakeholders in the education of their students.
- Parents are invited to be members of the Title I Committee. As members of the Title I Committee, parents have an input in developing the Continuous Improvement Plan and the expenditure of monetary resources.
- Parents are also invited to assist in the development and evaluation of the Parental Involvement Plan.

3. *Describe how the school provides parents of participating children timely information in a uniform format and, to the extent practicable in a language they can understand, about programs under Title I, a description and explanation of the curriculum in use, forms of academic assessments, and achievement expectations used, and, if requested by parents, opportunities for regular meetings to formulate suggestions and participate as appropriate in decisions related to the education of their children. (Sec. 1116(c)(4)(A)(B)(C))*

Parents are invited to attend informational sessions that describe and explain the curriculum in use at the school. All parents are given a parent/student handbook. If a parent does not speak English, the form will be translated to the native language. The teacher, parent, student, and principal sign a compact that outlines requirements and expectations for all stakeholders. Parent conferences are required for all failing students in any subject. For students participating in the RTI (Response to Instruction) process, parent letters are sent home to explain the process, and parents receive data reports and explanations of

their student's progress throughout the intervention time period. Parents are welcomed to the school and invited to sit in on the learning process with an appointment. Russell County High provides parents easy access to information in the following ways: social media, school newsletters, Parent Portal, calendar of events, e-mail, telephone calls, brochures, and school/teacher websites. All parents are provided with detailed information about Title I programs, school academic calendar, state assessments and academic expectations in a timely manner.

4. Describe how parents, the school staff, and students share responsibility for improved student academic achievement for participating students (How the School-Parent Compact is jointly developed with Title I parents; how it is used, reviewed, and updated). (Sec. 1116(d))

Russell County High School will accomplish much of this through its annual parents' meeting held in August with an Open House. RCHS staff will distribute a school-parent compact that outlines how parents, the entire school staff, and the students share the responsibility for improved student achievement. The School-Parent Compact is available to parents at registration and reviewed at the August/September Title I meeting and parent conferences. After obtaining signatures of parents, students, teachers, and the principal, the compact is retained by each classroom teacher. Teachers will ensure that compact forms are sent home at the beginning of the school year for all returning students and ones that did not return the form during registration. Our automated Phone System is used to keep parents informed of school news and events. The school's Parent Involvement Committee plans/conducts parent workshops throughout the academic year. Russell County High will follow local, state, and federal guidelines of involving parents/stakeholders in the development of the Parental Involvement Plan and the Home-School Compact. The plan and compact were presented to parents/stakeholders during a meeting. Parents/stakeholders had the opportunity to review the previous year's documents and make suggestions accordingly. The Leadership Team accepted the appropriate recommendations and updated both the plan and compact.

5. Describe procedures to allow parents to submit comments of dissatisfaction with the Continuous Improvement Plan. (Sec. 1116(c)(5))

If a parent disagrees with any aspect or component of the Continuous Improvement Plan, the Parent and Family Engagement Plan, the LEA Consolidated Application or the LEA set-asides in the consolidated application for funds, that parent can contact the Federal Programs Director for the Russell County School System at the Central Office. If not resolved, these written concerns will then be forwarded to the State Department of Education (SDE) Federal Programs Coordinator. A hard copy of the CIP will be located in the Federal Programs Coordinator's office, principal's office, and the media center.

6a. Describe how the school will build capacity for parental involvement including how parents will be encouraged to become equal partners in the education of their children? (See ESSA Sec. 1116, requirements for building capacity and parental and family engagement).

To ensure effective involvement of parents and to support a partnership among the school, parents, and the community to improve student academic achievement, our school:

Shall provide materials and training to help parents to work with their children to improve their children's achievement, such as literacy training and using technology, as appropriate, to foster parental involvement. (Describe)

The school will host annual PTSO Curriculum Nights. This is when parents will receive information regarding activities and strategies to assist their children and ensure academic growth. Additional information will also be provided concerning Title I, services offered, and how parents are expected to be involved in their children's education.

6b. Describe how the school will build capacity for parental involvement including how parents will be encouraged to become equal partners in the education of their children? (See ESSA Sec. 1116, requirements for building capacity in parental involvement.)

To ensure effective involvement of parents and to support a partnership among the school, parents, and the community to improve student academic achievement, our school:

Shall educate teachers, office personnel, and other school staff, with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school. (Describe)

Russell County High School will accomplish this through its required annual Title I parent meeting held at the beginning of the school year. Parents will receive an overview of state academic content standards, academic achievement standards, and state and local assessments. Parents are invited to workshops that instruct them in academic standards, reading assessment results, and in improving student achievement through monitoring progress. Parents can monitor their child's progress and work through parent/teacher conferences, PowerSchool, and/or Google Classroom.

6c. Describe how the school will build capacity for parental involvement including how parents will be encouraged to become equal partners in the education of their children? (See ESSA Sec 1116, requirements for building capacity in parental involvement.)

To ensure effective involvement of parents and to support a partnership among the school, parents, and the community to improve student academic achievement, our school:

Shall to the extent feasible and appropriate, coordinate and integrate parent involvement programs and activities with other federal programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children. (Describe)

Russell County High School will continue to work with its teachers through school level professional development, faculty meetings, and department/grade-level meetings in understanding the importance of parental involvement and that parents are our partners. All teachers are required to provide parents with continuous feedback through Google Classroom, PowerSchool, email, phone calls, and/or conferences. Our Parent Involvement Committee works together to provide parents with workshops that help ensure a closer connection between our school's identified goals and our parent involvement activities.

There are three Parent Resource Centers positioned throughout the school. The main resource center is located in the Media Center, which houses parent computers, brochures/pamphlets, and a sitting area. The other two resource centers are located in the front office (reception area) and main office. Both of these areas house information that can assist parents with helping their child to achieve success. The

administrators and counselors also help coordinate open communication between teachers and parents when necessary.

6d. Describe how the school will build capacity for parental involvement including how parents will be encouraged to become equal partners in the education of their children? (See ESSA Sec. 1116, requirements for building capacity in parental involvement.)

To ensure effective involvement of parents and to support a partnership among the school, parents, and the community to improve student academic achievement, our school:

Shall ensure that information related to school and parent programs, meetings, and other activities is sent to the parents of participating children in a format and, to the extent practicable, in a language the parents can understand. (Describe)

Russell County High School provides our parents with parenting resource areas that allow parents and guardians to use materials and computers to help their child with school activities, assignments, and have access to academic websites to improve their child's achievement. Brochures, schedules, school calendars and other informational items will be included in the parenting resource area. Parents are invited to attend workshops that instruct them in academic standards, reading assessment results, and in improving student achievement.

6e. Describe how the school will build capacity for parental involvement including how parents will be encouraged to become equal partners in the education of their children? (See ESSA Sec. 1116, requirements for building capacity in parental involvement.)

To ensure effective involvement of parents and to support a partnership among the school, parents, and the community to improve student academic achievement, our school:

Shall provide such other reasonable support for parental involvement activities as parents may request. (Describe)

Russell County High School will provide our parents with continual updates and information in a parent friendly format through newsletters, flyers, TransAct, parent letters, PeachJar, access to Parent Portal, automated communication system, conferences as necessary, and individual phone calls. Workshops and community events are promoted through these sources. Special parent populations will receive information in formats that will aid in comprehension. Russell County High School makes every effort to work with parents in meeting their requests as related to their involvement in their children's education. Parents may request extra materials, communications, and other information. Special parent requests may lead the school to provide parents with the following information: community agency resources, internet safety, and district policies.

7. Describe how the school will ensure the provision for participation of parents and family members (including parents and family members who have limited English proficiency, parents and family members with disabilities, and parents and family members of migratory children), including providing information and school reports required under section 1111 in a format and, to the extent practicable, in a language such parents understand. (See ESSA Sec. 1117(f))

Russell County High School provides opportunities for participation for parents of English Language Learner students and parents of students with disabilities. Parent notifications are sent to the parents of these children in their native language as needed/as applicable. TransAct will be used to communicate with parents of all EL students. Every effort is made to accommodate parents of children with disabilities. Russell County High's facilities are handicap accessible.

RUSSELL COUNTY HIGH SCHOOL SCHOOL-PARENT COMPACT

2024-2025

(Revised July 1, 2024)

Russell County High School and the parents of the students participating in activities, services, and programs funded by Title I, Part A of the Every Student Succeeds Act of 2015 (ESSA) (participating children), agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State's high standards.

This school-parent compact is in effect during the 2024-2025 school year.

School Responsibilities

Russell County High School will:

1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards as follows:
 - a. Provide a caring, safe, and disciplined environment
 - b. Use differentiated instruction and research-based strategies to meet students' needs
 - c. Provide additional instructional time for students identified in need of extra support
 - d. Consistently monitor instructional practices to ensure teachers are providing an effective learning environment
 - e. Increase quality of teaching through Professional Development
2. Hold parent-teacher conferences during which this compact will be discussed as it relates to the individual child's achievement. Specifically those conferences will be held:
 - a. At the beginning of the school year, with Principal, Assistant Principals, faculty and staff, parents and students in attendance.
 - b. Once each semester, parent conference days as requested, or as needed
 - c. At our annual statewide Parenting Day
 - d. As requested by parents
3. Provide parents with frequent reports on their child's progress. Specifically, the school will provide reports as follows:
 - a. Report cards every quarter
 - b. Mid-quarter progress reports
 - c. Parent communication via email or telephone (at least one per quarter)
 - d. Progress reports via Parent Portal
4. Provide parents reasonable access to staff. Specifically, staff will be available for consultation with parents as follows:
 - a. Scheduled parent meetings/conferences
 - b. Once each semester, parent conference days as requested, or as needed
 - c. At our annual statewide Parenting Day
 - d. As needed during teachers' planning periods
5. Provide parents opportunities to volunteer and participate in classes and observe class activities as follows:
 - a. Participating as appropriate in decisions relating to their child's education
 - b. Promoting positive use of their child's extracurricular time
 - c. Staying informed about their children's education and communicating with the school by promptly reading all school/district notices either received by children or mail and responding as appropriate

- d. Serving to the extent possible, on advisory groups, such as Title I advisory committees, participating in the Warrior Parent Committee (Parent Teacher Association), and other parental involvement committees.
6. Ensure regular two-way, meaningful communication between family members and school staff, and, to the extent practicable, in a language that family members can understand as follows:
 - a. We will post notices on the school website and also send them electronically using a program sponsored by the district; notices will be printed for those who opt out of electronic communication.
 - b. We will send automated phone messages in the evening around 6:00 pm as needed.
 - c. We will communicate in more than one language.

Parent Responsibilities

We, as parents, will support our children's learning in the following ways:

- Ensuring that the school has current and accurate contact information
- Reinforcing positive school behavior
- Monitoring attendance (attending daily)
- Making sure that homework is completed
- Monitoring children's progress via the Parent Portal on a regular basis (see Mrs. C Jones in the main office for the username and password if you are experiencing trouble)
- Promoting positive use of my children's extracurricular time
- Staying informed about my children's education and communicating with the school by promptly reading all notices from the school or the school district either received by our children or by mail and responding, as appropriate
- Serving, to the extent possible, on advisory groups, such as Title I Advisory committees and participating on other parental involvement committees

Student Responsibilities

We, as students, will share the responsibility to improve our academic achievement and achieve the State's high standards. Specifically, we will do the following:

- Follow all school and classroom rules and follow the "The Warrior Way" so that our school and classrooms will be environments that will be good for learning.
- Do my homework every day and ask for help when I need it
- Read at least 20 minutes every day outside of school time
- Give parents or the adult who is responsible for my welfare all notices and information received by me from my school every day

TEACHER REQUEST/CHANGE

We do not take teacher requests; however, students are assigned to classes by different variables. Once a student is assigned to the class, changes will not be made unless extenuating circumstances are deemed necessary by the administrator of the school. As a parent, we want you to make every effort to talk and conference with the child's teacher to resolve any concerns. It is our professional opinion that moving a child after the school year has started puts the child at a disadvantage by starting over in a new classroom environment.

BEHAVIOR MANAGEMENT/DISCIPLINE PLAN

It is the policy of Russell County High School to involve parents/guardians as often as possible in discipline problems that may arise at school. We ask that you assist us in emphasizing to your child the importance of good and proper behavior.

The following outline the Classification of Code of Student Conduct Violations stated in the 2024-2025 RCSD Student Academic Plan and Statement of Responsibilities:

Violations of the *Code of Student Conduct* are grouped into three classes:

- Class I - Minor
- Class II - Intermediate
- Class III - Major

Each classification is followed by a list of violations and appropriate disciplinary actions that are to be carried out by principals and their designees. In each class of violations it is understood that, when possible, the principal/designee shall hear the student’s explanation regarding the alleged violation prior to deciding the classification of a violation. The principal/designee may consult further with school personnel and others, if necessary, before deciding the classification of the violation.

I. RCHS DISCIPLINE GOALS

- Provide a safe and consistent environment where children can learn reasonable rules, limits, and consequences, as well as the reasons for them
- Develop self-discipline and self-control
- Promote respect and appreciation for cultural differences
- Achieve and maintain academic excellence
- Pursue a course of parental involvement that will make parents partners in achieving goals of a safe and well-disciplined school

II. RCHS SCHOOL AND CLASSROOM RULES

In order to provide a positive school climate that is safe, where students can attain their potential both academically and socially, Russell County High will enforce the following reasonable expectations of student conduct.

In accordance with the RCSD Student Academic Plan and Statement of Responsibilities, the following are considered CLASS I - MINOR VIOLATIONS.

| District Code | Description of Violation |
|--------------------|---|
| 1.01 | Excessive distraction of other students-any conduct and/or behavior that is disruptive to the orderly educational process in the classroom or any similar grouping for instruction (i.e. physical education cafeteria, restroom, etc.) (State Law 13A-11-7) |
| 1.02 | Minor disruption on a school bus. (State Law 13A-11-7) |
| 1.03 | Inappropriate public displays of affection. |
| 1.04 | Bringing a laser pointer to school. |
| 1.05 | Nonconformance with the dress code. |
| <i>1.06</i> | <i>Any violation that the principal/designee may reasonably deem to fall within this category. (Act 93-672)</i> |
| 1.10 | Minor harassment |

CLASS I VIOLATIONS MAY NOT BE APPEALED BEYOND THE LOCAL SCHOOL LEVEL.

Vape-Related Incidents

As outlined in Ala. Code 28-11-14, any tobacco or tobacco product (including vapes) found in the possession of a minor is contraband and subject to seizure by law enforcement. Students in violation of vape-related incidents may be subject to a citation and be fined not less than ten dollars (\$10) nor more than fifty dollars (\$50) for each violation. Russell County Schools reserves the right to allow such a citation to serve as adequate punishment for vape-related incidents, or it may consider vape-possession, especially in the case of vapes containing illegal substances, as a Class III violation and subject to further punishment.

- 1st Offense - 5 days ISS plus a fine
- 2nd Offense - 10 days ISS plus a fine
- 3rd Offense - Tribunal plus a fine

Russell County High School will implement disciplinary actions for Class II - Intermediate and Class III – Major violations according to the procedures listed in the Russell County School District Student Academic Plan and Statement of Responsibilities.

Any student placed at the Warrior Inspirational Academy may not attend **any** school sponsored event to include but not limited to Prom, Class Activities, any extracurricular activities, sporting events, band concerts, field trips, etc

VOLUNTEERS

- Volunteers are very important to our school, and they provide supplemental aid to teachers, staff, and students. The services provided are very much appreciated and help to make Russell County High a better place for our students to learn.
- The volunteer program provides a rewarding opportunity for parents/guardians/community stakeholders in various ways:
 - Office/Classroom Volunteers
 - Student Motivation/Incentive Committee
 - Fundraising Committee
 - Extracurricular/Special Events Committee
 - Campus Beautification Committee
 - Hospitality/Teacher Appreciation Committee
- If you would like to volunteer, please contact the school's office for more information.

EMERGENCY NUMBERS

- The school's office must have a record of parent telephone numbers and the telephone numbers of **at least two** local relatives, friends, or neighbors who can be contacted in case of an emergency.
- Please make sure all numbers given are operable/in service.

EMERGENCY PROCEDURES

- Tornado and fire drills are conducted periodically in the school. If a student pulls the fire alarm falsely, he/she will be disciplined by school administrators.
- Parents are requested not to check out students when the school is under an emergency warning. Parents should seek safe shelter themselves. Please do not call the school during emergency

- warnings--the school telephone line must stay clear.
- Standard emergency procedures will be followed. The school follows a normal schedule under watch conditions during the day; however, **after school activities will be canceled when under a “watch”**. During emergencies, buses may be delayed.
- Students will only be released to persons on their Student Information forms.

LOST AND FOUND

It is very important that a student’s personal possessions (book bags, jackets, coats, sweaters, lunchboxes, etc.) **are labeled very plainly with his/her name**. The custodians maintain a lost and found area in the school. Students assume responsibility for taking care of personal belongings, textbooks, and other school property. In December and May, all unclaimed items will be disbursed to charitable organizations. **Russell County High School will not be responsible for lost or stolen items at school or on the school bus, including cell phones and personal devices.**

CHILD NUTRITION PROGRAM

A good breakfast and lunch are vital for a successful school program. The meal service program at Russell County High is planned with the welfare and health of each child in mind. If you bring your child or if your child drives to school, make sure he/she arrives **by 8:00** to be able to eat breakfast in the classroom.

The Russell County Child Nutrition Program’s first priority is to provide nutritious meals to all students of Russell County. By providing nutritious meals and emphasizing good eating habits, we are providing an important means of improving the health of students of Russell County. We further believe that children learn best when their minds are not preoccupied with hunger or when they are experiencing health problems. Therefore, we are committed to providing nutritious meals for all students of Russell County.

Information on how to qualify for the Nutrition Program will be distributed to all students on the first day of school. Lunch will be served to students beginning the first day of school. Breakfast will be served in all elementary schools and some secondary schools. Breakfast service will begin within one week of beginning school. Free and reduced price meals will be available for qualifying students in accordance with the policy adopted by the Board of Education and regulations of the U.S. Department of Agriculture. Limited a la carte items also are available during the lunch period. Cashiers will be using computers to maintain lunch accounts. This will enable them to accept payment by the day, week, month or semester. Parents may select the method of payment which best suits their needs.

SCHOOL FOOD SERVICE MEAL PRICES

| MEAL | STUDENT REDUCED-PRICE | STUDENT PAID | ADULTS EMPLOYEES | ADULTS VISITORS |
|----------------------|-----------------------|--------------|-------------------------------------|-----------------|
| BREAKFAST | \$0.00 | \$0.00 | \$2.10 | \$2.20 |
| LUNCH | \$0.00 | \$0.00 | 1 Entree \$3.10 2 Entrees \$4.85 | \$3.60 |
| CHEF OR FRUIT SALADS | .40 | \$0.00 | \$3.10 | \$3.60 |

Lunch forms will be available at school and will be distributed at the beginning of each school year.

***At this time, students will eat breakfast in the classroom and lunch in the Commons Area. (Please note this is subject to change.)**

TELEPHONE USAGE

- **Students may NOT have cell phones that are powered on. Cell phones should not be visible and may not be used for any reason during the school day (exceptions those used for documented health reasons - blood sugar, etc)**
- Students will be allowed to use the office phone **only in cases of emergency**. This will be strictly enforced.
- Plans for after school need to be made prior to leaving home in the morning. Students are responsible for bringing their homework and class projects to school.
- Please do not call the school with messages for students unless it is an emergency. Failure to bring books, homework, or other material to school is not considered an emergency. In the event of illness, an employee of RCHS will call on behalf of your child.

CELL PHONES and EARBUDS

Cell phones should not be powered on or visible during the school day. Thus, students are not allowed to use cell phones during the school day. Earbuds are not permitted to be visible or in use during the school day while students are on campus. Students are not permitted to use smart watches for calling, texting, etc during the school day. Students may only use the smart watch as a timepiece. This includes during arrival (once in the building) breakfast, transitions between periods, lunch, in the bathroom, during dismissal, etc.

The Russell County School District recognizes the value of allowing parents and students the ability to communicate before and after school hours. Cellular phones, while convenient to meet this need, can be used in an abusive way that can interrupt the learning process, which is unacceptable. Therefore, the Russell County Board of Education extends to students the privilege to possess cellular phones at school under the following conditions:

- Cell phones, earbuds, etc may be used only at the conclusion of an extracurricular and curricular activity, as approved by administration, or with expressed permission of the sponsor, teacher, or coach (for instructional purposes only). **Rationale: We do not want cell phones ringing during school, cheerleader practice, Beta Club meetings, and etc.**
- Cell phones, smart watches, etc with cameras capable of transmitting or receiving images may never be used for such purposes. In other words, phones that are capable of taking photos or video may be brought to school, but must be turned off and never used for such purposes. It is in violation of policy to take an unauthorized picture or video to transmit them to other devices (i.e. texting/emailing pictures or video) or post to the internet (posting picture or video in Facebook, Twitter, YouTube, etc.). Violation of this policy may be considered a Class III violation and be punished accordingly.

Cell phones used to photograph or video tests, school work, teachers, or other students may be considered a Class III violation and will be punished accordingly.

Cellular phones used to photograph or video other students, altercations, or fights may be considered a Class III violation and be punished accordingly.

A cell phone ringing during class becomes a distraction to the learning environment. It will immediately be confiscated and must be picked up by the parent or guardian from the main office. “Forgetting” to turn-off the cell phone is not an excuse. If a student violates any part of the above policy, the privilege of having and using a cell phone at school may be permanently prohibited.

Neither the local administration nor the Board of Education assumes responsibility under any circumstances whatsoever for the loss, theft, or destruction of any cellular phones or electronic devices that are brought to school at any time before, during, or after school hours. The Russell County School District will not investigate any loss, theft, or destruction of cell phones.

Violation:

Violating the school cell phone, earbud, smart watch policy will result in school administration and/or staff taking up the cell phone or other electronic device. **Parents must pick up cell phones or other electronic devices from administration before 4pm on school days.** Consequences will be at the discretion of the administration.

Students who refuse to give their cell phone, earbuds, smart watch, etc to his/her teacher will receive 3 days of ISS (In School Suspension.) Students who refuse to turn in their electronic device to administration will receive 3 days of OSS (Out of School Suspension).

CARE OF SCHOOL PROPERTY

School loyalty and pride are displayed by keeping our building neat and clean. Students who intentionally deface or damage school equipment or property in any way will be required to clean the article, pay for the damage done, and depending on the severity, face out of school suspension.

COUNSELING PROGRAM

Guidance services are available to every student in the school. The student determines directions and goals in counseling. With the counselor, a student may discuss and explore freely and in confidence any problem or feelings that are personally important. During counseling, these concerns may be talked through and examined, alternatives explored, and decisions made about future courses of action. If a student needs special attention and/or additional assistance, the counselor will assist in finding such help.

Counseling Topics

Topics for school counseling and guidance curriculum activities may include, but are not limited to, the following:

- Goal-setting
- Self-Concept, Self-esteem
- Career Opportunities and Exploration
- Study Skills
- Peer Relationships (i.e. healthy friendships)
- Decision-Making Skills
- Prevention Programs (i.e. drug awareness)
- Personal Safety (i.e. bullying)

Parents are encouraged to contact a counselor about any area of concern (*i.e. separation or divorce, students who are grieving, students with a deployed parent, individual counseling, parent/teacher consultation, and coordination of services for students*) related to their children and the school.

TRANSPORTATION

It shall be the responsibility of students to conduct themselves like young ladies and young gentlemen at all times while riding school buses. The Russell County Board of Education recognizes the fact that a safe and efficient school bus service for those students who qualify is vital to the educational operation

of the system and that this service must be provided at a cost that taxpayers can afford. This service will be provided to all students that live two miles or more (2 mile rule) from their school and all special needs students regardless of the distance lived from the school. **While school bus transportation is offered to all students, this service is considered a privilege and not a right.** This privilege may be suspended at any time through due process based on a student's behavior or extenuating circumstances. Parent(s)/legal guardian(s) are responsible for their child's daily preparation, conduct at the bus stop and behavior on the bus. Parent(s)/legal guardian(s) should ensure their child is:

1. Dressed properly for the season or weather
2. Present at the bus stop on time. Normally 5 minutes before bus loading time. Buses will not wait for students to come out of the house or leisurely walk to the stop.
3. Cooperative with the school bus driver. School bus routes operate on a timely schedule over a predetermined course. However, traffic, weather or other considerations may vary a route's schedule. In congested communities or for next door neighbors it is not practical or safe to stop at everyone's driveway. **Pickup points (stops) must be consolidated. Students must be at their assigned stop on time.**

The Russell County School Board endeavors to make the trip to school and back home as safe and comfortable as possible. The Russell County Code of Conduct applies to students at the time a student arrives at the bus stop and until the student returns home. Therefore, students are expected to follow these rules:

1. Obey and cooperate with the bus driver (at all times).
2. After boarding the bus, take your seat immediately.
3. Do not talk to or disturb the bus driver (except in emergencies).
4. Do not harass other students.
5. Do not fight.
6. Do not argue or yell.
7. Do not use profanity.
8. Sit erect with your feet on the floor and keep your belongings out of the aisle.
9. Keep your hands, head, and objects inside of the bus.
10. Do not eat, drink, or chew gum on the bus.
11. Do not smoke or strike matches/cigarette lighters on the bus.
12. Do not bring fireworks, weapons, or anything that may endanger the lives of others on the bus.
13. Do not commit careless or willful acts which may cause injury to others.
14. Keep the bus clean by picking up any trash that is dropped.
15. Do not commit careless or willful acts which may cause damage to the bus (may result in a monetary charge)
16. Acceptable use of cell phone: music and games (Photo & video, calling and texting prohibited)
17. **Parent(s)/legal guardian(s) or unauthorized individuals are never to board the bus.**

NOTE: Bus drivers are authorized to assign seats.

The Transportation Department has assigned each student to a specific bus for transportation to and from school. Students are not to board an unassigned bus. Once aboard the bus, students shall not be allowed to get off until the home destination has been reached. Any change in transportation requires a 24-hour notice.

Responsibilities of the Transported Pupils

1. Relationship to the driver

- A. To occupy the seat assigned by the driver and to refrain from moving around while the

- bus is in motion
- B. To observe bus conduct (except for normal conversation) while getting on or off and while riding the bus
 - C. To obey the driver, and to report promptly to the School Principal when instructed to do so by the driver
 - D. To cooperate at all times with school bus patrols who have been appointed by the school principal or for fulfillment of duties to which they have been assigned
 - E. To warn the driver of approaching danger if there is reason to believe driver is not aware of danger
 - F. To be in designated place to board the bus at the time scheduled; the driver is responsible for maintenance of this schedule and cannot wait for tardy pupils.

2. Personal Safety

- A. To walk on the left facing traffic to the bus stop and stay off roadway at all times while waiting for the bus
- B. To wait until the bus has come to a complete stop before attempting to get on or off
- C. To enter or leave bus only at front door after bus has come to a complete stop, except in case of an emergency
- D. To cross highway, if necessary, after leaving bus in the following manner:
 - 1. Make certain that the bus is stationary.
 - 2. Upon leaving the bus, stand at the side of the road and wait for proper signals from the driver to cross the road.
 - 3. Upon signal from driver, look both right and left and proceed across the road 10 feet in front of the bus.

TEMPORARY BUS PASSES

Parent(s)/legal guardian(s) may request a temporary bus pass **at least 24 hours in advance** from the principal/designee. The principal/designee must coordinate temporary bus passes with the Transportation Department. At RCHS, parents should request this from Mrs. Courtne Jones, RCHS Main Office Secretary. Except in the case of emergency and approved by the principal/designee, there will be no temporary bus passes granted unless parents are present to complete the bus pass form. School employees are not allowed to fill the form out over the phone for parent(s)/legal guardian(s); therefore, same day passes will not be granted.

THE CHARLES POLAND, JR. ACT (ACT 2013-347)

Under the new law, the crime of trespass in the first degree includes intentionally stopping, impeding, delaying or detaining any school bus from being operated for public school purposes “with the intent to commit a crime.” Perpetrators will also be prosecuted in the first degree if they are found guilty of:

- Entering a public school bus while the door is open to load or unload students without lawful purpose while at a railroad grade crossing or after being forbidden from doing so by the bus driver or other authorized school official;
- Refusing to depart the school bus after the bus driver in charge or other school official demands this of said occupant; or
- Intentionally destroying, defacing, burning or damaging any public school bus.

STUDENT DRIVING AND SCHOOL PARKING RULES AND REGULATIONS

Driving a personal vehicle to school and parking on school property is a privilege and not a right. The

student and the student's parent(s)/legal guardian(s) must realize that student driving comes under school discipline policies. Once parking is revoked, no refund will be issued. The student may not reapply for parking until the next school year (2025-2026). No student may park on campus without a valid RCHS hang tag. Those in violation will be towed at the owner's expense.

The following rules and regulations apply:

1. Students sixteen years and older may drive a vehicle or motorcycle to school if they have a valid Alabama Class D and/or Class M license. Students fourteen years and older may drive a motorcycle to school if they have a valid Alabama Class M license.
2. Students must have vehicle insurance as per state law.
3. Students sixteen years and older are discouraged from transporting other students to and from school. State Law #02-408 Amendments 2010 states the following: Restrictions on the license of a person who is 16 years of age or age 17 with a license less than 6 months: 1. May not have more than 1 non family passenger other than the parent, guardian or supervising licensed driver at least 21 years of age. (New for 2010, reduced from four.) Students 14 or 15 years of age are not allowed to transport passengers.
4. Students must register the vehicle with the school and display the resulting parking permit as instructed. The permit must be displayed on the front of the windshield and/or be visible at all times. There will be a \$25.00 registration fee.
5. Students are to leave their vehicles **immediately** upon arrival at school.
6. The parking lot is off limits to students during the school day unless a pass is received from the office.
7. There is to be a strict adherence to the 5 mph and 15 mph speed limit in all areas of the school property.
8. All school buses are to be given the right-of-way.
9. Drivers are encouraged to keep their vehicles locked at all times.
10. Careless and reckless driving on school grounds is not permitted.
11. The student shall have no expectation of privacy in any vehicle or in the contents of any vehicle operated or parked on school property.
12. Any vehicle found to be illegally parked, not properly registered, or not displaying the parking permit, will be assessed a fine of five dollars (\$5.00). This fine must be paid within ten (10) school days from the date of issue, or driving privileges will be revoked.
13. Students may only park in the **designated "student parking" areas**.
14. **Cars without hang tags or parked outside of student parking will be towed at the owner's expense.**
15. Any violation may result in loss of driving privileges.

REQUIREMENTS FOR OBTAINING A VALID PARKING PERMIT

- The student must have a valid driver's license.
- Permits for motorcycles and motor vehicles will be issued to students at their respective schools on a first come - first served, space available basis.
- If, for any reason, a student loses his/her driving privileges, his/her permit and parking space will be issued to the next person on the waiting list.
- If the driving permit is revoked for any reason the student will not receive a refund for his/her parking tag and will not be allowed to apply for on campus parking until the following school year.
- Parking permits are vehicle specific and need to be updated with the new information, if the student changes vehicles.
- Students not returning a signed parking rules/regulations form will immediately have their parking revoked.

REASONS FOR LOSING A PARKING PERMIT MAY INCLUDE BUT NOT BE LIMITED TO:

- Violating any of the STUDENT DRIVING AND SCHOOL PARKING RULES AND REGULATIONS (see above)
- Failing more than one class (per year)
- Excessive tardies (3 unexcused tardies per quarter)
- Excessive discipline referrals (3 discipline referrals per quarter)
- Excessive absenteeism (3 unexcused absences per quarter)

RUSSELL COUNTY BOARD OF EDUCATION
506 14TH STREET
PO BOX 400
PHENIX CITY, AL 36868-0400
TELEPHONE: (706)321-2224 FAX:



Brenda Coley
Superintendent

Your Check is Welcome

Your check is welcome at all Russell County Schools. We recognize that occasionally a parent may inadvertently overdraw a checking account and a check may be returned by your bank. In order to recover these funds in a private and professional manner, the Russell County School District has contracted with Nexcheck, LLC, for collection of returned checks.

Each person writing a check to a school or the School District should write the check on a **commercially printed check with your name, address, and one phone number**. Counter or starter checks are NOT accepted. When a person writes a check to a school or the School District, he or she agrees that, if the check is returned, it may be represented electronically on the same account, and that the fee established by law, now \$30, may be debited from the same account.

If the check and fee are not collected electronically, then Nexcheck will contact the check writer by mail and by telephone to make payment arrangements. All payments need to be made directly to Nexcheck, P.O. Box 19688, Birmingham, AL 35219. For a convenience fee, payments of both check and fee may be made electronically at www.nexcheck.com or over the phone (800-639-2435) using a credit card, debit card or electronic check.

Thank you,

Russell County Schools Finance Department

RUSSELL COUNTY SCHOOL DISTRICT BULLYING REPORT FORM

In an effort to minimize antisocial behaviors in the school environment, the RCBOE has created a process whereby a student, parent, guardian, or bystander may report instances of bullying to the school administrator for further review and investigation. To report bullying, complete this form and it will be reported to the school. All reported incidents of bullying may be investigated, and when necessary, school administrators apply appropriate disciplinary consequences.

It is important to distinguish bullying from other unkind, mean and harmful behavior. Calling someone a name or pushing someone once, being rude or having an argument with someone is not bullying. Of course, these behaviors should be addressed but may have different consequences and interventions, which is why the distinction is critical. To be defined as bullying, all three components must be present: (1) repeated actions or threats, (2) a power imbalance and (3) intention to cause harm. If bullying is identified correctly, there are various ways to address it.

Intimidation is a **threat or other action that is intended to cause fear or apprehension** in a student, especially for the purpose of coercing or deterring the student from participating in or taking advantage of any school program, benefit, activity or opportunity for which the student is or would be eligible.

Bullying is a **continuous pattern of intentional behavior** that takes place on school property, on a school bus, or at a school-sponsored function including, but not limited to, cyberbullying or written, electronic, verbal, or physical actions that are reasonably perceived as being motivated by any characteristic of a student, or by the association of a student with an individual who has a particular characteristic.

For more information on the district's policy on bullying, please refer to "Appendix V: Bullying" of the Russell County Student Academic Plan and Statement of Responsibilities.

This form can be completed online at www.myrcsd.org or by scanning the QR code with your phone.



**RUSSELL COUNTY SCHOOL SYSTEM
ELECTRONIC DEVICE USE AGREEMENT**

Student Name _____ Address _____
Phone: _____ Alternate Phone _____
Parent/Guardian Name _____ Address _____
Home Phone _____ Other Phone _____

I understand that a School System device with cover will be issued for (Name of Student) _____ at _____ School. The device is capable of Internet access that is filtered while at school. I understand that it is my responsibility as parent/guardian to monitor and control my child's use of the device while away from school. I further understand that inappropriate use is a violation of the Russell County Board of Education Student Handbook & Code of Conduct.

I understand that the device, like textbooks, is instructional material, and that I am legally responsible for the replacement cost if it is lost, stolen, or damaged. I agree to return the device in good working order to School at the end of the school year as directed

I agree to pay the School System an incident fee of \$25.00 per incident repair. Additional loss may result in forfeiture of use of the device by the student or other penalties at the discretion of the school. I agree that my e-mail will be shared with the district's device inventory system so that I can receive important information about my child's device.

Additional Lost or Damage Fees:

- Device case- \$26.00
- Charger- \$30.00

In the event the device is lost, stolen or damaged beyond use, the student or parent/guardian will be required to make full restitution of a new device and the cover (if one has been provided). The School System will electronically disable any lost or stolen device, rendering it useless.

Student _____ Date _____
Parent/Guardian _____ Date _____

*Students are reminded that the use of District Technology and devices is a privilege. All activities performed on any District-owned computer, network, or electronic communication device, including Student Google Accounts which are owned by RCSD and their related content, will be monitored by school authorities. Inappropriate use of District Technology and/or devices may result in restricted use, revoked privilege and/or disciplinary consequences. All students are issued a federally funded device. No incident fees will be charged until damage results in the replacement with a locally funded device. All students and their parents/guardians are required to comply with the RCSD Technology, Acceptable Use and Chromebook policies and guidelines (see www.myrsd.org). By signing this Agreement, you are agreeing that you have read and understand the information stated in this document, and you are agreeing to comply in accordance with this agreement.. *Your signed agreement will be kept on file.**