

2025-26

# Student HANDBOOK

Ruskin.HickmanMills.org



# Ruskin High School Student Handbook

This is Ruskin!

**Address:** 7000 E. 111th St., Kansas City, MO 64134

**Phone:** (816) 316-7400

**Fax:** (816) 316-7475

**Website:** [www.hickmanmills.org/ruskin](http://www.hickmanmills.org/ruskin)

**Email:**

[ruskinhighschool@hickmanmills.org](mailto:ruskinhighschool@hickmanmills.org)

**School Hours:** 7:30am – 2:30pm

2025-2026 School Year

## **Welcome to Ruskin High School**

Welcome to Ruskin High School, nestled in the heart of the Hickman Mills C-1 School District. We take immense pride in offering our students a dynamic learning environment that caters to their unique interests and prepares them for success beyond the classroom. At Ruskin, we aim to provide an education that goes beyond the ordinary, focusing on industry-standard curriculum and cutting-edge technology to ensure our students are well-equipped to face the challenges of tomorrow and create the future they envision.

Our approach goes beyond textbooks and lectures. We emphasize real-world learning experiences and market-value assets that empower our students to apply their knowledge and skills in practical settings. Through programs like Fire Academy, Construction Trades, and Skills Trades, students have the chance to earn college credits, obtain valuable industry credentials, and gain a competitive edge in the job market.

At Ruskin, we believe in stimulating young minds through a wide array of courses that ignite curiosity and critical thinking. Our curriculum not only caters to academic excellence but also fosters problem-solving abilities, preparing our students for a future full of possibilities.

Ruskin is a 1:1 school, providing each student with their own laptop to facilitate seamless learning. Moreover, we take pride in being the only high school in the metropolitan area with access to advanced technology such as the anatome, a 3D anatomy visualization and virtual dissection table, and a SynDaver full-size synthetic human model for our advanced science classes. These resources are usually reserved for college-level studies, but our students can benefit from them early on.

We believe in fostering a well-rounded high school experience. Ruskin offers a plethora of opportunities for students to participate in sports, theater, debate, clubs, and various activities. These extracurriculars not only help build character but also provide avenues for students to explore their passions and interests.

At Ruskin High School, we take immense pride in our exceptional teaching, engaged learning, and vibrant community. Join us as we embark on an educational journey that opens doors to limitless possibilities and ensures that every day is a Great day to be an Eagle!

## **SCHOOL INFORMATION**

**School Name:**

Ruskin High School

**School Alias:**

Ruskin

**School Address:**

7000 E. 111th St., Kansas City, MO 64134

**School Phone Number:**

(816) 316-7400

**School Fax:**

(816) 316-7475

**School Email:**

[ruskinhighschool@hickmanmills.org](mailto:ruskinhighschool@hickmanmills.org)

**School Website:**

[www.hickmanmills.org/ruskin](http://www.hickmanmills.org/ruskin)

**School Facebook Address:**

[www.facebook.com/RuskinHighSchool](http://www.facebook.com/RuskinHighSchool)

**School Instagram:**

[www.Instagram.com/ruskinhs\\_hmc1](http://www.Instagram.com/ruskinhs_hmc1)

**School Twitter:**

[www.Twitter.com/HMC\\_Ruskin](http://www.Twitter.com/HMC_Ruskin)

**School YouTube:**

[www.youtube.com/@ruskinhighschoolhmc1](http://www.youtube.com/@ruskinhighschoolhmc1)

**School Google Calendar:**

[Ruskin High School](#)

## STAFF INFORMATION

**Principal Name:** Ernest Fields

**Principal Email:** [ernest.fields@hickmanmills.org](mailto:ernest.fields@hickmanmills.org)

**Principal Phone Number:** (816) 316-7400

**Assistant Principal Name:** Erin Klein

**Assistant Principal Email:** [erin.klein@hickmanmills.org](mailto:erin.klein@hickmanmills.org)

**Assistant Principal Name:** William Perkins

**Assistant Principal Email:** [william.perkins@hickmanmills.org](mailto:william.perkins@hickmanmills.org)

**Assistant Principal Name:** Carri Ryerson

**Assistant Principal Email:** [carri.ryerson@hickmanmills.org](mailto:carri.ryerson@hickmanmills.org)

**Assistant Principal Name:** Andrea Watts

**Assistant Principal Email:** [andrea.watts@hickmanmills.org](mailto:andrea.watts@hickmanmills.org)

**Secretary Name:** Elizabeth Romanchuk

**Secretary Email:** [elizabeth.romanchuk@hickmanmills.org](mailto:elizabeth.romanchuk@hickmanmills.org)

**Secretary to the Principal Phone Number:** (816) 316-7402

**Secretary Name:** Sharon Heffernan

**Secretary Email:** [sharon.heffernan@hickmanmills.org](mailto:sharon.heffernan@hickmanmills.org)

**Secretary Phone Number:** (816) 316-7406

**Secretary Name:** Kiyana McGlothen

**Secretary Email:** [kiyana.mcglathen@hickmanmills.org](mailto:kiyana.mcglathen@hickmanmills.org)

**Secretary Phone Number:** (816) 316-7337

**Attendance Clerk Name:** Marquette Forbush

**Attendance Clerk Email:** [marquette.forbush@hickmanmills.org](mailto:marquette.forbush@hickmanmills.org)

**Attendance Clerk Phone Number:** (816) 316-7450

**Attendance Clerk Name:** Donshay King

**Attendance Clerk Email:** [donshay.king@hickmanmills.org](mailto:donshay.king@hickmanmills.org)

**Attendance Clerk Phone Number:** (816) 316-8251

**Registrar Name:** Marsha Addison (Grades 11-12)

**Registrar Email:** [marsha.addison@hickmanmills.org](mailto:marsha.addison@hickmanmills.org)

**Registrar Phone Number:** (816) 316-7500

**Registrar Name:** Jan Cobian (Grades 9-10)

**Registrar Email:** [janice.cobian@hickmanmills.org](mailto:janice.cobian@hickmanmills.org)

**Registrar Phone Number:** (816) 316-7305

**Counselors Name:** Angela Brown (AC House)

**Counselors Email:** [angela.brown@hickmanmills.org](mailto:angela.brown@hickmanmills.org)

**Counselors Phone Number:** (816) 316-7502

**Counselors Name:** Kendrick Carlock (BF House)

**Counselors Email:** [kendrick.carlock@hickmanmills.org](mailto:kendrick.carlock@hickmanmills.org)

**Counselors Phone Number:** (816) 316-7294

**Counselors Name:** Sheila Jackson (ET House)

**Counselors Email:** [sheila.jackson@hickmanmills.org](mailto:sheila.jackson@hickmanmills.org) Counselors

**Phone Number:** (816) 316-7711

**Counselors Name:** Wendy Howard (HHS House)

**Counselors Email:** [wendy.howard@hickmanmills.org](mailto:wendy.howard@hickmanmills.org)

**Counselors Phone Number:** (816) 316-7501

**Family School Liaison Name:** Samantha Kirkman

**Family School Liaison Email:** [samantha.kirkman@hickmanmills.org](mailto:samantha.kirkman@hickmanmills.org)

**Family School Liaison Phone Number:** (816) 316-8255

**Nurse Name:** Kathleen Self

**Nurse Email:** [kathleen.self@hickmanmills.org](mailto:kathleen.self@hickmanmills.org)

**Nurse Phone Number:** (816) 316-7380

## **ABOUT**

### **Mission:**

The Mission of Ruskin High School is to provide a foundation for our students that maximizes academic success and to foster positive community impact, as accomplished by:

1. Students come first in the educational process
2. Effective teaching and learning
3. Providing diverse academic pathways
4. Create real-world learning experience
5. Building strong family and community partnerships

### **Vision:**

At Ruskin High School, we engage for today, educate for tomorrow and empower for the future.

### **Mascot:**

- Golden Eagle

### **Colors:**

- Royal Blue and Gold

### **Values:**

1. We are committed academic excellence
2. We use reflective practices
3. We will ensure equity and inclusion for all students
4. We will foster a positive culture and climate
5. We are mission-focused
- 6.

### **Goals:**

- Improve our students' education so they can get through the real world. (no info)

### **Mottos:**

- When schools give you free education, use your knowledge everywhere. (no info)
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## THE GOLDEN EAGLE WAY...

**SOPs** are the Standard Operating Procedures for how we do business at Ruskin High School.

1. Arrival
2. Transitions
3. Cafeteria
4. Dismissal
5. Assemblies
6. Field Trips
7. Hall/Restroom Passes
8. ID Badges, Dress Code

**PBIS** is an incentive program used to reward students who are following the SOPs, and demonstrate being Respectful, Responsible, Peaceful, Safe, and Ready to Learn on a daily basis at RHS.

1. **Attendance-** Students are expected to be at school every day. Students who are not in school 90% of the time will have an attendance plan in place and monitored. Students with more than seven (7) absences in a class will lose credit for that course. Students who come to school but choose not to attend class will be issued ISS or OSS when necessary.
2. **Tardiness-** Students are expected to be on time to class. If not, an attendance plan will be put in place and monitored. ISS or OSS will be issued when necessary.
3. **Respectful Behavior-** Students are expected to be respectful towards others. If not, an opportunity to use a buddy room will be provided. If unsuccessful after multiple attempts, a behavior plan will be put in place. ISS or OSS will be issued when necessary.
4. **Fighting-** Students are expected not to fight. If a student fights on school property the following will result:
  - OSS (3-5 days for 1st /2nd offense). Mediation will be scheduled and a behavior plan will be put in place upon return to school.
  - Superintendent referral (2nd/3rd offense). Referral may result in an alternative school placement for the rest of the year.
  - Any student who engages in a fight on school property that results in an injury, no matter his/her age, may be charged with a Class E Felony as per Missouri state law.
5. **Dress Code, ID badges-** Students are expected to follow the dress code. If not in dress code, an opportunity will be given to change. If unwilling to comply, ISS will be issued. Students are expected to have their student ID in their possession while on campus.
- 6.



## Schedule

			<b>A Day</b>		<b>B Day</b>
<b>Monday A / B (Alternate) – Advisory</b>				<b>Tue / Thurs</b>	<b>Wed / Fri</b>
A Day	B Day	Monday	Hour	A Day	B Day
1	5	7:30-8:40	1	7:30-9:00	
Advisory	Advisory	8:45-9:15	2	9:05 - 10:35	
2	6	9:20-10:35	3	10:40-12:55	
3	7	10:40-12:55 1st: 10:55-11:15 2nd: 11:25-11:45 3rd: 12:00-12:20 4th: 12:35-12:55	Lunch Shifts	1st: 10:55-11:15 2nd: 11:25-11:45 3rd: 12:00-12:20 4th: 12:35-12:55	
4	8	1:00-2:30	4	1:00-2:30	
<b>Assembly Schedule</b>					
1/5		7:30-9:00	5		7:30-9:00
2/6		9:05-10:35	6		9:05 - 10:35
3/7		10:40-12:55	7		10:40-12:55
Lunch Shifts		1st: 10:55-11:15 2nd: 11:25-11:45 3rd: 12:00-12:20 4th: 12:35-12:55	Lunch Shifts		1st: 10:55-11:15 2nd: 11:25-11:45 3rd: 12:00-12:20 4th: 12:35-12:55
Assembly		1:00-2:30 <i>Released by grade level over intercom</i>	8		1:00-2:30

## **ATTENDANCE**

### **Attendance Policies**

Students are expected to be at school every day. Students who are not in school 90% of the time will have an attendance plan in place and monitored. Students with more than seven (7) absences in a class will lose credit for that course. Students who come to school but choose not to attend class and will be issued ISS or OSS when necessary.

### **Late Arrivals**

Students are expected to be on time to class. If not, an attendance plan will be put in place and monitored. ISS or OSS will be issued when necessary.

### **Early Release / End of Day Procedures**

Any student who participates in a program that allows them to leave campus early must follow the early release/early return procedures. All students are required to leave campus when their last class has finished. They may not stay at school and loiter. When students return to campus, they must go directly to class or wait for the end of the day in the media center. Students who fail to follow the procedures for returning to campus can be removed from such programs.

### **Leaving Campus**

Ruskin High School is a closed campus. Students are not allowed to leave campus without being checked out by a parent or guardian. Students who leave campus without permission will be issued consequences.

## **BUS AND PARKING INFORMATION**

### **Bus expectations**

Be respectful, use appropriate words, stay seated at all times, and DON'T put your heads out the window  
\*Students who are assigned to a bus are expected to ride their assigned bus to and from school. In order for a student to ride a different bus, the student will need to get prior authorization from the Administration. Requests should be submitted in writing by a parent/guardian to the office on that day. Parents are also required to request authorization prior to a student walking home using this same procedure.

### **Parking Information and Passes**

1. All vehicles must display a building-parking pass. Students must park in the back-parking lot.
2. Students are to park along the back fence. The police department will ticket students if they
3. park in the front parking lot or if your vehicle is not registered with the school. Parking tags may
4. not be used by, sold, or transferred to another student or their vehicle.
5. Students must have a current driver's license and provide proof of insurance.
6. All vehicles must have license plates with current tags.
7. Parking tags cost \$20.00. Replacement tags will also cost \$20.00.
8. Speed limits must not exceed 5 mph while on the campus parking lot.
9. A vehicle must display a handicap parking tag to use the accessible parking space.
10. Leaving campus for reasons other than early release must receive a "Pass to Leave School
11. Grounds" from the attendance clerk and check out prior to leaving campus.
12. Vehicles should be locked. Students may not loiter in vehicles or parking lots.
13. Parking a vehicle on school grounds entitles the principal or designee of the principal to search
14. a vehicle upon reasonable suspicion that a school rule may have been violated.
15. Vehicles parked illegally or without authorization could result in the driver having privileges
16. revoked, being ticketed and/or the vehicle being towed at the owner's expense.
17. Parking off school property is discouraged.

\*\*\*Students May Have Their Parking Privileges Revoked If They Fail to Abide By

## **SCHOOL VISITS AND VISITORS**

### **School Visits**

Parents and guardians are welcome and encouraged to visit the school. All visitors must register in the office upon entering the school building. In order to speak with or sign out a student, visitors must present proper identification (driver's license or state ID) before access to the student will be granted. Per District Policy KK. However, parents/guardians who wish to visit a classroom will need to contact the school office and schedule the visit at least 24 hours in advance. Visits will be limited to not more than 90 minutes. Visitors will sign in, be given a visitor badge, and be accompanied to the classroom by a staff member.

### **Student Pickup**

Students are not to leave school unless the student is checked out properly. Students are allowed to leave during the school day with a parent or guardian who is listed in Infinite Campus. Proper identification will be required of the person checking out the student. An authorized adult must come into the school building in order for a student to be released from campus. Students will not be released to an awaiting car without an administrator.

### **Student Drop off**

Students must sign in when reporting to school late, a parent/guardian will be contacted.

## **STUDENT EXPECTATIONS**

### **ID badges**

1. All students are required to have a Ruskin High School identification card. ID badges will be issued to students at the beginning of the school year.
2. Student ID badges are required for lunch and ALL student activities on or off campus throughout the school year.

### **Activities Programs**

The Activities Program at RHS has been closely aligned to the instructional program and allows all students to explore and/or specialize in a variety of activities. Constitutions are developed so each organization has guidelines and structure. More information can be found in the Ruskin Athletic and Activity Handbook.

### **Assemblies**

Assemblies are an integral part of the school spirit of Ruskin High School. They are intended to celebrate the students of Ruskin High School. As such, no outside visitors or guests are allowed.

### **Backpack**

Students are allowed to have backpacks at school. The backpack and its contents are the responsibility of the student. Therefore, students are encouraged to leave any items of value not required for school at home.

### **Breakfast**

Students will have the opportunity to get a grab-and-go breakfast from designated areas.

### **Cafeteria**

Each student is issued a personal identification number [PIN] for the cafeteria (TBD). The PIN should not be shared with any other students. Free meals are provided for all students (currently until the grant ends). Students may not order food from outside vendors or delivery services. For lunch, teachers escort their classes to the cafeteria, and students are expected to remain at their assigned tables until students are picked up by their teachers. This policy will be reviewed and modified gradually throughout the school year.

Good student conduct is essential for an orderly lunch. Students will:

- Enter the cafeteria and stand in a single file line along the designated wall.
- Pick up lunch and sit at their designated table.
- Eat first, and then talk quietly to students at their own table.
- Behave respectfully and use good table manners.
- Finish eating in the cafeteria - no food or drink may be taken out.
- Place all trash in the proper receptacles.
-

- Remain in the cafeteria until dismissed to walk back with your teacher.
  - Detentions and/or individual seating may be assigned if a staff member feels it is necessary.
  - Guests/adults are welcome to eat with their child (the adult must be on their contact sheet/demographic information) in a designated area with their student as assigned by building protocol or availability. All / if outside food is brought in by the adult, it can only be eaten in the designated area.

## **Cell Phones**

Missouri law (Senate Bill 68) is a new State law that affects all public schools beginning in the 2025–2026 school year. Under this law, students are not allowed to use personal electronic devices—including phones, earbuds, tablets, and smartwatches—during the school day. This includes passing time between classes, lunch, and any non-instructional periods.

Ruskin High School Expectations:

- All personal devices must remain off and out of sight from the time students enter the building until the final bell.
- Medical devices are exempt and will follow existing procedures through the nurse's office.

Consequences for Violations:

At Ruskin, the following steps will be taken if students do not follow the new expectations:

- First Offense – Warning; teacher calls home
- Second Offense – Confiscation by admin; parent contact; student picks up phone at end of day
- Third Offense – Confiscation by admin; 1 day ISS; parent picks up phone at end of day
- Subsequent Offenses – Confiscation by admin; 1–3 days ISS; parent must pick up phone and meet with admin

\*\*\* Refusal to surrender a device will result in additional consequences. \*\*\*

Staying in Touch During the Day:

Families can call the main office to deliver important messages to students. Additionally, students may use the classroom or office phone if they need to contact home, per building guidelines.

## **Classroom Celebrations**

No celebration shall be organized, planned, or held during the school day without the approval of the building administration. Celebrations must be connected to student achievements or classroom accomplishments over a period of time and supported by data.

## **Conferences**

Fall conferences will be held during the month of October, and Spring conferences will be held during the month of February, please refer to the district calendar for the exact dates and times. Teachers are also available during their preparation period and after school for conferences. When a parent desires to confer with any teacher, please call the school office and arrange for an appointment.

## **Deliveries**

Students may not order food from outside vendors or delivery services. If they do so, the items will be kept in the office until the end of school.

## **Discipline**

Our goal is for students to demonstrate kindness to one another and be successful in the classroom. It is expected that good character traits are taught and displayed throughout the school.

While we expect our students to make good choices, we understand that there will be times when they need redirection. Here is the redirection continuum that teachers will follow:

- Verbal warning/redirection
- Reflection in a safe spot in the classroom
- Think sheet (written response) in a buddy room
- Parent contact to request your partnership and support
- Principal conference and or consequences issued
- Behaviors requiring a more severe consequence may not follow the five-step process.

## **Dress Code**

Students are expected to follow the dress code. If not in dress code, an opportunity will be given to change. If unwilling to comply, ISS will be issued. Students are expected to have their student ID in their possession

while on campus. Students are expected to adhere to the Dress for Success expectations of the Hickman Mills C-1

School District policy, which is addressed in the Student Code of Conduct. Students' attire must not distract, disrupt, or interfere with teaching or learning, or disrupt the climate of the school. Clothing is prohibited when an administrator deems items unsuitable, unsafe, or an interruption to the learning environment.

The dress code criteria are as follows:

- Shoes must be worn at all times. Avoid backless shoes, slippers, slides, heels (more than 3 inches), shoes with spikes, skates, etc.
- Appropriate coverage of the body is expected and defined as being covered from shoulder to mid-thigh (about 3 inches above the knee). The chest, back, ribs, midriff, underarms and buttocks must be covered. Undergarments (sports bras, bra straps, boxers, or shorts worn under pants) may not show. Sagging is not permitted. All shirts must have sleeves.
- The following items are not permitted and addressed as part of the dress code procedures:
  - Ripped jeans, leggings/spandex pants, see-through tights or yoga pants (unless with a shirt covering buttocks), pajama pants.
  - Clothing that is see-through, revealing, or displays profanity or words/symbols that advocate or depict violence, ethnic/racial slurs, drugs, alcohol, tobacco, sex, illegal gang affiliation, political statements or any other expressed or implied illegal activity.
  - Jewelry or accessories that may be used as weapons including but not limited to wallet chains, spiked rings, spiked bracelets, two or three finger rings that are joined, spikes, oversized belt buckles and bulky chains worn around the neck or waist.
  - Headphones (i.e. Beats), wireless headsets (i.e. Bluetooth) unless used for an academic purpose with the permission of the building administrator.
  - Metal picks and combs, hats, hoods, hoodies, bandana prints, wave caps, sweatbands, sunglasses or any head covering (excluding those worn for religious reasons).

### **Field Trip**

No refunds will be given for any field trips for any reason. No exceptions. The school has to pay for entry fees and transportation prior to the field trip.

### **Fines and Fees**

Students are responsible for all financial obligations to the school. This includes but is not limited to: lost textbooks, charged ID badges, any technology devices and lost athletic equipment. If fines and fees are not resolved, no official documents will be released in the student's name, including grade cards and official transcripts. If necessary, the school will hold the student's diploma upon graduation.

### **Food and Drink**

Students are not allowed to have food of any kind out during class to eat. This does not include breakfast during arrival. Snacks are strictly forbidden during the school day. Students are fed breakfast and lunch during the day. Food causes distractions during class time and hinders the learning process. For drinks, students are allowed to have water bottle and only water can be kept in it. Students are not allowed to put any type of flavored powders that change the color.



Flavored water, when spilled, can stain other students' clothes. There are some exceptions to this policy, such as, classroom parties. However, that is very rare and families will be notified ahead of time.

### **Fundraisers**

Students must have approval from the building principal or designee. Students are not authorized to sell or trade personal items for any reason at school.

### **Hall Passes**

To maximize instructional time, there will be limited passes out of class throughout the day. Students are encouraged to get water or go to the restroom during passing periods. If a student has to go out during class, the teacher will provide the student with a Yellow pass for the office, White pass for the nurse, or a pass for the Hallway color (Red, Blue, Green, or Purple). Students will not be given passes to other classrooms unless pre-authorized by administration

### **Hallway Behavioral Expectations**

- Walk on the right-hand side of the hallway.
- When waiting at the water fountain, avoid blocking the hallway by forming a line next to the wall.
- Voices at a level 1.
- Keep your hands, feet, etc., to yourself.
- Use your passing time to go to the bathroom or locker, then go directly to class.
- Obtain a pass before going to see the nurse.
- Do not block heavily used traffic areas.
- Must have a pass to be in the hallway outside of passing time.

### **Military Communications**

Federal law requires that the district provide contact information of secondary students to military recruiters and institutions of higher education. Parents and students over the age of 18 can opt out of this disclosure by providing written notification to a building administrator.

- Personal Property
- Planners and Agenda
- Telephone – phone calls
- Field Trips
- What to share at school / leave home

### **Personal Property**

Students are encouraged not to bring personal items of value to the school. The school will not be responsible for personal items lost, stolen, etc.

**Recording Video, Audio and Photos**

Creating a video or audio recording in the school setting is prohibited unless it is for specific curricular reasons as determined by school officials. The school has an obligation to ensure the safety and privacy of all students. Students are not allowed to post inappropriate photos or videos on social media.

**Selling of Merchandise on School Property (Including Food)**

The sale of goods on campus is not only governed by a district policy, but a state law, which is soliciting. The district only allows students to sell food to raise funds for school-sponsored activities, and the food sold must meet the nutritional guidelines provided by the district. Any merchandise brought into the school without administrator approval will be confiscated and must be retrieved by a parent or guardian.

## **TECHNOLOGY AND TEXTBOOKS**

### **Technology**

Computers are available in multiple locations throughout the building, and students are issued a district-owned technology device for academic use throughout the school year. Students may research the Internet; however, they must adhere to acceptable use policies. Acceptable uses include, but are not limited to:

1. Intellectual activities and research
2. Seeking or sharing resources
3. Completing research projects assigned by teachers (accessing libraries)
4. Appropriate and proper communication with others through the network
5. Sharing research, projects and information with others around the world
6. Discussion Groups
7. Collaborative learning with other students, teachers and districts
8. Global information news
9. Public domain and shareware computer software
10. "Fair Use" of any information that is legally found on informational networks.
11. The use is for educational/instructional use ONLY.

Only authorized software will be installed on district computers; no person (student or staff) shall install their personal software on district computers.

### **Textbooks**

Students are loaned textbooks, library books, and other school-issued technology for academic use. School property must be returned to the school in the same condition as issued. Failure to do so will result in a student being placed in obligation to the school.

These obligations are the student's responsibility to clear. Fees for lost books vary. A price list is available from the librarian.

## **BUILDING AND FACILITY RULES**

### **Building Hours**

Building hours for students are 7:15 a.m. to 2:30 p.m. Students arriving at school prior to 7:15 a.m. need to remain outside or wait in the front entrance until the building opens. At 7:15 a.m., we start letting students into the building for breakfast. Students are required to leave the building by 2:30 p.m. at the end of the day unless under the direct supervision of a teacher or sponsor.

### **Deliveries**

Delivery of food, flowers, balloons, etc. for students during the school day is discouraged. If deliveries are received, they will not be given to the student until after school is dismissed. Necessary deliveries should be brought to the Main Office. Students are not allowed to have food delivered unless approved by the administration beforehand.

### **Drills-Fire-Tornado-Disaster-Earthquake**

Fire drills are signaled by the fire alarm or bullhorn. Tornado, Disaster, and Earthquake drills will be announced over the intercom system or signaled with a series of short blasts from a bullhorn. Students will be given full instructions by their individual teachers as to where they are to go or what to do during the drill. Students are to treat all drills in a serious manner.

### **Lost and Found**

Lost articles found should be sent to the Main Office. Anyone losing an item should check in with the front office secretary before or after school, during passing time or with a pass from their classroom teacher to see if it has been found. Every effort will be made to identify whom the lost articles belong to and return them to the rightful owners. Articles unidentified and unclaimed after two weeks may be donated to charity.

### **Media Center Hours**

The Media Center hours are 7:05 a.m. to 2:35 p.m. The Media Center is available for student use before and after school when accompanied by school personnel. Books may be checked out for three (3) weeks or overnight. Fines are issued if books are not returned by the due date.

### **Signs or posters**

Posting signs is strictly limited to approved areas only. In order to keep our building clean, the number of signs approved is limited. Approved signs are allowed only on approved bulletin boards or areas designated by an administrator.

### **Search/Seizure of Student Lockers and Vehicles**

Students may be requested to submit to voluntary personal searches when reasonable suspicion warrants such action. School lockers and desks are the property of the Board of Education and are subject to periodic

inspections without notice. Lockers and desks may be subject to search by school administrators for a variety of reasons, including but not limited to: suspicion of concealing drugs, alcohol, tobacco, or materials of a disruptive nature, stolen properties, weapons, or other items which pose danger to the health or safety of the student, other students, or school employees. An administrator and an additional staff member will conduct all searches. If student vehicles are parked on school grounds, they are subject to search when reasonable suspicion warrants such action according to the procedure outlined for search of lockers and desks.

### **Tobacco Free District**

To promote the health and safety of all students and staff and to promote the cleanliness of district property, the district prohibits all employees, students and patrons from smoking or using tobacco products in all district facilities, on district transportation and on all district grounds at all times. Students who possess or use tobacco products or e-cigarettes on district grounds, district transportation or at district activities will be disciplined in accordance with Board policy.

### **Video Surveillance**

Students, staff, parents, patrons and visitors should be aware that Ruskin High School has surveillance cameras monitoring various school building areas, including but not limited to: parking lots, hallways, common areas, gymnasium, cafeteria and vending machines. School buses also have surveillance cameras. Video recordings are reviewed by school officials to promote the order, safety and security of students, staff and property. Recordings may be used for any purpose, including use in school disciplinary proceedings. Students, staff, parents, patrons and visitors should understand that their actions while in these areas will be recorded with no expectation of privacy. Maintenance, release and viewing of recorded images will be handled in accordance with board policy and applicable state and federal law.

## **ACADEMICS**

### **A+ Program**

The State Board of Education has designated Ruskin High School as an A+ school. Eligibility requirements and procedures for applying can be found at [www.hickmanmills.org](http://www.hickmanmills.org)

### **Academic Letter**

Students may earn an academic letter from Ruskin High School by achieving a 3.75 grade point average cumulative of both semesters during one school year. The qualifying criteria includes:

1. GPA will be computed on a yearly basis, averaging the first and second semester GPA.
2. First year qualifying students will receive an academic letter. In subsequent years, students will receive a bar.
3. The academic letter is independent of all other letters.
4. Students enrolling during the school year will use transfer grades to determine the GPA.
5. Credit earned in summer school or independent study is not applicable to the academic letter.

### **Advanced Placement (AP)**

The Advanced Placement program (AP) offered by the College Board is an opportunity for students to earn up to one year of college credit in certain subject areas. In order to receive college credit, students must pass the College Board examination in the given subject area at the end of the school year. Students scheduled into an AP course must remain in the course and take the AP exam unless released by the teacher and administration.

### **Career And Technical Education (CTE)**

The Hickman Mills C-1 School District currently offers courses in the following CTE programs: Business and Finance, Family and Consumer Sciences, and Project Lead the Way (Academy of Engineering, Academy of Biomedical Science). Students can also enroll in CTE programs at the Herndon Educational Center and the Summit Academy. Articulation agreements are available that link high school CTE programs with Associate Degree programs at area community colleges. Real-World Learning (RWL) opportunities are also available on and off campus throughout the school year.

### **Citizenship & Academic Integrity**

Academic integrity is defined as the conscious intent of students and staff to honestly and responsibly use original, unique yet informed thoughts, ideas, opinions, and products toward the achievement of personal or professional academic goals. A violation against the Academic Code of Ethics is an act which could deceive, cheat, or defraud so as to promote or enhance one's academic standing. Academic dishonesty also includes knowingly or actively assisting any person in the commission of a violation of the Code.

A violation of the Academic Code of Ethics may result in disciplinary action. Violations can include, but are not limited to:

1. Plagiarism—Failure to use original, unique yet informed ideas, thoughts, words, images or products with the intent to represent the work of others as one's own.
2. Cheating—the willful intent to use sources improperly for personal gain.
3. Forgery/falsifying documents—Counterfeiting documents for personal unwarranted advantage in terms of grades, standardized testing, academic standing, recognition, postsecondary placement, eligibility or privileges.

### **Class Rank**

A student's cumulative grade point average begins their first semester of 9th grade and is the basis for all class rankings. The rank is computed by using grades for all subjects including weighted or honors courses. Students should see their counselor with questions regarding their status. **Summer school courses and PLATO course work will impact a student's GPA and class ranking.** Please refer to the course description book for courses that have weighted credit.

### **Dual Credit Enrollment**

Dual enrollment is the process by which a student is enrolled in both a high school and a college or university, and credit earned applies toward both high school credit and a college certificate or degree. Any high school student who meets the qualifications of Dual Enrollment may enroll in a dual credit course and use the credits earned to meet high school graduation requirements.

### **Grade Level Classification**

Students must earn **25** required credits in order to graduate from high school:

- |    |           |                          |
|----|-----------|--------------------------|
| 1. | Freshman  | Less than 5 credits      |
| 2. | Sophomore | 5 credits + 2 semesters  |
| 3. | Junior    | 11 credits + 4 semesters |
| 4. | Senior    | 18 credit + 6 semesters  |

### **Honor Courses**

Students may increase their cumulative weighted district GPA through advanced coursework.

### **Honor Roll**

- |    |                        |                   |
|----|------------------------|-------------------|
| 1. | Principal's Honor Roll | 4.0 and above GPA |
| 2. | "A" Honor Roll         | 3.5 – 3.99 GPA    |
| 3. | "B" Honor Roll         | 3.49 – 3.00 GPA   |

### **Make-Up Work**

Make-up work is permitted and graded for full credit when the absence is excused. It is the student's responsibility to secure make-up work from his/her teachers upon returning from an absence. Absences must be for three days or more in order to request homework which should be picked up within 24 hours.

## Positive Behavioral Interventions and Support (PBIS)


Positive Behavioral Interventions and Support (PBIS) is based on the idea that students can learn appropriate behavior in the same way that students can learn a new concept or skill—through instruction, practice, feedback, and encouragement.

## PSAT

Students in Grades 9-11 are encouraged to take the PSAT exam. The PSAT is the qualifying test for the National Merit Program, the National Achievement Program, and the National Hispanic Scholars Program.

## Graduation Requirements

In addition to meeting state and district graduation requirements, graduates are required to have participated in the Missouri Department of Elementary and Secondary Education's End of Course (EOC) exams in the subject areas of: Algebra I, Algebra II (if taken Algebra I prior to 9<sup>th</sup> grade), English II, Biology, and Government. Students must also pass the U.S. and Missouri Constitution exams. Beginning with the class of 2021, all students must pass an American Civics exam. Prior to graduating, students must have received 30 minutes of cardiopulmonary resuscitation (CPR) instruction, and training in the proper performance of the Heimlich maneuver or other first aid procedures for choking.

	Updated for 22-23 SY <b>Units of Credit</b>
<b>Communication Arts</b>	<b>4.0</b>
<b>Mathematics</b>	<b>3.0</b>
<b>Science</b>	<b>3.0</b>
<b>Social Studies</b>	<b>3.0</b>
<b>Speech and Theatre Arts</b>	<b>0.5</b>
<b>Fine Arts</b>	<b>1.0</b>
<b>Practical Arts/Personal Finance</b>	<b>1.0</b>
<b>Physical Education</b>	<b>1.0</b>
<b>Health</b>	<b>0.5</b>
<b>Electives</b>	<b>8.0</b>
<b>Total</b>	<b>25.0</b>

Students who fail to meet ALL academic and financial obligations the Friday prior to graduation (**May 5, 2023**) will not have their name printed in the Commencement Ceremony Program.



## **Student/Parent Portal**

To facilitate school-to-home communication, RHS has an internet program called the Parent Portal, which allows parents to engage in their child's day-to-day education using Infinite Campus. Parents and students can access pertinent information about attendance, grades, homework assignments, and a history of academic work.

## **Student Supports**

Student Services supports students and their parents in the following ways:

1. Facilitate the exploration of college, career or military options after high school
2. Provide guidance for scholarship and financial aid information
3. Manage class schedule
4. Assist with personal and emotional issues
5. Assist with conflict mediation
6. Provide referrals to community resources
7. Assist with school records and transcript requests

The main objective of the RHS counseling staff is to counsel, coordinate and consult. Counselors are trained to give students guidance and help with the complexities and opportunities of the high school experience. Each student will be assigned a counselor who will monitor the student's high school academic experience. The school counselor will assist students in seeking solutions to questions and problems related to their education, career decisions, and social-emotional wellbeing. Counselors can address students' questions about classes, testing, career plans, college entrance, graduation requirements, and other topics related to high school. A primary focus is to assist students with their four-year academic goals. Students may make an appointment to meet with their counselor through the Registrar. Parents can arrange a meeting with their student's counselor by calling the registrars for Grades 11-12 at 316-7500, or Grades 9-10 at 316-7305.

## **Schedule Changes**

The Counseling Department and many other staff devote a significant amount of time and effort to the scheduling process. Students are involved in the process at every step of the way. Therefore, limited schedule changes will be allowed, and only with administrative approval.

## **Semester Finals**

Any student wishing to take finals early must receive permission from the classroom teacher. Once they have received permission, a building administrator must approve of the schedule.

## **Small Learning Communities**

Small Learning Communities (SLCs) are personalized learning communities within a high school or middle school that select a group of students and teachers for a two, three, or four-year span. SLCs integrate a rigorous academic curriculum with a rigorous college and career readiness curriculum, and involve teachers from different content areas working together as a team.

SLCs include the following essential components:

1. a small learning community of students and teachers
2. a college-prep curriculum with an academic/career theme
3. a variety of partnerships with business and industry, the community and postsecondary education

## **Service Learning**

Service learning integrates classroom instruction with community service to create meaningful opportunities to enhance both the classroom environment and the overall community. All students in grades 9-12 will have the opportunity to participate in service learning through their Social Studies courses. Additional opportunities may be available through extracurricular clubs and organizations. Beginning with the Class of 2021, all students will be required to participate in service learning in order to fulfill District graduation requirements.

## **Textbooks And Technology**

Students are loaned textbooks, library books, and other school-issued technology for academic use. School property must be returned to the school in the same condition as issued. Failure to do so will result in a student being placed in obligation to the school. These obligations are the student's responsibility to clear. Fees for lost books vary. A price list is available from the librarian.

## **Transcripts**

A transcript is a record of all course work completed by a student from grades 9-12, including a copy of standardized test results. Official transcripts always carry the school seal. A signed transcript request form must be on file prior to RHS sending a transcript. There is a 24-hour turnaround time on all requests. Students are allowed to send three transcripts to any school or place of employment at no cost. There is a charge of \$4.00 for each additional transcript.

## **Transfer Credit**

### **Transfers from Accredited Schools**

An "accredited school" includes the Missouri Virtual Instruction Program (MoVIP), a private agency that places students with disabilities in public schools; and/or any school accredited by the Missouri Department of Elementary and Secondary Education (DESE), the North Central Association of Colleges and Schools (NCA), the Independent Schools Association of the Central States (ISACS) or the University of Missouri Committee on Accredited Schools Non-Public (CAS). If a school is located in another state or country, that school must be accredited by that state's or country's department of education, NCA, ISACS or the equivalent agencies. All credits must be equated to the Carnegie Unit as defined in the state of Missouri. Only credits that correspond to course offerings accepted by the Missouri State Board of Education or the District may be accepted to meet graduation requirements.

### **Transfers from Unaccredited Schools**

An "unaccredited school" is any public, private or home school that does not meet the definition of "accredited" above. In general, if a student transfers to the District from an unaccredited school, the principal or designee will examine various criteria to determine grade-level or class placement

including age, achievement tests or other performance data, transcripts, course descriptions, textbooks used and home-schooling logs. If necessary, the district will administer additional tests to aid placement decisions. All credits must be equated to the Carnegie Unit as defined in Missouri. Only credits that correspond to course offerings accepted by the Missouri State Board of Education or by the district may be accepted to meet graduation requirements.

### **Valedictorian, Salutatorian, Top 10**

In order for a student to be the valedictorian or salutatorian, their last full year of high school must be at RHS. The valedictorian will be the student with the highest weighted GPA. The salutatorian will be the student with the second highest weighted GPA. Students' transcripts will be clearly marked to indicate selection as the valedictorian and salutatorian. In addition, the top 10 students with the highest weighted GPA will be recognized at graduation; the valedictorian and salutatorian are included in the top 10.

## **EXTRA CURRICULAR ACTIVITIES**

### **Student Activities**

The district supports extracurricular activities such as athletics, clubs, and organizations. Extracurricular activities have existing systems of recognitions and rewards, so students value being involved and building a climate that promotes school spirit. Additional information can be found in the Ruskin Athletic and Activities Handbook.

### **Athletics**

All athletic procedures and requirements are in accordance with the Missouri State High School Activities Association (MSHSAA). Enrollment in a District school does not guarantee athletic participation. All athletes must have a complete physical exam before participation in any practices and/or games. All adults supporting athletic teams (i.e., coaches) must have a complete background screening and CPR training.

### **Eligibility Requirements**

Eligible students must have a C grade average for a previous semester grade (not cumulative) and no more than one "F" the preceding semester, be enrolled in 2.5 credits per semester, and making satisfactory progress toward graduation. During the participant's season, students must be passing all classes. If a grade falls below passing, the participant will be ineligible for a predetermined length of time. Additional information can be found in the Ruskin Athletic and Activities Handbook.

### **Clubs And Organizations**

Clubs and organizations can provide learning experiences that broaden students' cultural horizons, offer a constructive use of leisure time, provide services to the school and community, and promote academic achievements and accomplishments. Membership and meeting schedules are established by each individual club or organization.

**Students who excel in academics, leadership, service and extracurricular activities have the opportunity to earn honor cords. Please see the school website for criteria.**

### **School Dances**

#### **Homecoming and Court warming**

Homecoming occurs in the fall and court warming occurs during the winter each school year. Students who wish to bring a date from another high school to any school dance must submit a guest pass form prior to the event. The visiting student is also required to have a current student ID to enter the dance. Only current high school students are permitted to attend dances. The only exception made is for Ruskin graduates from the previous school year who will be allowed to attend as a guest with Administration approval.

## Prom

Prom is held each spring for the Junior and Senior classes only. **Students must have 90% attendance to attend**, and attend school the day prior to prom to attend the event. Appropriate formal wear is required for admittance. Appropriate formal wear guidelines will be provided to students at the time of their ticket purchase. The formal wear guidelines apply to both the student and their guest. Violation of the dress code guidelines will result in non-admittance to prom. No refunds will be granted. Students wanting to bring a date from another high school need to complete a guest pass form prior to the dance. The visiting student is also required to have a current student ID to enter the dance. Only current high school students are permitted to attend. The only exception made is for Ruskin graduates from the previous school year who will be allowed to attend as a guest with Administration approval.