2026 – 2027

Student/Parent Handbook & Code of Acceptable Behavior And Discipline

Russell County Board of Education

404 S Main St Jamestown, KY 42629 270-343-3191

Today's Children, Tomorrow's Leaders
Anchored In Learning
Russell County Schools

Foundation for a Healthy Kentucky

RUSSELL COUNTY SCHOOLS
INSPIRE TO DREAM, CHALLENGE TO ACHIEVE

Welcome to Our 100% Tobacco-Free School!

Our school prohibits ALL tobacco use by EVERYONE at ALL times on ALL school grounds and at ALL school-sponsored events

Russell County
100% Tobacco Free Schools

RUSSELL COUNTY SCHOOLS
404 SOUTH MAIN STREET
JAMESTOWN, KENTUCKY 42629
TELEPHONE: (270) 343-3191
www.russell.kyschools.us

The Board of Education is responsible to establish general policies and procedures for the operation of all schools within the district. At a specific school, the school council may adopt the Board Policy or they may develop their own unique set of rules and regulations that affect discipline and attendance as well as other aspects of the school operation. It is very important that all students and parents or guardians read and understand the foregoing **Code of Acceptable Behavior and Discipline** booklet as well as any school-specific handbook.

This document is available publically at all times in an effort to provide parents and students with current information regarding the law, regulations, and School Board Policy regarding conduct and attendance. This policy is subject to change by a change in the law, state regulations, or School Board action without further notice to the parents and students. Please access this **Code of Acceptable Behavior and Discipline** at the following link:

www.russell.kyschools.us under the "PARENTS" section

If you prefer to have a paper copy, please call the Board of Education at (270)343-3191.

As a student attending a school in the Russell County District and as a parent/guardian of a student, we are signing this document indicating that **we have read and discussed** the Russell County Code of Acceptable Behavior and Discipline and any school-specific handbook that has been developed to state the rules and guidelines of the district and school and agree that upon entering school property, we agree to abide by, and be subject to, all school rules.

Parent/Guardian Signature **Date**

Parent/Guardian Signature **Date**

Student Signature **Date**

This signed document must be returned to the school for all students enrolled in the Russell County Schools. This form will be filed and used as a reference if there is any question about school rules and regulations.

The Russell County Board of Education does not discriminate on the basis of race, color, national origin, age, religion, marital status, sex, genetic information or disability.

Russell County School District
Student Internet Account Agreement

Student Section

Student Name _____ Grade_____

School _____

I have read the Acceptable Use Policy for Electronic Communications/Media Production on pages 30-35. I agree to follow the rules contained in this Policy. I understand that if I violate the rules, my account can be terminated and I may face other disciplinary measures.

Student Name _____ Date _____

Parent or Guardian Section (Must have both signatures)

I have read the Acceptable Use Policy for Electronic Communications/Media Production on pages 30-35. (If dial-up access is provided—I will supervise my child's use of the system when my child is accessing the system from home.)

I hereby release the district, its personnel, and any institutions with which it is affiliated, from any and all claims and damages of any nature arising from my child's use of, or inability to use, the District system, including, but not limited to claims that may arise from the unauthorized use of the system to purchase products or services.

I will instruct my child regarding any restrictions against accessing material that are in addition to the restrictions set forth in the District Acceptable Use Policy. I will emphasize to my child the importance of following the rules for personal safety.

I give permission to issue an account for my child and certify that the information contained in this form is correct.

Parent Signature _____Date _____

Parent Signature _____Date _____

Parents Names (print) _____

Parent E-mail Address _____

Home address _____ Phone _____

****

This space reserved for System Administrator

Assigned User Name _____

Assigned Temporary Password _____

Student's School: _____ Home Room Teacher_____

RUSSELL COUNTY TECHNOLOGY EQUIPMENT AGREEMENT

All students and their parents/guardians will be required to sign this form before technology equipment can be taken to a location other than a District facility. By completing and signing this form, I acknowledge and agree as follows:

1. To abide by the RCSD Technology Acceptable Use Policy

2. To use ordinary care and diligence in protecting, safeguarding, and supervising use of the equipment and returning it to the District in the same condition it was in prior to receiving it, excluding normal wear and tear.

3. To sign for responsibility of the equipment while it is in my possession.

4. To return the technology equipment the day school is back in session.

To be completed by Supervisor/Teacher

Equipment Make/Model: _____

Serial Number: _____

To be completed by parent/guardian

Student Name (please print):_____
Parent/Guardian Name: _____

Home Address: _____
Phone #'s: Home: _____Work:_____Cell:_____

I have read and agree to comply with the Technology Equipment Agreement. I understand that no web-filtering system is perfect and the parent/guardian is responsible for providing appropriate supervision while the Internet is being accessed away from school.

I also understand that I assume accountability and responsibility for the Chromebook/iPad assigned to me. I understand that I am personally liable for:

The replacement cost of the Chromebook ($260), if the item is not returned.
Screen Replacement--$100, if the board's purchase price goes down, this price will also go down.
Keyboard--$20, Lost Power Supply--$20

IPad replacement cost ($299), Screen Replacement--$100, Lost Power Supply--$35

Student Signature_____ Date_____
Parent/Guardian Signature_____ Date_____

SUBJECT TO CHANGE DUE TO WEATHER/ILLNESS

1st reading Dec 9, 2025, Approved at the Dec 15, 2025 board meeting; please check for updated calendar on the RCBOE website: https://www.russell.kyschools.us

RUSSELL COUNTY SCHOOL SYSTEM-School Schedule

2026-2027 170 DAYS OF INSTRUCTION

August 11:	Opening Day for TEACHERS
August 12:	First Instructional Day – TEACHERS and STUDENTS report to their schools for the first day of school.
September 7:	Labor Day Holiday (No School)
October 5-9:	Fall Break (No School)
November 3:	Professional Development – TEACHERS ONLY (Students do not attend this day.)
November 11:	Veterans Day Holiday (No School)
November 25-27:	Thanksgiving Break (No School)
December 18:	Last day of instruction before Christmas Break begins
Dec. 21- Jan. 1:	Christmas/New Year's (No School)
January 4:	Planning Day - TEACHERS ONLY (Students do not attend this day.)
January 5:	Students return from Christmas Break
January 18:	Martin Luther King, Jr. Holiday (No School)
January 22:	Hosting Regional Swim (No School)
February 15:	President's Day – Holiday (No School)
March 15:	Planning Day - TEACHERS ONLY (Students do not attend this day.)
April 5-9:	Spring Break (No School)
May 18:	Election Day (No School)
May 20:	Last instructional day for students (subject to change due to weather/illness)
May 21:	Closing day for TEACHERS

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This is to certify that the **Code of Acceptable Behavior and Discipline** was reviewed by legal counsel, Jeffery H. Hoover.

Jeffery H. Hoover, Attorney
Russell County Board of Education

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Dear Parents, Guardians, and Students,

As Superintendent of Russell County Schools, and on behalf of the Russell County Board of Education, it is my pleasure to welcome everyone back for another exciting year of teaching and learning. The 170 instructional days between August 12, 2026, our first day with students, and May 20, 2027, our last day, will pass quickly. Let's work together to make each one count.

We hope your summer was filled with rest, relaxation, and quality family time. Whether you are a returning student or brand new to Russell County Schools, we are glad you are here. A special welcome to all new students, families, faculty, and staff. We are proud to have you join our educational team. To the Class of 2027, make this year your very best. To our preschool and kindergarten students and families, welcome to your first school experience.

A new school year brings new opportunities. At Russell County Schools, we are committed to providing a safe, supportive, and structured environment where every student can thrive. Safety is foundational to learning, and we take that responsibility seriously. Please take time to review and discuss the information in this booklet with your child. If you have questions about disciplinary processes or school safety, contact your building principal or a member of the school's administrative team.

For time-sensitive safety concerns during business hours, call the Russell County Board of Education at 270-343-3191. The S.T.O.P. Tipline, available on our district website at [www.russell.kyschools.us] may be used to report bullying, abuse, threats, or concerning behavior. In any emergency situation, always call 911.

We remain focused on high expectations and performance as we work to make Russell County one of Kentucky's very best districts. Our motto, "Today's Children, Tomorrow's Leaders, Anchored in Learning," guides our work every day. Helping students succeed and become productive citizens requires effort, commitment, and teamwork from all of us.

A huge shout-out to all of our employees, including teachers, administrators, counselors, custodians, bus drivers, instructional assistants, secretaries, food service staff, maintenance crews, and everyone else working behind the scenes. You have worked tirelessly this summer to prepare for the new school year. Your dedication does not go unnoticed and is deeply appreciated. Because of your collective efforts, our schools are ready to welcome students and families back with enthusiasm, care, and LAKER pride.

This summer, staff participated in professional development, aligned curriculum, studied and prepared to implement new high-quality instructional resources, and prepared classrooms for the new school year.

Facility improvements continue across the district. The 2026–2027 school year will include the completion of the football field houses and the addition of a dedicated marching band practice area, providing our band students with a safe and structured space to rehearse. The old bus garage and maintenance building have been demolished, and the new, modern bus garage located behind Russell Springs Elementary School is open. This year will also bring the opening of the SEED Academy, a state-of-the-art agricultural center made possible through our partnership with the Russell County Industrial Development Authority. The SEED Academy will give students the opportunity to remain in Russell County while pursuing advanced certifications and degrees in agriculture.

We believe education is a shared responsibility between home, school, and community. Stay engaged through school events, conferences, and regular communication with your child's teacher. We value your involvement.

We are looking forward to a successful and fulfilling school year. With your partnership and support, we will continue to move forward together.

On behalf of the Russell County Board of Education, welcome back. Let's make 2026–2027 a year of growth, learning, and success.

Honored to serve Russell County,
Michael A. Ford, Superintendent
Russell County Schools

IMPORTANT NOTICE TO PARENTS AND STUDENTS

All Russell County Schools are operating under site-based council governance. Site-based schools may develop policies that differ from the policies as stated in this Code of Acceptable Behavior and Discipline Booklet. Parents and students are encouraged to consult their local school's parent/student handbook regarding possible differences in policies.

School's Directory

Jamestown Elementary
Mr. Zachary Smith, Principal
Mrs. Megan Jones, Asst. Principal
342 South Main Street
Jamestown, Kentucky 42629
Telephone: (270) 343-3966
Fax Number: (270) 343-3350

Russell Springs Elementary
Mr. Kevin Reynolds, Principal
Mrs. Stephanie Coffey, Asst. Principal
1554 N. Hwy. 127
Russell Springs, Kentucky 42642
Telephone: (270) 866-3587
Fax Number: (270) 866-7456

Salem Elementary
Mrs. Kimberlee Webb, Principal
Mrs. Faith Womack, Asst. Principal
1409 South Hwy. 76
Russell Springs, Kentucky 42642
Telephone: (270) 866-6197
Fax Number: (270) 866-3687

Russell County Middle School
Mrs. Susan Stringer, Principal
Mrs. Sarah Aaron, Asst. Principal
Mr. Travis Miller, Asst. Principal
2258 South Hwy. 127
Russell Springs, Kentucky 42642
Telephone: (270) 866-2224
Fax Number: (270) 866-8679

Russell County High School
Mr. Jordan Turner, Principal
Mr. Maurice Grubbs, Asst. Principal
Mr. Brandon Cooper, Asst. Principal
2166 South Hwy. 127
Russell Springs, Kentucky 42642
Telephone: (270) 866-3341
Fax Number: (270) 866-8830

MISSION STATEMENT:
THE MISSION OF THE RUSSELL COUNTY SCHOOLS IS TO INCREASE EACH STUDENT'S ACADEMIC AND SOCIAL ACHIEVEMENTS TO A PROFICIENT OR HIGHER LEVEL WHILE PROVIDING A SAFE AND EFFECTIVE LEARNING ENVIRONMENT.

INTRODUCTION-CODE OF ACCEPTABLE BEHAVIOR AND DISCIPLINE

The Board of Education requires high standards of personal conduct from each student to promote respect for the rights of others and accomplish the purposes of the schools. The Board also requires compliance with established standards and rules of the district and laws of community, state and nation.

The central purpose of the school system is to educate each student to the highest level possible. To support the success of the educational program, the Board directs employees to hold each student accountable to Code standards in a fair manner. Compliance with the standards is necessary to provide:

- Orderly operation of the schools
- A safe environment for students, district employees and visitors to the schools
- Opportunities for students to achieve at a high academic level in a productive learning environment
- Assistance for students at risk of failure or of engaging in disruptive behavior
- Regular attendance of students, and
- Protection of property.

This Code applies to all students in the District while at school, on their way to and from school, while on the bus or other District vehicle, and while they are participating in school-sponsored trips and activities. The Superintendent/designee shall be responsible for overall implementation. The Principal is responsible for administration and implementation of this Code within his/her school in a uniform and fair manner without partiality or discrimination. The principal of each school, or school council in schools with SBDM, shall set school policy concerning the selection and implementation of appropriate discipline and classroom management techniques necessary to carry out the Code.

Teachers and other instructional personnel are responsible for administering Code standards in the classroom, halls, and other duty assignment locations. Students may report code violations to teachers and/or administrator.

This Code establishes minimum behavior standards. Recognizing that each school, grade or class may require special provisions, school councils, administrators and teachers have full authority to make rules to enforce these standards in keeping with their areas of responsibility. The rules contained in this Code of Acceptable Behavior and Discipline supplement the school system's discretionary authority to maintain safety, order and discipline inside the school zone and upon school property. These rules support, but do not limit, our authority and duty to provide for the safety and well-being of all students. These rules are primarily for protection, not punishment.

In cases involving students with disabilities, the procedures mandated by federal and state law and the students Individual Education Plan shall be followed. This applies to situations that might occur in the school setting or while riding the bus.

All policies and procedures in this Student Discipline Code are intended to reflect current federal, state, and local requirements, Gun Free Schools Act of 1994, etc. However, any changes made by the Russell County Board of Education will not supersede the law it may be derived from, but will act in accordance with all existing statutes. In accordance with KRS 158.148 and 704 KAR 7:050, the Board shall develop a student discipline code that shall be posted at each school, referenced in all school handbooks, and provided to school employees, parents, legal guardians, or other persons exercising custodial control or supervision. As required by KRS 158.148, a process shall be developed to provide information to those parties and to train employees. The code shall establish standards of acceptable student behavior and discipline and may include District-wide standards of behavior for students who participate in extracurricular and co-curricular activities. The code also shall include a process addressing how students can report code violations to District personnel for appropriate action and information regarding the consequences of violating the code and violations reportable under KRS 158.154, 158.156, or 158.444. Once reviewed and approved, the student discipline code shall be distributed to students and parents in the District, including those students who enroll during the school year.

The Board shall update the student discipline code at least every two (2) years. As directed by the Kentucky Department of Education (KDE), the District shall report to the Center for School Safety when a student has been disciplined by the school for a serious incident, as defined by KDE; charged criminally for conduct constituting a violation under KRS Chapter 508; or charged criminally under KRS 525.070 or KRS 525.080 in relation to a serious incident. Data collected on an individual student committing a reportable incident shall be placed in the student's disciplinary record. Students wishing to report a violation of the Code of Acceptable Behavior and Discipline may report it to a classroom teacher, who shall take appropriate action as defined by the code.

The teacher shall refer the report to the Principal/designee for further action when the report involves an offense that may warrant suspension or expulsion of a student, any felony offense, or a report that may be required by law, including reports to law enforcement. Employees and other students shall not retaliate against a student because s/he reports a violation of the code or assists or participates in any investigation, proceeding, or hearing regarding the violation. The Superintendent/designee shall take measures needed to protect students from such retaliation.

NOTICE OF MOMENT OF SILENCE OR REFLECTION

Dear Parent/Guardians,
A moment of silence or reflection is required in all schools and notification of such is required by KRS 158.175. The moment of silence or reflection shall occur at the commencement of the first class of each day with the following guidelines included in the statute and Policy 08.1351:

1. The moment of silence or reflection shall be at least one (l) minute but not exceed two (2) minutes in duration;
2. Students are to remain seated and silent and make no distracting display so that each student may, in the exercise of his or her individual choice, meditate, pray, or engage in any other silent activity which does not interfere with, distract from, or impede other students' exercise of individual choice;
3. District personnel shall not provide instruction to any student regarding the nature of any reflection that a student may engage in during the moment of silence or reflection.

Parents are encouraged to review these guidelines and to provide guidance to your student(s) regarding the moment of silence or reflection.

EQUAL EDUCATIONAL OPPORTUNITIES

DISCRIMINATION PROHIBITED
No pupil shall be discriminated against because of age, color, disability, race, national origin, religion, sex, or veteran status.

STUDENTS WITH DISABILITIES
The District shall provide a free, appropriate public education to each qualified student with a disability, as defined by law, within its jurisdiction.

The District shall operate its programs in accordance with the procedures addressing requirements of the Americans with Disabilities Act Section 504 of the Rehabilitation Act of 1973.

Parents of students who have a temporary or permanent disability may request the District supervisor to provide appropriate accommodations necessary for them to participate in instructional and extracurricular activities, as required by law. Students who are at least eighteen (18) years of age may submit their own requests.

RELIGIOUS ACTIVITIES
The District shall observe the rights of students to voluntarily engage in religious activities or express religious viewpoints while at school, as established by the United States Constitution and law, provided they do not:

1. Infringe on the rights of the school to:
   a. Maintain order and discipline;
   b. Prevent disruption of the educational process; and
   c. Determine education curriculum;
2. Harass other persons or coerce other persons to participate in the activity; or
3. Otherwise infringe on the rights of other persons.

Student complaints concerning possible violations of their religious rights shall be addressed in keeping with legal requirements. Their complaints shall be directed to the Principal, who shall investigate and take appropriate action within thirty (30) days of receipt of the written notification.

Any person having inquiries concerning Russell County School District's compliance with Title IX, Title VI, and Section 504 is directed to contact the Superintendent, Russell County Schools, 404 South Main Street, Jamestown, Kentucky 42629; Telephone number: (270)343-3191.

RIGHTS/RESPONSIBILITIES

A. STUDENT RESPONSIBILITIES

1. Students are responsible to:
    a. attend school and class on a regular and timely basis.
    b. make a diligent effort toward academic progress.
    c. exhibit appropriate behavior.
    d. respect their own property.
    e. respect the property of others and the school.
    f. respect themselves, their peers, the school staff, and the educational process.
    g. exhibit exemplary behavior in action, dress, and speech.
    h. know and observe the rules of the school.
    i. know the consequences for rules' violations.

B. STUDENT RIGHTS

1. Students have the right to:
    a. an appropriate educational experience with public funding.
    b. be in a safe and orderly environment.
    c. freedom from harassment.
    d. consult meaningfully with school personnel.
    e. timely reports of academic progress.
    f. appropriate due process.
    g. the respect of other students and school personnel.

C. TEACHER RESPONSIBILITIES

1. Teachers are responsible to:
    a. educate their students.
    b. report to work and class on a timely basis.
    c. plan and administer appropriate daily instructional activities.
    d. supervise students in the school environment.
    e. respect students.
    f. maintain accurate and timely records.
    g. perform extra-curricular school-related duties.
    h. exhibit exemplary behavior in action, dress and speech.
    i. support and administer policies of the Board of Education
    j. respect and comply with the proper request and directions of their supervisor(s).
    k. inform parents of all aspects of the school program, and specifically of their child's performance and behavior (success, problems, and failures).
    l. know policies and procedures of Board of Education and the school.

D. TEACHER RIGHTS

1. Teachers have the right to:
    a. due process.
    b. work in an environment free from disruptions.
    c. safe and clean working conditions.
    d. provide input in the formulation of policies related to students and school personnel.
    e. know job expectation and evaluation procedures.
    f. expect the support and respect of fellow educators, students and parents.
    g. freedom from harassment.

E. E. PARENT/GUARDIAN RESPONSIBILITIES

1. Parents and guardians are responsible for:
    a. assuring their child's attendance on a prompt and regular basis
    b. instilling in their child the value of education.
    c. instilling in their child a sense of education and personal responsibility.
    d. conducting themselves properly on school grounds.
    e. the behavior of their child.
    f. knowledge of school rules.
    g. providing appropriate materials and clothing for their child.

F. PARENT/GUARDIAN RIGHTS

1. Parents and guardians have the right to:
    a. a free, appropriate public education for their child.
    b. a safe and orderly school environment.
    c. consult with school personnel regarding their child.
    d. be informed of child's academic progress and records.
    e. due process on behalf of their child.

ENTRANCE AGE

PRESCHOOL

In accordance with appropriate federal and state legal requirements, any child who has been identified as disabled and who is three (3) or four (4) years of age at the time of entry shall be eligible for a Free Appropriate Public Education. In addition, families who meet income eligibility guidelines and who have a child who is four years old (4) on or before August 1 may enter the child in Preschool.

PRIMARY SCHOOL

A child who becomes five (5) on or before August 1 may enter primary school and may advance through the primary program without regard to age in accordance with KRS 158.030. A child who becomes six (6) on or before August 1 shall attend public school unless s/he qualifies for an exemption as provided by law.

The District shall establish guidelines to determine a student's level of academic and social skills when that student is being considered for advancement through the primary program. A student, who is at least five (5) years of age, but less than six (6) years of age on or before August 1, may be enrolled in the second level of the primary program in keeping with the process set out in Kentucky Administrative Regulation. Refer to Policy 9.121 for early entry to school.

PROOF OF AGE

Upon enrollment for the first time in any elementary or secondary school, a student or student's parent shall provide a certified copy of the student's birth certificate and/or other reliable proof of student identify and age.

REQUIREMENTS FOR SCHOOL ENROLLMENT

As required by law, all children enrolling in public or private schools in Kentucky are required to present an up-to-date CERTIFICATE OF IMMUNIZATION prior to enrollment. Also required is a KENTUCKY PREVENTATIVE MEDICAL EXAMINATION. A test for tuberculosis is required only if the child's physician or health department feels it is indicated. Custody papers are required upon any enrollment, if applicable.

You may choose your physician, health department, or nurse specialist to meet the above requirements. If you need assistance, contact Billie Foley, Coordinator, Jamestown Family Resource Center at 270-343-2056, Gordon Lester, Coordinator, Russell Springs at 270-866-7850, Amy Roy, Salem Family Resource at 270-566-7846 or Patricia Meece, RN, School Nurse at 270-866-6300 x 2104.

MEDICAL REQUIREMENTS NEEDED:

PRESCHOOL

1. PREVENTATIVE MEDICAL EXAMINATION-(Form Initial Entry: Headstart-4th GRADE)
2. EYE EXAM (Proof of eye exam done by optometrist or ophthalmologist (eye doctors) on the Kentucky Eye Report Form.
3. KENTUCKY IMMUNIZATION CERTIFICATE- up to date. Certificates must be completed by the provider (doctor or health department) with a date that the certificate expires.
4. BIRTH CERTIFICATE
5. SOCIAL SECURITY NUMBER

KINDERGARTEN

1. PREVENTATIVE MEDICAL EXAMINATION-(Form Initial Entry: Headstart-4th GRADE) (if more than one year has lapsed.)
2. EYE EXAM (Proof of eye exam done by optometrist or ophthalmologist (eye doctors) on the Kentucky Eye Report Form.
3. KENTUCKY IMMUNIZATION CERTIFICATE- up to date. Certificates must be completed by the provider (doctor or health department) with a date that the certificate expires. .
4. BIRTH CERTIFICATE
5. SOCIAL SECURITY NUMBER or CARD
6. DENTAL SCREENING OR EXAMINATION required for all children ages five (5) and six (6) year olds, enrolling for the first time.

STUDENTS ENTERING 6TH GRADE

1. PREVENTATIVE MEDICAL EXAMINATION for Grade 6-(Form Grades 5-12)
2. KENTUCKY IMMUNIZATION CERTIFICATE- up to date

STUDENTS FROM OUT-OF-STATE OR FIRST TIME ENROLLEES INTO A KENTUCKY SCHOOL

1. CURRENT KENTUCKY IMMUNIZATION CERTIFICATE
2. MEDICAL EXAM
3. EYE EXAM-**proof of eye exam done by optometrist or ophthalmologist (eye doctors)**
   Students transferring that have never enrolled in a Kentucky school must have a medical exam, eye exam and valid immunization certificate.
4. BIRTH CERTIFICATE
5. SOCIAL SECURITY NUMBER
6. DENTAL SCREENING OR EXAMINATION required for all children ages five (5) and six (6) year olds enrolling for the first time.

STUDENTS ENROLLING FROM ANOTHER KENTUCKY SCHOOL DISTRICT

1. Students transferring from another Kentucky school district shall show a valid Kentucky Immunization Certificate and other medical records can be transferred from last school attended.
2. BIRTH CERTIFICATE
3. SOCIAL SECURITY NUMBER

Our goal is to have all Russell County children properly immunized.

SCHOOL ATTENDANCE AREAS

ASSIGNED DISTRICT

All pupils shall be assigned by geographic attendance districts and will attend the school designated to serve their area of residence. Specific areas served by each attendance district will be marked on a map in the central administration office. The Board may revise attendance districts from time to time to attain maximum utilization of school facilities.

REQUESTS FOR TRANSFER

Requests for transfer to another District school must be based on physical, psychological, or educational reasons. Family hardship may also be considered in changing school assignment. In compliance with and as set forth by federal requirements, the District shall allow a student to transfer to another school within the District if:

1. The assigned school is designated by the state as being "persistently dangerous"; or
2. The student becomes a victim of a violent criminal offense, as determined by state law, while attending school.

ADMISSIONS AND ATTENDANCE RESIDENCE DEFINED

Pupils whose parents or guardian resides in the District and has custody of the student or pupils who are legal residents of the school District, or as otherwise provided by state or federal law, shall be considered residents and entitled to the privileges of the District's schools. All other pupils shall be classified as nonresidents for school purposes.

HOMELESS CHILDREN AND YOUTH

The District shall provide educational and related services to homeless children and youth in a manner that does not segregate or stigmatize the students on the basis of their homeless status. The District shall provide its schools with guidelines that detail the rights of homeless students and the responsibilities that schools have to meet their needs and eliminate barriers to school attendance. These guidelines shall emphasize the right of homeless students to:

1. Have equal access to all educational programs and services, including transportation, that non-homeless children enjoy;
2. Continue attending their school of origin for the duration of homelessness;
3. Attend regular public school with non-homeless students; and
4. Continue to receive all services for which they are eligible (i.e., special education, gifted and talented, limited English proficient).

The District shall designate an appropriate staff person to serve as liaison to homeless children and youth.

NON-RESIDENT STUDENTS

The Board reserves the right to admit and assign all non-resident pupils. Due to inappropriate behavior, noncompliance with Board policies, and/or other circumstances, the Board may withdraw any nonresident pupil.

Nonresident pupils may be admitted to the District's schools in accordance with Board policy and upon approval of the Superintendent.

As per KRS 157.350, all children of school district employees attending school in the district where their parent or guardian works are counted as resident students.

NON-IMMIGRANT FOREIGN STUDENTS

Non-immigrant foreign students qualifying for F-1 immigration status or who obtain an F-1 student visa may be admitted to the District based on the following guidelines:

1. These students shall not be permitted to attend any publicly funded adult education program.
2. These students may be permitted to attend in grades nine through twelve (9-12), but not at earlier grade levels.
3. As required by law, these students shall pay a tuition fee equal to the full, unsubsidized per capita cost to the District for providing education to the student for the period of attendance.
4. The period of attendance shall not exceed twelve (12) months.

These requirements do not apply to immigrant students residing in the District or foreign students in any other immigration status, including exchange students.

FOREIGN EXCHANGE STUDENTS

The Board shall accept high school students participating in approved foreign exchange student programs recognized by the Kentucky Department of Education. Prior approval by the Board will depend upon programs/courses requested and enrollment limits.

EXPELLED/CONVICTED STUDENTS

The parent, guardian, Principal, or other person or agency responsible for the student shall provide to the school prior to admission, a sworn statement or affirmation concerning any of the following that have occurred in or outside Kentucky:

1. If a student has been expelled from school; or
2. If a student has been adjudicated guilty/convicted of homicide, assault, or an offense in violation of state law or school regulations relating to weapons, alcohol, or drugs.

Assault shall mean any physical assault, including sexual assault.

The sworn statement or affirmation shall be on a form provided by the appropriate state agency and shall be sent to the receiving school within five (5) working days of official notification that a student(s) has requested enrollment in the new school.

If a student is suspended or expelled for any reason, or faces charges that may lead to suspension or expulsion, but withdraws prior to a hearing from any public or private school in Kentucky or any other state and then moves into the District and seeks to enroll, the District shall review the details of the charges, suspension, or expulsion and determine if the student will be admitted, and if so, what conditions may be imposed upon the admission. Prior to a decision to deny admission, the District shall offer the student, parent/guardian, or other persons having legal custody or control of the student a hearing before the Board.

STUDENTS OF MILITARY FAMILIES

The following are key provisions that apply to students from military families that are based on the compact agreed upon by states belonging to the Interstate Commission on Educational Opportunity for Military Children:

Enrollment

A child of a military family may pre-enroll or participate in pre-admission in the District if the parent or guardian of the child is transferred to or is pending transfer to a military installation within the state while on active military duty pursuant to an official military order. The District shall accept an application for enrollment and course registration by electronic means for the child, including enrollment in a specific school or program within the District.

The parent or guardian of a child of a military family shall provide proof of residence to the District within ten (10) days after the arrival date provided on official documentation. The parent or guardian may use, as proof of residence, the address of:

1. A temporary on-post billeting facility;
2. A purchased or leased home or apartment; or
3. Any federal government housing or off-post military housing, including off-post military housing that may be provided through a public-private venture.

Until actual attendance or enrollment in the District, the child of a military family shall not:

1. Count for the purposes of average daily attendance;
2. Be charged tuition pursuant to KRS 158.120; or
3. Be included in the state assessment and system.

Students from a household of an active duty service member who are moving into the District shall be enrolled and appropriately placed as quickly as possible based on information provided in the student's unofficial records pending validation by the official record that the District shall request from the sending school.

Special power of attorney, relative to the guardianship of a child of a military family and executed under applicable law shall be sufficient for the purposes of enrollment and all other actions requiring parental participation and consent. A transitioning child of a military family who is placed in the care of a non-custodial parent or other person standing in loco parentis and living in a jurisdiction other than that of the custodial parent may continue to attend the school in which s/he was enrolled while residing with the custodial parent.

Tuition

Tuition shall not be charged for a transitioning child of a military family who is placed in the care of a non-custodial parent or other person standing in loco parentis and living in the jurisdiction other than that of the custodial parent.

Immunization requirements

Students from military families shall have thirty (30) days from the date of enrollment to obtain required immunizations or additional time as may be determined by the Interstate Commission Compact rules.

Placement

Kindergarten and first grade students from a household of an active duty service member moving into the District from an accredited school in another state shall be allowed to continue placement at their current grade level, regardless of age.

Decisions about placement of students from military families in educational programs shall be based on current educational assessments conducted at the sending school or participation/placement in like programs in the sending state. Such programs include, but are not limited to the following programs:

1. Gifted and talented; and
2. English as a second language (ESL).

This shall not preclude the District/school from performing subsequent evaluations to ensure appropriate placement of a student.

Special Education Services

The District shall initially provide comparable services to a student with disabilities based on his or her current Individualized Education Program (IEP). The District shall make reasonable accommodations and modifications to address the needs of incoming students with disabilities, subject to an existing Section 504 (Title II) Plan *, to provide the student with equal access to education. This does not preclude the school in the receiving state from performing subsequent evaluations to ensure appropriate placement of the student.

*In Kentucky, a student Title II Plan is the same as a Section 504 Plan.

Deployment-Related Absences

Students whose parent or legal guardian is an active member of the uniformed services, as defined by this compact, and has been called to active duty for, is on leave from, or immediately returned from deployment to a combat zone or combat support posting, shall be granted additional excused absences at the discretion of the Superintendent to visit with their parent or legal guardian relative to such leave or deployment.

Extracurricular Participation

The District shall facilitate the opportunity for transitioning children of military families to participate in extracurricular activities to the extent they are otherwise qualified, regardless of application deadlines.

Graduation Requirements

The District shall waive specific courses required for graduation if similar course work has been satisfactorily completed in another school district or shall provide reasonable justification for denial. Should a waiver not be granted to a student who would qualify to graduate from the sending school, the District shall provide alternative means of acquiring required coursework so that graduation may occur on time. Otherwise, the District shall ensure receipt of a diploma from the sending school district if the student completed graduation requirements of that district. Exit exam scores from sending schools shall be accepted in accordance with the Interstate Commission Compact.

Children of Civilian Military Employees

Children of civilian military employees shall be afforded the same rights as children of military families under KRS 156.730 if the parents are required to move to perform their job responsibilities resulting in the students having to change schools.

ENROLLMENT AND PLACEMENT OF STUDENTS FROM NON-ACCREDITED PRIVATE OR HOME SCHOOLS

The principal, counselor, and teacher of a school shall determine the assignment and placement of pupils enrolling from non-accredited private schools or home school according to KRS 156.160(3) and KRS 158.140.

The following procedures may be followed in determining the assignment and placement:

ELEMENTARY/MIDDLE (K-8)

1. Place student on a probationary status in the grade suggested by the parent.
2. Request a transcript of work completed at previous school.

3. Administer a norm-referenced test in reading, mathematics and/or other content areas or use end of level reading and mathematics test for previous level or grade.
4. Review any assignments done by the child while being in a home school program for placement or credit.

HIGH SCHOOL (9-12)

Previous credit earned by a student in a non-accredited secondary school shall be awarded by the local school district by one (1) of the two (2) following methods:

1. Pass an examination of similar nature and content to the examination used for other students receiving credit for a particular course within the school district and graded on a comparable basis; or
2. Successful performance of the student in a higher level of the course when the courses are sequential in nature such as English, mathematics, history, and science. Successful performance shall consist of achieving at least a "C" grade in the course by the fourth week of your child's enrollment.

The courses successfully completed by examination or performance shall be counted toward minimum high school graduation requirements according to KY Academic Standards.

PERSONS OVER COMPULSORY ATTENDANCE AGE

PROHIBITIONS

Persons over twenty-one (21) years of age shall not be admitted to or served by the District's elementary or secondary schools. Student's under age twenty-one (21) who already have graduated from an accredited or four (4) year high school shall be considered to have completed high school and shall not be permitted to enroll in the District. Refer to policy 09.1223.

STUDENTS WITH DISABILITIES

In cases which involve students with disabilities, the procedures mandated by federal and state law for such students shall be followed.

PART-TIME STUDENTS

The Board will consider a shortened school day only for preschool and kindergarten students and for students with an individual education plan or 504 plan that supports a shortened day.

STUDENT'S LEGAL NAME

A student's legal name shall be determined as the name on the birth certificate or later court document such as adoption papers or name change order.

ATTENDANCE LAWS

The educational and learning process demands the daily attendance and participation of each student to be most effective. Pupils are required to be in attendance with daily punctuality, preparation, and dedication. Parents have a legal and moral responsibility to cause the daily and punctual attendance of their children.

A. KENTUCKY ATTENDANCE LAWS (KRS 159.010)

1. Effective with the 2015-2016 school year, a local board of education may, upon the recommendation of the superintendent, adopt a district-wide policy to require, except as provided in KRS 159.030, each parent, guardian, or other person residing in the district and having in custody or charge any child who has entered the primary school program or any child between the ages of six (6) and eighteen (18) to send the child to a regular public school for the full term of the district in school that the district makes provisions for the child to attend.
2. All children residing in the district, except as provided in KRS 159.030, shall be subject to the local board's compulsory age policy.

B. TRUANCY DEFINED. (KRS 159.150)

Any student who has attained the age of six (6), but has not reached his/her eighteenth (18) birthday, who has been absent from school without valid excuse for three (3) days or more, or tardy without valid excuse on three (3) days or more, is a truant.

Any student enrolled in a public school who has attained the age of eighteen (18) years, but has not reached his/her twenty-first (21st) birthday, who has been absent from school without valid excuse for three (3) or more days, or tardy without valid excuse on three (3) or more days is a truant.

Any student who has been reported as a truant two (2) or more times is a habitual truant.

Truants shall be reported to the Principal or Assistant Principal and then to the Director of Pupil Personnel or Truant Officer, both of whom shall take appropriate action.

For the purposes of establishing a student's status as a truant, a student's attendance record is cumulative for an entire school year. When students transfer from one Kentucky district to another, attendance information from the previous district shall become part of their official attendance record for that school year.

ATTENDANCE POLICY (K-12)

The guidelines in this section shall be used to calculate student attendance for state funding purposes after June 30, 2013.
A full day of attendance shall be recorded for a pupil who is in attendance at least sixty-five percent (65%) of the regularly-scheduled school day for the pupil's grade level.
A tardy shall be recorded for a pupil who is absent less than thirty-five percent (35%) of the regularly-scheduled school day for the pupil's grade level.
A half day absence shall be recorded for a pupil who is absent thirty-five percent (35%) to eighty-four percent (84%) of the regularly-scheduled school day for the pupil's grade level.
A full day absence shall be recorded for a pupil who is absent more than eighty-four percent (84%) of the regularly-scheduled school day for the pupil's grade level.
The percentage criteria are applicable regardless of the length of the scheduled school day and applies to all grade levels including entry level through the twelfth grade.
Absences are either excused or unexcused. If an absence is not described by the following reasons, it will be considered unexcused.

EXCUSED ABSENCES OR TARDINESS (K-12)

An excused absence or tardiness is one for which the student shall be permitted to make up work. The following absences shall be excused:

1. Death in the pupil's immediate family. Three days (3) days;
2. Failure of bus transportation (missing the bus is not excused);
3. Illness of the pupil [unlimited with doctor's excuse; notes from parents shall be accepted, but shall not exceed four (4) days of absence per school year; parent notes used in prior schools are carried through Russell County Schools -maximum four (4) days]; *(Excess of ten (10) doctor excuses require a Russell County School Medical Excuse Form.*
4. Lice [Limited to one (1) day. If the student is sent home, he/she will be excused for the remainder of that day. Or per instruction of a school nurse shall be excused];
5. Severe weather conditions or natural disasters;
6. Verification of court appearances (upon presentation of summons, subpoena, or court excuse);
7. Religious holidays and practices;
8. One (1) day for attendance at the Kentucky State Fair with approval or application;
9. Documented military leave;
10. Ten (10) days for students attending basic training required by a branch of the United States Armed Forces;
11. One (1) day prior to departure of parent/guardian called to active military duty;
12. One (1) day upon the return of parent/guardian from active military duty;
13. Visitation for up to ten (10) days with the student's parent, de facto custodian, or person with legal custody who, while on active military duty stationed outside of the country, is granted rest and recuperation leave; or
14. Other valid reasons, as determined by criteria established by the Principal, including trips qualifying as educational enhancement opportunities.

Students shall be granted an excused absence for up to ten (10) school days to pursue an educational enhancement opportunity determined by the Principal to be of significant educational value. This opportunity may include, but not be limited to, participation in an educational foreign exchange program or an intensive instructional, experiential, or performance program in one (1) of the core curriculum subjects of English, science, mathematics, social studies, foreign language, and the arts.
Unless the Principal determines that extenuating circumstances exist, requests for dates(s) falling within State or District testing periods shall not be granted.
The Principal's determination may be appealed to the Superintendent/designee whose decision may then be appealed to the Board under its grievance policy and procedures.
Students receiving an excused absence under this section shall have the opportunity to make up school work missed and shall not have their class grades adversely affected for lack of class attendance or class participation due to the excused absence.

SCHOOL NURSE AND NOTIFICATION

The school nurse may contact the parent of a nurse's office visit. This contact does not necessarily excuse the absence, if you chose to pick up your child. The absence will only be excused when the nurse requests that the child be picked up from school.

ABSENCES AND EXCUSES NOTIFICATION BY PARENTS

Parents or students are required to deliver a valid written excuse to the attendance clerk of the school that he/she attends within three (3) days of the last day of absence. Any excuse delivered or offered after the third day will not be accepted unless exigent circumstances exist. School personnel reserve the right to determine the validity of the absence at their discretion.
Parental verification of illness may be used only four (4) days per school year. All verification shall be in written form, and no phone calls will be accepted from anyone stating that they are a parent or guardian for the purpose of excusing absence. Phone calls are encouraged to inform the school of the reason for an absence but will not excuse it. A written note must be sent to excuse the absence.
Parent or student may also submit up to ten (10) doctor/medical excuses for an excused absence. Any absence due to medical reasons in excess of ten (10) requires the presentation of the Russell County School Medical Excuse Form before the absence will be excused.
Medical excuse forms are available at each school and the Superintendent's office.

Students arriving late or leaving early because of medical or dental appointments, or court appearance(s) will be required to show verification from the doctor or presiding judge indicating the time of the appointment or appearance.
It is the responsibility of the parent/guardian to follow up on doctor's or judge's excuses that are to be faxed to the school.

UNEXCUSED ABSENCES OR TARDIES

All other absences and tardies are considered unexcused.

NOTIFICATION OF UNEXCUSED ABSENCES/TARDIES

After a child has three (3) days of unexcused absences or three (3) days of unexcused tardies per year, the Principal or Assistant Principal of the child's school shall send a notice to the parent/guardian of the student that has been absent/tardy stating the number of days the student has missed and reminding them that if these absences/tardies continue, it will be necessary for the student to be referred to the Director of Pupil Personnel or Truant Officer. After a student has six (6) unexcused absences or six (6) days of unexcused tardies per year, the Principal or Assistant Principal of the student's school shall notify the Director of Pupil Personnel or Truant Officer. Parent/guardians can have access to Infinite Campus Parent Portal that provides parents/guardians with a record of their student's attendance on an ongoing basis.
The Director of Pupil Personnel or Truant Officer, upon receiving the name of a student who has six (6) unexcused absences or six (6) days of unexcused tardies per year may proceed under KRS 159.180 to seek legal recourse for resolution of the problem.

FINAL NOTICE OF SIX (6) OR MORE UNEXCUSED ABSENCES/TARDIES

If the student continues to be absent/tardy, without a valid excuse, the Director of Pupil Personnel or Truant Officer shall refer the parent/guardian to the court.

MAKE-UP WORK

Students having excused or unexcused absences shall be allowed to complete missed assignments. It is the student's responsibility to contact teachers regarding make-up work. The number of days allowed for completing assignments missed shall be at least equal to the number of days absent and shall begin one (1) day after the student returns to class.
Classes missed due to a school-sponsored activity shall not count as an absence. The student is responsible for classwork missed.

ATTENDANCE REVIEW COMMITTEE

After a student has accumulated six (6) unexcused absences in a semester course, he/she shall be referred to a committee composed of the Principal, Assistant Principal, Guidance Counselor and teacher(s) involved. They shall meet as needed.
This committee will consider the student's absences based upon the following circumstances;

1. Illness that is verified by a written doctor's statement;
2. Order of the courts. (This applies to a summons or subpoena.); or
3. Death or severe illness in the immediate family, verified by written statement. Immediate family shall mean mother, father, brother, sister, grandfather or grandmother, blood related aunts or uncles, nieces, or nephews.

After a student has been absent six (6) times in a semester course without a valid excuse, the committee may impose the following requirements:

1. Require the student to make up the work missed due to the unexcused absences in the after school program, or Saturday school. The time and work to be made up shall be the equivalent of that missed due to unexcused absence.
2. Require the student to make up the work missed due to the unexcused absences during the inter-session, or the summer school program, whichever the committee deems appropriate. The time and the work to be made up shall be the equivalent of that missed due to unexcused absences.

Failure to complete mandatory make-up will result in loss of credit from class(es).

ATTENDANCE REQUIREMENTS

COMPULSORY ATTENDANCE

All children in the district who have entered kindergarten or who are between the ages of six (6), as of August 1, and eighteen (18), except those specifically exempted by statute, shall enroll and be in regular attendance in the schools to which they are assigned.

EXEMPTIONS FROM COMPULSORY ATTENDANCE

The Board shall exempt the following from compulsory attendance:

1. A graduate from an accredited or approved 4-year high school,
2. A pupil who is enrolled in a private or parochial school,
3. A pupil who is less than seven (7) years old and in regular attendance in a private kindergarten nursery school,
4. A pupil whose physical or mental condition prevents or renders inadvisable, attendance at school or application to study,
5. A pupil who is enrolled and in regular attendance in private, parochial, or church school programs for exceptional children, or
6. A pupil who is enrolled and in regular attendance in a state supported program for exceptional children.

PHYSICIAN'S STATEMENT REQUIRED

The Board, before granting an exemption, shall require a signed statement as required by law unless a student's individual education plan (IEP) specifies that placement of a child with a disability at home or in a hospital is the least restrictive environment for providing services.

EXCEPTIONS TO PRESENCE AT SCHOOL

Students must be physically present in school to be counted in attendance, except under the following conditions;

1. Students shall be counted in attendance when they are receiving home/hospital, institutional, or court ordered instruction in another setting.
2. Participation of a pupil in 4-H activities that are regularly scheduled and under the supervision of a county extension agent or the designated 4-H club leader shall be considered school attendance.

3. Students may participate in co-curricular activities and be counted as being in attendance during the instructional school day, provided the Principal/designee has given prior approval to the scheduling of the activities. Approval shall be granted only when co-curricular activities and trips are instructional in nature, directly related to the instructional program, and scheduled to minimize absences from classroom instruction.
4. Students participating in an off-site virtual high school class or block may be counted in attendance in accordance with requirements set out in Kentucky Administration Regulation.
5. Students having an individual education plan (IEP) that requires less than full-time instructional services shall not be required to be present for a full school day.
6. Students who attend classes for moral instruction at the time specified and for the period fixed shall be credited with the time spent as if they had been in actual attendance in school, and the time shall be calculated as part of the actual school work required by law. Students shall not be penalized for any school work missed during the specified moral instruction time.
7. Students participating as part of a school-sponsored interscholastic athletic team, who compete in a regional or state tournament sanctioned by the Kentucky Board of Education or KHSAA, that occurs on a regularly scheduled school day shall be counted and recorded present at school on the date or dates of the competition, for a maximum of two (2) days per student per school year, Students shall be expected to complete any assignments missed on the date or dates of the competition.
8. The pupil is participating in standards-based, performance-based credit that is awarded in accordance with 704 KAR 3:305, and that falls within one (1) or more of the categories of standards-based course work. A pupil may be counted in attendance for performance-based credit for a class or block for the year or semester in which the pupil initially enrolled in the class or block if the pupil demonstrates proficiency in accordance with local policies.
9. Students attending basic training required by a branch of the United States Armed Forces shall be considered present for all purposes for up to ten (10) days.

DISMISSAL AND STUDENT PICK UP

Vehicles are not permitted to enter school campuses for dismissal and/or the student pick up line prior to fifteen (15) minutes before the school's time of dismissal.

EARLY DISMISSAL FROM SCHOOL

No student shall be dismissed early from school without permission from the Principal or his designee. Any student who leaves the school grounds without permission from the Principal or his designee shall be subject to appropriate disciplinary action, including assignment to detention or suspension or alternative school.

No student shall be dismissed early from school without permission from the parent, guardian or legal custodian either by phone, in person, or the written parental/custodial authorization form filed in the school office. The person who picks up the student shall report to the Principal's office to verify parental consent for pickup and sign for the student's release. Students eighteen years of age may serve as their own agent.

RELEASE OF STUDENTS AND STUDENT INFORMATION TO DIVORCED, SEPARATED, OR SINGLE PARENTS

The Board shall release the student or information concerning the student to a parent, guardian, or individual acting as a parent of a student in the absence of a parent or guardian unless the school has been provided with evidence that there is a state law or court order governing such matters as divorce, separation or custody, or a legally binding document which provides instruction to the contrary. Release of the student or information concerning the student to a single parent or a divorced/separated parent will be accomplished according to the following procedures.

Unless the school has been informed and given evidence of state law or court order concerning the status of the student:

1. Both parents shall have equal access to any information concerning the students.
2. Both parents shall have the right to release the student under their care.

CANCELLATION/DELAY OF SCHOOL

During inclement weather, school may be cancelled or delayed. Parent/guardians will be contacted per phone recording message, providing the correct phone number is recorded in our Student Information System (Infinite Campus). If a student or Parent/Guardian is unsure about school being in session, special attention should be given to the local radio and television media for information. School personnel should not be called for this information.

DELAY

If a delay is necessary, the start of school may be delayed for a period of two hours. This means that all schools will begin the school day two (2) hours later than normal starting time. This will be called the "Delayed Schedule" and all Parent/Guardians should have alternate plans for the delivery of students to school. It does cause a problem when parents take students to school at the normal time when school starts two (2) hours later. We ask that all Parent/Guardians cooperate with school officials and deliver students to school two hours later. The bus schedule will run on a TWO HOUR delay.

CANCELLATION

When conditions are severe enough to cause concern for safety of students and bus drivers, school will be cancelled for the day. This decision will be announced by 5:30 a.m. and communicated to all the local radio and television media. If a decision can be made the day before, it will be announced by the local media. Students and Parent/Guardians are encouraged to listen carefully to the local media when weather conditions are severe.

EARLY DISMISSAL

After students have been bused to school and the day has begun, we want to make a strong effort to conduct a full day of school. However, if weather conditions are becoming increasingly bad and the safety of students and adults is in jeopardy, school will be dismissed early. Announcements will be made on local radio and television media. School officials will not dismiss school early except on **rare occasions** when weather is becoming severe and safety issues dictate early dismissal. Parent/Guardians are

encouraged to have plans made for student supervision at home when the weather conditions are severe and early dismissal is required.

NOTE: In the event that school is dismissed early, all E.S.S. and 21st Century Programs will be cancelled. Parents/Guardians should have plans for supervision at home or other arrangements made should early dismissal be required. Cancellation, delay, and early dismissal decisions are made based not only on the safety of students riding buses, but also for those students and staff members who drive to school.

STUDENT CONDUCT

The Principal/designee has the right to restrict events, articles, situations and behaviors that he/she deems disruptive or disorganizes the learning environment of the school. Video cameras are present in facilities and on buses districtwide. Evidence of student misbehavior recorded on video may be used when determining the discipline of a student.

The Superintendent/designee shall be responsible for overall implementation and supervision of the Board's Code of Acceptable Behavior and Discipline, and each Principal shall be responsible for administration and implementation of the Code within each school. The Principal shall apply the Code uniformly and fairly to each student without partiality or discrimination.

The Principal of each school, or school council in schools with SBDM, shall set school policy concerning the selection and implementation of appropriate discipline and classroom management techniques necessary to carry out the code.

ABUSE OF TEACHER/SCHOOL ADMINISTRATOR PROHIBITED

According to KRS 161.191, whenever a teacher or school administrator is functioning in his/her capacity as an employee of a board of education of a public school system, it shall be unlawful for any person to direct speech or conduct toward the teacher or school administrator when such person knows or should know that the speech or conduct will disrupt or interfere with normal school activities or will nullify or undermine the good order and discipline of the school.

AUTHORIZED DISCIPLINARY ACTIONS

When a student's behavior warrants disciplinary action by a teacher or administrator, the following actions are authorized:

1. Verbal reprimand; temporary withdrawal of school privileges (including riding the school bus, driving a car, or extra-curricular participation); behavioral contracts, constructive assigned projects.
2. Conference with Parent/Guardians;
3. In-School Suspension from class or classes for a period not to exceed 10 days for any one infraction as designated by building principal;
4. Out-of-School Suspension from class or classes for a period not to exceed 10 days for any one infraction; **(Suspensions are unexcused absences).**
5. Referral of student behavior or threats to proper law enforcement authorities;
6. Alternative Education Placement for middle and high school students;
7. Expulsion (Board Action) from all school activities for up to one year initially;
8. Placement of students in virtual instruction outside the school setting, and/or
9. Court Referral. (A court petition filed by the Principal/designee with a possible appearance before the Juvenile District Judge required. Principals are required to share court information with student's classroom teachers and bus driver.)

DISCIPLINE OPTIONS

In School Options Available

- In School Suspension – one (1) class period/or any number of days as assigned
- After School Suspension – one (1) hour for one (1) day, or any number of days as assigned
- Saturday School – ½ day (8:00 a.m. to 12:00) p.m. for number of days assigned
- Driving Privileges – Suspended as determined by the Principal
- Referral to Alternative Program – as determined by the Principal

Out of School Options Available

- Long Term Suspension – six (6) to ten (10) days
- Expulsion from School – After Board hearing
- Placement in a virtual program
- Referral to Legal Authority – at discretion of Law Enforcement Authority

Removal of Threatening or Violent Students

School administrators, designees, teachers, or other school personnel may immediately remove, or cause to be removed, threatening or violent students from a classroom setting or from district transportation system pending any further disciplinary action that may occur.

Suspension

A denial of attendance of any single subject or full schedule of subjects or classes or other type of activity conducted on behalf of the school for the stated period of time. The suspension shall not exceed ten (10) days for any one infraction.

Expulsion

A denial of attendance for any single subject or class, or full schedule of subjects or classes, or any other type of activity conducted by or on behalf of the Russell County School District or any combination of the foregoing, for a period of time up to one year initially, and may also include denial of entry upon real or personal property owned, leased, or rented by the Russell County Board of Education.

ALTERNATIVE EDUCATION PROGRAM

The Alternative Education Program in Russell County is a program for students enrolled in Russell County Middle and High Schools (grades 6-12) who have behavior or academic problems and are disrupting the learning process or pose a threat to the environment. The students are referred to the Alternative School Program through a referral process. The principals or assistant principals can refer students. The principal and/or the in-take committee shall determine the duration of the assignment. The Superintendent may place a student into an alternative program or setting if the Superintendent determines placement of the student in his or her regular school setting is likely to substantially disrupt the educational process or constitutes a threat to the safety of other students or school staff. Parents shall be notified of their child's placement to the alternative education program. Students' driving privileges are revoked upon referral to the Alternative School.

Each student in the Alternative Education Program is required to complete his or her regular classroom assignments. Each student is responsible and will be held accountable for his/her behavior. Individual instruction and guidance will be given at all times. The program offers orderly surroundings, individual instruction/tutoring, and a controlled environment where a student can work through his/her problems and acquire self-discipline. The students may return to the regular education program after completing his/her referral requirements if the principal and alternative education staff thinks the student's attitude will be conducive to the progress of the class. If the alternative education assignment does not correct the student's conduct, out of school suspension or expulsion may be considered.

REPORTS TO LAW ENFORCEMENT OFFICIALS

The Board is required by law to provide for disciplinary action, up to and including expulsion, for students who possess prescription drugs or controlled substances for sale or distribution at school or who have physically assaulted, battered, or abused educational personnel or students at school or at a school function.

When they have reasonable belief that a violation has taken place, principals now must immediately report to law enforcement officials when an act has occurred on school property or at a school-sponsored function that involves:

a. assault resulting in serious physical injury, a sexual offense, kidnapping or each instance of assault involving the use of a weapon, possession of a firearm in violation of the law;
b. possession of a controlled substance in violation of the law; or
c. damage to school property.

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

EMPLOYEE REPORTS OF CRIMINAL ACTIVITY

To promote the safety and well-being of students, the District requires employees to make reports required by state law in a timely manner. Supervisors and administrators shall inform employees of the following required reporting duties:

KRS 158.754 When the Principal has a reasonable belief that an act has occurred on school property or at a school-sponsored function involving assault resulting in serious physical injury, a sexual offense, kidnapping, assault involving the use of a weapon, possession of a firearm in violation of the law, possession of a controlled substance in violation of the law, or damage to the property, the Principal shall immediately report the act to the appropriate local law enforcement agency. For purposes of this section, "school property" means any public school building, bus, public school campus, grounds, recreational area, or athletic field, in the charge of the Principal. KRS 158.155 Any school employee who knows or has reasonable cause to believe that a person has made threats or plans of violence which are intended to target a school or students or who knows that a firearm is present on school property in violation of KRS 527.070 shall immediately cause a report to be made to the Districts law enforcement agency and to either the local law enforcement agency or to the Kentucky State Police. Any school employee shall immediately report to the District's law enforcement agency and to either the local law enforcement agency or to the Kentucky State Police any act which the employee has a reasonable cause to believe has occurred on school property or at a school-sponsored or sanctioned event involving:

a. Assault resulting in serious injury;
b. A sexual offense;
c. Kidnapping;
d. Assault with the use of a weapon;
e. Possession of a firearm or deadly weapon in violation of the law;
f. The use, possession, or sale of a controlled substance in violation of the law; or
g. Damage of property.

Any school employee who receives information from a student or other person of conduct which is required to be reported shall report the conduct to the District's law enforcement agency and to either the local enforcement agency or to the Kentucky State Police.

Any employee of a school or a local board of education who knows or has reasonable cause to believe that a school student has been the victim of a violation of any felony offense specified in KRS Chapter 508 committed by another student while on school premises, on school-sponsored transportation, or at a school-sponsored event shall immediately cause an oral or written report to be made to the Principal of the school attended by the victim. The Principal shall notify the parents, legal guardians, or other persons exercising custodial control or supervision of the student when the student is involved in an incident reportable under this section. The Principal shall file a written report with the local school board and the local law enforcement agency or the Department of Kentucky State Police or the county attorney within forty-eight (48) hours of the original report.

KRS 620.030 Any person who knows or has reasonable cause to believe that a child is dependent, neglected, or abused shall immediately cause an oral or written report to be made to a local law enforcement agency or the Department of Kentucky State Police; the Cabinet or its designated representative; the Commonwealth's Attorney or the County Attorney; by telephone or otherwise. Any supervisor who receives from an employee a report of suspected dependency, neglect, or abuse shall promptly make a report to the proper authorities for investigation.

SCHOOL RESOURCE OFFICERS (SRO)

The Russell County School District utilizes school resource officers (SROs) The SROs will serve all schools, as needed, in assisting with disciplinary actions to help provide a safe learning environment for all students.

DISTRICT SCHOOL BEHAVIOR VIOLATIONS AND CONSEQUENCES

Behavior Violations						
X Indicates the disciplinary options to handle a particular behavior violation. Options may be used individually or in combination.	**In School Measures**	**Short Term Suspension 1-5 Days**	**Long Term Suspension 6-10 Days**	**Referral to Legal Authority**	**Referral to Alternative Program**	**Referral for Possible Expulsion**
Abuse of Teacher		X	X	X	X	X
Aggressive Behavior toward School Personnel	X	X	X	X	X	X
Arson		X	X	X	X	X
Bomb Threat			X	X	X	X
Chronically Disruptive	X	X	X	X	X	
Criminal Trespass	X	X	X	X		X
Criminal Use of a Noxious Substance	X	X	X	X	X	X
Defamation	X	X				
Defiance of Authority	X	X	X		X	
Disorderly Conduct	X	X	X	X	X	
Driving Violations	X	X	X	X		
Electronic Devices, Cell Phones & Laser Lights	X	X				
Extortion		X	X	X		
False Fire Alarm	X	X	X	X	X	
Fighting/Physical Assault	X	X	X	X	X	X
Forgery	X	X	X	X		
Gambling	X	X		X		
Harassment/Discrimination/ Bullying	X	X	X	X	X	X
Intimidation of a Witness	X	X	X	X		
Loitering/Unauthorized Student	X	X		X		
Lying/Misrepresentation/Cheating	X	X	X		X	
Malicious Remarks	X					
Menacing	X	X		X		
Non-School Violations	X	X	X	X	X	X
Other Incorrigible Bad Conduct	X	X	X	X	X	X
Possession/Setting off Fireworks	X	X	X	X		
Possess/Use of Instruments Weapons/Dangerous		X	X	X	X	X
Repeated Violations	X	X	X	X	X	X
Sale/Distribution Alcohol/Drugs		X	X	X	X	X
Skipping Class/Leaving School Grounds	X	X				
Violation of Student Access To Electronic Media	X	X	X	X		
Terroristic Threatening		X	X	X	X	X
Theft	X	X	X	X		X
Threatening Behavior Or Intimidation	X	X	X	X	X	X
Use/Possession Alcohol Or Drugs		X	X	X	X	X
Unauthorized Area	X	X		X	X	
Unlawful Assembly	X	X	X	X		
Use/Possession of Tobacco/Alt. Nicotine/Vapor Products	X	X	X	X	X	
Vandalism (compensation of damages)	X	X	X	X		
Wanton Endangerment	X	X	X	X	X	X

DEFINITIONS OF BEHAVIORAL VIOLATIONS

This is not an all-inclusive list of conduct warranting disciplinary action.

Abuse of Teacher -- See definition on page 12

Aggressive Misbehavior toward any School Employee --Physical contact or the threat of physical contact toward employees with the intention of doing bodily harm by a student or group of students.

Arson or Attempted Arson (KRS 513.010) -- Starting a fire within the school or on the school grounds for any purpose that results in disruption or destruction.

Bomb Threat (KRS 508.080 -- Making a threat that a bomb has been placed, or is about to explode in a school. House Bill I now states that making a bomb threat is now considered a **FELONY** under Kentucky law.

Chronically Disruptive -- Removed from the same classroom three (3) times within a thirty (30) day period.

Criminal Trespass (KRS 511.060) -- A person is guilty of Criminal Trespass when: He knowingly enters or remains unlawfully in a building or upon premises which notice against trespass is given by fencing or other enclosure.

Criminal Use of a Noxious Substance (512.050) -- A person is guilty of criminal use of a noxious substance when he unlawfully deposits on the land or in the building or vehicle of another any stink bomb, device, or irritant with the intent to interfere with another's use of the land, building, or vehicle.

Defamation -- Harming another person's character or reputation by saying things which are not true and which are intended to bring harm.

Defiance of Authority -- Refusal to comply with reasonable request of school personnel or the disobedience of any general rule of school conduct, such as leaving the school campus without following the proper dismissal procedure.

Disorderly Conduct -- Conduct and/or behavior which is disruptive to the orderly educational process of the school, such as scuffling and horseplay may lead to more serious conflicts; therefore, it will not be allowed anywhere on the school campus, or during bus transportation to and from any school function. Obscene behavior or literature considered obscene, whether in published, printed or electronic form is prohibited.

Driving Violation -- Violation of any policy, procedure, or KRS related to a motor vehicle.

Electronic Devices -- Students may have in his/her possession paging devices and cell phones while on the school grounds, in school buildings, or while riding any Russell County school bus provided they comply with the policy regarding Telecommunication Devices found in this manual.

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

False Fire Alarm (KRS 519.040) -- Falsely alerting the fire department or school to a nonexistent fire.

Fighting/Physical Assault -- Students who willingly engage in physical contact for the purpose of inflicting harm on the other person.

Forgery -- Falsely using the name of another person or falsifying documents or correspondence.

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

Harassment/Discrimination/Bullying (KRS 525.060) -- Intimidation by threats of or actual physical violence; the creation, by whatever means, of a climate of hostility, or intimidation, or the use of language, conduct, or symbols in such a manner as to be commonly understood to convey hatred, contempt, or prejudice, or have the effect of insulting an individual, that has no legitimate purpose.

Intimidation of a Witness (KRS 524.040 -- Any physical or verbal intimidation of any witness to any school violation.

Loitering by Unauthorized Students -- Being on school grounds or in the school without authority or permission of school personnel is prohibited. This would include students on shortened programs, suspended students, and students who have been expelled. A petition or warrant may be signed.

Lying/ misrepresenting facts -- Knowingly deceiving school administrators and/or staff. Cheating, whether electronically, online, or in the classroom is prohibited.

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

Menacing -- A person is guilty of menacing when he intentionally places another person in reasonable apprehension of imminent physical injury.

Non School Violations -- Students will be subject to school discipline for any violation of this code with regard to school personnel and property during non-school time.

Other Incorrigible Bad Conduct -- On school property, as well as off school property, at school activities constitutes cause for suspension or expulsion from school.

Possession of / Setting off Fireworks -- The possession or ignition of any fireworks (legal or illegal) is prohibited on school property.

Possession / Use of Weapons -- The possession of any instrument, such as fireworks, explosives, knife, club, gun chains (capable of being a weapon) metal combs, razor blades, electrical stun device, mace, or the equivalent of, is prohibited on school property.

Repeated Violations -- Repeatedly failing to comply with direction of teachers, student teachers, substitute teachers, or instructional assistants, Principal or other authorized school personnel during any period of time when the student is properly under the authority of school personnel.

Sale/Distribution Alcohol/Drugs -- See page 18

Skipping Class/ Leaving School Grounds -- Not being in assigned class and/or leaving school grounds during the school day without permission of a school official.

Terroristic Threatening -- Threaten to commit any crime likely to result in death or serious physical injury to another person or likely to result in substantial property damage to another person, or intentionally make false statements for the purpose of causing the evacuation of a building, place of assembly, or facility of public transportation.

Theft --The taking of others' property without consent.

Threatening Behavior or Intimidation --Threat of physical contract directed toward school personnel, students, self, or others with the intention of doing bodily harm or damaging ones property by a student or a group of students.

Unauthorized Area -- Not being in assigned area, class, or portion of the school building or grounds.

Unlawful Assembly (KRS 525.050) -- Assembling with five or more persons for the purpose of engaging or preparing to engage in disorderly behavior/or being present at an assembly which either has or develops such a purpose, and remaining there to advance that purpose.

Use/Possession Alcohol or Drugs – See page 18

Tobacco Possession, Distribution, or Use --Students shall not be permitted to use or possess any tobacco product, alternative nicotine product, or vapor product as defined in KRS 438.305 on property owned or operated by the Board, inside Board-owned vehicles, on the way to and from school, or during school-sponsored trips and activities. Students who violate these prohibitions while under the supervision of the school shall be subject to penalties set forth in the local Code of Acceptable Behavior and Discipline.

Vandalism (compensation of damages)—The intentional damage of school or personal property.

Wanton Endangerment (KRS 508.060) -- A person is guilty of wanton endangerment when he wantonly engages in conduct that creates a substantial danger of physical injury to another person.

DISCIPLINE FOR STUDENTS WITH DISABILITIES

Special consideration may be given to students with disabilities when dealing with disciplinary problems. Refer to *Procedural Safeguards Notice* (Parental Rights), *District Policy and Procedures for Students with Disabilities,* and *Kentucky's Administrative Regulations* for procedures to be employed.

GRIEVANCE PROCEDURES

Students who wish to express an educational concern or grievance shall observe the following order of appeal;

1. If the issue relates to a classroom, contact the Building Principal to arrange a conference with the teacher.
2. If the teacher conference does not resolve the problem, arrange for a conference with the teacher and Principal.
3. Any problem not directly related to a classroom or teacher shall be taken directly to the principal or designee.
4. If the conference with the Principal and teacher does not resolve the problem, contact the Superintendent at the Central Office in Jamestown. The Superintendent will advise the concerned parent/guardian of the decision verbally or in writing within five (5) working days.
5. The final appeal of any grievance is with the Board of Education. A parent/guardian who desires to appear at a Board Meeting should file a request within five (5) days prior to the Board Meeting to speak in open or closed session about an unresolved grievance. The decision of the Board of Education is final and is the last course of appeal within the school system.

DUE PROCESS

Due Process dictates that all students faced with punishment, under whatever circumstances, will be granted meaningful opportunity to be heard. Anyone accused of wrongdoing will be given the opportunity to state their version of the facts and allowed to call any witnesses in support of the student's account of the facts. After due process, a decision by school personnel will be made regarding any punishment to be administered.

SUSPENSION

Suspension is defined as a punishment administered by the Superintendent, Principal, or Assistant Principal, where a student is separated from his or her regular school schedule and placed in a different setting. School authorities may use an IN-SCHOOL Suspension or an OUT-OF-SCHOOL Suspension. Students remain at school during IN-SCHOOL Suspension and students cannot attend school during OUT-OF-SCHOOL Suspension. Appropriate DUE PROCESS will be granted to students before any suspension is administered. A student suspended from school is not allowed to attend school or any school function except as otherwise provided by law.

EXPULSION

Expulsion is defined as punishment administered by the Board of Education (KRS 150.150). Only the Board can expel. A student is not allowed to attend school or any school function when he or she has been expelled except as otherwise provided by law. A hearing will be held before the Board of Education where evidence of student wrongdoing will be presented. The student and parent or guardian should be present and may attend represented by legal counsel. The decision of the Board is final. Notice of the charges and date of hearing will be given in writing to the student and parent or guardian by the Superintendent and/or Principal.

BOARD MAY EXPEL

The Board may expel any pupil from the regular school setting for misconduct as defined by law. Provision of educational services will be required unless the Board determines, on the record and supported by clear and convincing evidence, that the expelled student posed a threat to the safety of other students or school staff and could not be placed in a state-funded agency program.

Behavior that may be determined to pose a threat shall include, but not be limited to, the physical assault, battery, or abuse of others; the threat of physical force; being under the influence of drugs or alcohol; the use, possession, sale, or transfer of drugs or alcohol; the carrying, possessing, or transfer of weapons or dangerous instruments; and any other behavior that may endanger the safety of others. The Superintendent shall present to the Board for its approval options for providing educational services to expelled students.

HEARING AND RECORDS REQUIRED

Action to expel a pupil shall not be taken until the parent or the pupil has had an opportunity for a hearing before the Board. The special education and disciplinary records of IDEA eligible students shall be sent to the Board for review before the decision is made to expel.

BOARD DECISION FINAL

The Board's decision shall be final.

STUDENTS WITH DISABILITIES

In cases which involve students with disabilities, procedures mandated by federal and state law for students with disabilities shall be followed. (Students with disabilities who are eligible for services under federal law may be expelled for behavior unrelated to their disabilities, as long as legally required procedural safeguards are followed. Educational services must continue for IDEA eligible students who are expelled.)

TRANSFER OF RECORDS

Records transferred to another school must reflect the charges and final action of an expulsion hearing if the student was expelled for homicide, assault, or an offense in violation of state law or school regulations governing weapons, alcohol or drugs. Records of a student facing an expulsion hearing on charges described above shall not be transferred until the expulsion hearing process is completed.

ASSAULT AND THREATS OF VIOLENCE

For purposes of this policy, a "threat" shall refer to a communication made by any means, including, but not limited to, electronic and/or online methods. Furthermore, as per KRS 508.078, a person is guilty of terroristic threatening when making statements, even if false, by any means for the purpose of causing evacuation of a school building, property, or school activity; causing cancellation of classes and activities; and/or creating fear of serious bodily harm among students, parents, or school personnel, and may be subject to felony charges.

PUPILS

Any pupil who threatens, assaults, batters or abuses another pupil shall be subject to appropriate disciplinary or legal action including suspension or expulsion.

SCHOOL PERSONNEL

Any pupil who threatens, assaults, batters or physically or verbally abuses a teacher or other school personnel shall be subject to appropriate disciplinary action up to and including expulsion from school and/or legal action.

REMOVAL OF STUDENTS

School administrators, teachers, and other school personnel may immediately remove or cause to be removed threatening or violent students from a classroom setting or from the District's transportation system pending any further disciplinary action that may occur. Threatening or violent behavior shall include, but not be limited to.

1. Verbal or written statements, gestures, or a threat of an assault by students indicating intent to harm themselves, others or property.
2. Physical attack by students so as to intentionally inflict harm to themselves, others or property.

Removal of students from a bus shall be made in compliance with 702 KAR 5:080. Each school shall designate the site(s) to which employees may remove students from a classroom setting and the employee(s) who will supervise the student at the site.

When teachers or other personnel remove a student, they shall complete and submit a form to document the removal and the causes as soon as practicable. The Principal/designee shall review the removal as soon as possible to determine if further disciplinary action is warranted or if the student is to be returned to the classroom.

REPORT TO LAW ENFORCEMENT AGENCY

When they have reasonable belief that a violation has taken place, principals shall immediately report to a law enforcement officials when an act has occurred on school property or at a school-sponsored function that involves an assault resulting in serious physical injury, a sexual offense, kidnapping or each instance of assault involving the use of a weapon.

NOTIFICATION

Any District employee assigned to work directly with, or who comes in contact with, a student with a documented history of physical abuse of a school employee or of carrying a concealed weapon on school property or at a school function, shall be notified in writing of the student's history by the Principal or designee, guidance counselor or other school official who has knowledge of the student's behavior prior to the assignment or contact.

WEAPONS

This policy applies to students, staff members, and visitors to the school.

WEAPONS PROHIBITED

Except where expressly and specifically permitted by Kentucky Revised Statue, the carrying, bringing, using, or possessing any weapon or dangerous instrument in any school building, on school grounds, in any school vehicle or at any school-sponsored activity is prohibited. Except for authorized law enforcement officials, peace officers and police the Board specifically prohibits the carrying of concealed weapons on school property.

Violation of this policy by students shall require that the Principal immediately make a report to the Superintendent, who shall determine if charges for expulsion from the District schools should be filed under Policy 09.435. In addition, when they have reasonable belief that a violation has taken place, principals shall immediately report to law enforcement officials when an act has occurred on school property or at a school-sponsored function that involves student possession of a firearm in violation of the law or assault involving the use of a weapon. Violations by visitors shall be reported to a law enforcement agency.

FEDERAL REQUIREMENTS REGARDING STUDENTS

The penalty for students possessing a firearm at school or bringing a firearm or other deadly weapon, destructive device, or booby trap device to school or onto the school campus/property under jurisdiction of the District shall be expulsion for a minimum of twelve (12) months under policy 09.435. However, the Board may modify such expulsions on a case-by-case basis. Any case-by-case modification of the one (1) –year expulsion requirement, including those made for students with disabilities to meet the requirements of IDEA and Section 504, shall be in writing and may be based upon a recommendation of the Superintendent/designee.

Any student who possesses a firearm at school or brings to school a firearm or other deadly weapon, destructive device, or booby trap device shall be referred to the criminal justice or juvenile delinquency system.

EXCEPTIONS

An exception may be made for students participating in an authorized curricular or extracurricular activity or team involving the use of firearms and to those persons listed in KRS 527. Law enforcement officials including peace officers and police as provided in KRS 527.070 and 527.020.

STATE POSTING REQUIREMENTS

The Superintendent shall post the following notice in prominent locations in the schools, including, but not limited to, sports arenas, gymnasiums, stadiums, and cafeterias. The notice shall be at least six (6) inches high and fourteen (14) inches wide and shall state:

UNLAWFUL POSSESSION OF A WEAPON ON SCHOOL PROPERTY IN KENTUCKY IS A FELONY PUNISHABLE BY A MAXIMUM OF FIVE (5) YEARS IN PRISON AND A TEN THOUSAND DOLLAR ($10,000) FINE.

The above criminal penalty shall not apply to those persons listed in KRS 527.070 (3).

STATE REPORTING REQUIREMENTS

Employees of the District shall promptly make a report to the local police department, sheriff, or Kentucky State Police, by telephone or otherwise, if they know or have reasonable cause to believe that conduct has occurred which constitutes the carrying, possession, or use of a deadly weapon on the school premises or within one thousand (1,000) feet of school premises, on a school bus, or at a school sponsored or sanctioned event. For state reporting purposes, a deadly weapon shall be defined as:

1. any weapon from which a shot, readily capable of producing death or serious physical injury, may be discharged;
2. any knife other than an ordinary pocket knife or hunting knife;
3. billy, nightstick or club;
4. blackjack or slapjack;
5. nunchaku karate sticks;
6. shuriken or death star; or
7. artificial knuckles made from metal, plastic, or other similar hard material.
8. a weapon of mass destruction

Employees who receive information from a student or other person regarding conduct required to be reported shall report the conduct in the same manner as stated above.

ENFORCEMENT

In the enforcement of this policy, principals may authorize, if they have reasonable suspicion, searches in compliance with applicable Board policies.

USE OF ALCOHOL, DRUGS AND OTHER CONTROLLED SUBSTANCES

DRUGS AND ALCOHOL

No pupil shall purchase, possess, attempt to possess, use, be under the influence of, sell, transfer any of the following on or about school property, at any location of a school-sponsored activity, or in route to or from school or a school-sponsored activity:

1. Alcoholic beverages;
2. Controlled drugs substances and drug paraphernalia;
3. Substances that "look like" a controlled substance. In instances involving look-alike substances, there must be evidence of the student's intent to pass off the item as a controlled substance.
4. Unauthorized prescriptions.

In addition, students shall not possess prescription drugs for the purpose of sale or distribution.

DRUGS DEFINED

Controlled substance means any substance or immediate precursor listed in Chapter 218A of the Kentucky Revised Statutes or any other substance added by the Kentucky Department of Health Services under regulations pursuant to KRS 218A.010.

AUTHORIZED MEDICATION

Use of a drug authorized by and administered in accordance with a prescription from a physician or dentist shall not be considered in violation of this policy.

PENALTY

Violation of this policy shall constitute reason for disciplinary action including suspension or expulsion from school and suspension or dismissal from athletic teams/extracurricular activity and/or other school-sponsored activities. In addition, when they have reasonable belief that a violation has taken place, Principals shall immediately report to law enforcement officials when an act has occurred on school property or at a school-sponsored function that involves student possession of a controlled substance on school property in violation of the law.

REPORTING

Employees of the District shall promptly make a report to the local police department, sheriff, or Kentucky State Police, by telephone or otherwise, if they know or have reasonable cause to believe that conduct has occurred which constitutes the use, possession, or sale of controlled substances on the school premises or within one thousand (1,000) feet of school premises, on a school bus, or at a school sponsored or sanctioned event

DRUG TESTING PROGRAM PURPOSE

In this day and time alcohol and other forms of drug abuse have grown to major proportions in our society. The middle- and high-school settings are not exempt from this phenomenon. Therefore, it is critical that educators and parents continually look for ways to institute programs that encourage a drug-free lifestyle for their students/children. It is to that end that this program is created to provide the appropriate action plan to address and foster a drug-free environment for the entire County middle- and high-school community.

The program consists of two components:

1. Education and Prevention Plan
2. Drug Testing Policy

EDUCATION AND PREVENTION PLAN

Educational Seminars. Each semester at least one (1) educational seminar on alcohol and drug abuse shall be conducted by qualified substance abuse educators. These seminars shall be accessible to all County middle and high-school students but shall be required for all athletic and extracurricular team members and for students who will be driving or parking on school property. Each seminar participant shall be administered an assessment over the content of the seminar upon completion.

Training in Drug Awareness. County middle and high-school teachers will be given an opportunity to receive training in drug awareness. Part of the training will enable each teacher to incorporate drug awareness information into his/her current curriculum. A keener teacher awareness of drug abuse signs and symptoms, as well as methods of referral, will be a direct result of the training. Instructional units on drug abuse, such as those currently taught in our health courses, will be enhanced by this teacher education component.

Seminars for Parents/Guardians. Educational seminars for parents/guardians that will address alcohol and other forms of drug abuse will be established in conjunction with other school programming. The central purpose of these sessions will be to provide parents/guardians with necessary information to parent toward drug prevention.

ALCOHOL AND DRUG SAFETY POLICY

All student athletes/extracurricular participant/drivers and their parents/guardians must read this policy and accompanying procedures and must acknowledge, in writing, that they have read the policy and procedures, understand the policy and procedures, and agree to be bound by the terms and conditions contained in the policy and procedures.

Statement of Need. All athletic and extracurricular team coaches/sponsors and the administration of County middle and high school recognize that the unlawful use of alcohol and other drugs seriously impairs the health, safety, education, and future success of middle- and high-school students engaged in that use. It is also recognized that the unlawful use of alcohol and other drugs is a potential problem for all middle- and high-school students.

Students engaged in interscholastic athletics and extracurricular activities often are viewed by fellow students as holding or enjoying positions of notoriety and are confronted by unique pressures and risks that make them particularly vulnerable to the harms presented by that use. Because of the potential notoriety derived from athletic and extracurricular participation, students also potentially impact or influence the attitudes and actions of other members of the student body. Finally, in order to deal effectively with drug and alcohol pressures and health risks, we believe that it is imperative to adopt a mandatory drug testing policy governing the illegal use of drugs by student participants in the County middle- and high-school athletic teams and extracurricular activities.

Athletic teams and extracurricular activities covered by this policy shall apply to all grades seven (7) and above varsity and subvarsity athletic and extracurricular activities, including, but not limited to, band, baseball, boys' basketball, girls' basketball, bowling, boys' cheerleading, girls' cheerleading, cross-country, dance, fishing, football, soccer, softball, tennis, track, and wrestling. The subsequent addition of any extracurricular activity, varsity or subvarsity sport shall immediately be subject to this policy.

Statement of Purpose. This policy is intended to support the comprehensive educational policies and programs of the District in educating students and their parents/guardians as to the dangers inherent in the unlawful use of drugs. The policy is further intended to provide encouragement to middle- and high-school students who voluntarily choose to participate on athletic teams, in extracurricular activities, and/or to drive or park on school property to avoid such use and to strive to benefit from effective rehabilitation when such use has occurred.

Administrators shall not use information obtained in the course of administering the policy for disciplinary purposes other than those set forth herein. This policy is not designed to be used, nor shall it voluntarily be used in any manner, to provide a source of information for law enforcement agencies or for the prosecution of the student or to limit the student's participation in the school activities, other than the limitations imposed by this policy. Without a specific written authorization from the tested student or parent/guardian, if the student is under 18 years of age, the administrator shall not release any student's test results to any person other than those described within this policy or as required by law or a lawfully issued subpoena or court order.

In order to accomplish its purposes, this policy establishes a program for procedures to deter the unlawful use of drugs and alcohol and to provide for suspension and termination of participation on the teams when deterrence is unsuccessful. To determine compliance with the policy, it provides a testing program to identify student participants who are unlawfully using drugs. For these students this policy provides incentives for rehabilitation through possible reinstatement to the specific athletic team or extracurricular activity involved.

Consistent with its purposes, this policy also seeks to achieve the following objectives:

1. To protect District students from impairing their health, safety, education, and future success through the unlawful use of alcohol and other drugs.
2. To protect District students and their opponents from potential injury during competition resulting from the unlawful use of alcohol and other drugs.
3. To protect District students from the potential stigma of unsubstantiated allegations of unlawful use of alcohol and other drugs.
4. To assure students, parents, teachers, and the community that the health, safety, education, and future success of the student participants are the primary concerns of the District.

Implementation, Review, and Evaluation. All student participants and their parents/guardians must sign the "Student and Parent/Guardian Consent to Perform Urinalysis and/or Swab (saliva) for Drug Testing" form before the student shall be permitted to try out for any athletic team, become a member of an extracurricular activity at the middle- and high-school levels, or be authorized to drive or park on school property. A Substance Abuse Prevention Committee (Committee) shall be established and shall have the overall responsibility for implementing this policy. The Committee may consist of the school Principals, Head Coaches of the athletic teams, designated sponsors of extracurricular activities, Athletic Director, Title IV Coordinator, School Health Coordinator, Counselor, Superintendent, and Board Members.

The Committee shall establish procedures as needed to implement the policy fairly and efficiently. In addition, the Committee shall review and evaluate the effectiveness of the drug testing policy on an annual basis. The evaluation shall include, but not be limited to, the effectiveness of the comprehensive educational and counseling program, substance testing program, procedural safeguards, and the list of drug substances tested. The Committee shall not have access to any of the test results. The Committee's purpose is limited to procedures and evaluation of the policy.

Applicability. This policy applies to all students choosing to participate in any extracurricular activity, including students/players at the varsity and subvarsity levels, and to students who drive or park on school property.

Education. At least once each semester, all coaches/sponsors and appropriate certified staff shall require attendance at educational seminars on drug abuse for all student participants (as outlined in the Education and Prevention Plan section of this policy). These seminars shall be open to attendance by the student participants and their parents/guardians and shall be presented by qualified substance abuse educators. Those participating will be asked to demonstrate an understanding of the main components of the drug education seminar.

Testing Program. Testing shall be accomplished by the analysis of urine specimen or saliva obtained from the student participants. Collection and testing procedures shall be established, maintained, and administered to ensure:

1. Randomness of selection procedures
2. Proper student identification

3. Identification of each specimen with the appropriate student participant
4. Maintenance of the unadulterated integrity of the specimen
5. Integrity of the collection and testing process, as well as the confidentiality of test results (The specific testing process shall be on file at the testing laboratory approved by the Board.)

Substances Tested. Student participants' urine specimen shall be tested for the following, which include, but may not be limited to:

1. Amphetamines
2. Marijuana (THC)
3. Cocaine and its derivatives
4. Opiates
5. Phencyclidine (PCP)
6. Benzodiazepine
7. Propoxyphene
8. Other abused, illegal, or controlled substances as determined by the Committee

Sanctions:

First Violation: After the first violation, a parent conference will be held and the student will be offered one of the following options:

1. The first option is for the student to attend and successfully complete a drug intervention and prevention program approved by the Principal. The program shall be for a minimum of six (6) weeks. If a student chooses this option, attendance at each meeting will take priority over participation in competitive extracurricular interscholastic events scheduled during the same period.

   The second option is suspension for the next twenty-five percent (25%) of the season and/or revocation of the student's on-campus parking permit for the next thirty (30) school days. If necessary, the suspension shall carry over to the following season and the student's subsequent participation as a member of another team/organization.

After the first violation, the student will be drug tested the next time random drug-testing is administered. In that case, a positive result will be treated as a second violation.

2. Participation consists of practicing, dressing out, traveling with, or receiving recognition with or for the activity in which the students is involved. If a student is reinstated to the athletic team/extracurricular activity or driving privileges following the first violation, the student's participation in another activity shall not be restricted solely because of the existence of the first violation, as long as the student has completed the period of suspension and was appropriately reinstated to the prior activity. If the student elects not to seek reinstatement to the activity after a first violation (either because of the student's own election or because the season concluded prior to the expiration of the student's period of suspension), the student is still required to serve the unexpired portion the suspension before becoming eligible for participation in any other extracurricular activity. A student serving a suspension for any sport may try out for a second sport if the student provides a negative drug test result from the testing laboratory under contract. If the student successfully makes the team or joins an extracurricular group, prior to participation, the student must serve the unexpired portion of the previous suspension. The student must complete all forms required for participation on another extracurricular activity, and the student must submit to a new drug test administered in accordance with the same procedures utilized for random drug testing. A positive result shall be treated as a second violation.

Second Violation

1. For a second violation, the student shall be suspended from participation in competitive interscholastic events, including athletics, or from on-campus parking for the next fifty percent (50%) of the season and/or revocation of the student's parking permit for sixty (60) school days. After the second violation, the student will be drug tested again at the student/guardian's expense the next time random drug testing is administered.

2. If a student is reinstated to the activity following a second violation, the student's participation in another activity shall not be restricted solely because of the existence of the second violation, as long as the student has completed the period of suspension and/or the required chemical dependency program and was appropriately reinstated to the prior activity. If the student elects not to seek reinstatement to an activity after a second violation (either because of the student's own election or because the season concluded prior to the expiration of the student's period of suspension) the student is still required to serve the unexpired portion of the suspension before becoming eligible for any other extracurricular activity. A student serving a suspension for one sport/activity may try out for a second sport or join a second activity. If the student makes the team, prior to participation, the student must serve the unexpired portion of the previous suspension. The student must submit to a new drug test administered in accordance with the same procedures utilized for random drug testing. A positive result shall be treated as a third violation.

Third Violation

The student participant or driver shall be excluded from participation in any extracurricular activity for one calendar year.

A third violation shall disqualify the student's involvement in all extracurricular activities (varsity and subvarsity) or from driving/parking on school property for the one calendar year.

Notice to Participants. Prior to tryouts for an athletic team or joining an extracurricular activity, the Head Coach shall provide all students choosing to participate in the athletic team/ extracurricular activity and their parents/guardians with a written copy of this policy. Parents of students wishing to take drivers education or to park on school property shall also be provided a copy. Each student who chooses to participate and a parent/guardian of that student shall be required to sign a statement indicating that they have received, read, and understand and fully agree to be bound by the terms, conditions, and procedures under this policy.

PREVENTION PROGRAM

The Superintendent shall establish a comprehensive and on-going drug-free/alcohol-free prevention program for all students which shall include notice to students and parents of the following:

1. The dangers of drug/alcohol/substance abuse in the schools;
2. The District's policies and related procedures on drug-free/alcohol-free schools;
3. The requirement for mandatory compliance with the District's established standards of conduct, including those that prohibit use of alcohol, drugs and other controlled and prohibited substances;

4. Information about available drug/alcohol counseling programs and available rehabilitation/student assistance programs; and
5. Penalties that may be imposed upon students for drug/alcohol abuse violations.

REFERENCES:

OAG 82-633; OAG 93-32
KRS 158.150; KRS 158.154; KRS 158.155
KRS 160.290; KRS 161.180; KRS 218A.020; KRS 217.900; KRS 218A.1447
Clark County Board of Education vs. Jones, KY. App., 625 S. W. 2d 586 (1981).
Board of Ed. of Tecumseh Public School District, Independent School Dist. No. 92 of Pottawatomie Cty. v. Earls, ___ U.S. ___, 242 F.3d 1264 (2002).
Improving America's Schools Act of 1994 (IASA), Title IV: Safe and Drug-Free Schools and Communities

RELATED POLICY:

09.2241

HARASSMENT/DISCRIMINATION

DEFINITION

Harassment/Discrimination is unlawful behavior based on race, color, national origin, age, religion, sex or disability that is sufficiently severe, pervasive, or objectively offensive that it adversely affects a student's education or creates a hostile or abusive educational environment.

The provisions of this policy shall not be interpreted as applying to speech otherwise protected under the state or federal constitutions where the speech does not otherwise materially or substantially disrupt the educational process, as defined by policy 09.426, or where it does not violate provisions of policy 09.422.

PROHIBITION

Harassment/Discrimination is prohibited at all times on school property and off school grounds during school-sponsored activities. This prohibition also applies to visitors to the school who may come into contact with employees and students. (Acts of harassment/discrimination based on sex may be committed by persons of the same or the opposite sex.) District staff shall provide for a prompt and equitable resolution of complaints concerning harassment/discrimination.

DISCIPLINARY ACTION

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

GUIDELINES

Students who believe they have or any other student, employee, or visitor is being or has been subjected to harassment/discrimination shall, as soon as reasonably practicable, report it. In each school building, the Principal is the person responsible for receiving reports of harassment/discrimination at the building level. Otherwise, reports of harassment/discrimination may be made directly to the Superintendent. If an employee is not assigned to a particular school, a report of harassment/discrimination may be made to the employee's immediate supervisor or to the Superintendent. Additionally, if sexual discrimination or harassment is being alleged, reports may be made directly to the District Title IX Coordinator. Complaints of harassment/discrimination, whether verbal or written, shall lead to a documented investigation and a written report.

Employees who believe prohibited behavior is occurring or has occurred shall notify the victim's Principal who shall immediately forward the information to the Superintendent.

The Superintendent shall provide for the following:

1. Investigation of allegations of harassment/discrimination to commence as soon as circumstances allow, but not later than three (3) school days of receipt of the original complaint, regardless of the manner in which the complaint is communicated to a District administrator. A written report of all findings of the investigation shall be completed within thirty (30) calendar days, unless additional time is necessary due to the matter being investigated by a law enforcement or governmental agency. The Superintendent/designee may take interim measures to protect complainants during the investigation.
2. A process to identify and implement, within (3) school days of the submission of the written investigative report, methods to correct and prevent reoccurrence of the harassment/discrimination. If corrective action is not required, an explanation shall be included in the report.
3. A process to be developed and implemented to communicate requirements of this policy to all students which may include, but not limited to, the following:
   . written notice provided in publications such as handbooks, codes, and/or pamphlets; and/or
   . such other measures as determined by the Superintendent/designee.
   Method(s) used shall provide a summary of this policy, along with information concerning how individuals can access the District's complete policy/procedures and obtain assistance in reporting and responding to alleged incidents. Students, parents or guardians, as appropriate will be directed to sign an acknowledgment form verifying receipt of information concerning this policy as part of the Board approved Code of Acceptance Behavior and Attendance Policy.
4. Age-appropriate training during the first month of school to include an explanation of prohibited behavior and the necessity for prompt reporting of alleged harassment/discrimination; and
5. Development of alternate methods of filing complaints for individuals with disabilities and others who may need accommodation.

When sexual harassment is alleged, the District's Title IX Coordinator, as designated in the student handbook/code, shall be notified.

NOTIFICATIONS

Within twenty-four (24) hours of receiving a serious allegation of harassment/discrimination, District personnel shall attempt to notify parents of both student victims and students who have been accused of harassment/discrimination. In circumstances also involving suspected child abuse, additional notification shall be required by law. (See Policy 09.227) In applicable cases, employees must report harassment/discrimination to appropriate law enforcement authorities in accordance with law.

PROHIBITED CONDUCT

Depending on the circumstances and facts of the situation, and within the definition of harassment/discrimination contained in this policy, examples of conduct and/or actions that could be considered a violation of this policy include, but are not limited to:

1. Any nicknames, slurs, stories, jokes, written materials or pictures that are lewd, vulgar, or profane and relate to any of the protected categories listed in the definition of harassment/discrimination contained in this policy;
2. Unwanted touching, sexual advances, requests for sexual favors, and spreading sexual rumors;
3. Instances involving sexual violence;
4. Causing a student to believe that he or she must submit to unwelcome sexual conduct in order to participate in a school program or activity or that an educational decision will be based on whether or not the student submits to unwelcome sexual conduct.
5. Implied or overt threats of physical violence or acts of aggression or assault based on any of the protected categories;
6. Seeking to involve students with disabilities in antisocial, dangerous or criminal activity where the students, because of disability, are unable to comprehend fully or consent to the activity; and
7. Destroying or damaging an individual's property based on any of the protected categories.

CONFIDENTIALITY

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

APPEAL

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

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

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

RETALIATION PROHIBITED

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

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

FALSE COMPLAINTS:

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

OTHER CLAIMS

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

BULLYING/HAZING

In order to effectively participate in the democratic process as adults, students must learn to respect the rights of others and to interact with them in a civil manner. Therefore, students are required to speak and behave in a civil manner toward students, staff and visitors to the schools.

ACTIONS NOT TOLERATED

The use of lewd, profane or vulgar language is prohibited. In addition, students shall not engage in behaviors such as hazing, bullying, menacing, taunting, intimidating, verbal or physical abuse of others, or other threatening behavior. This policy extends to any/all student language or behavior including, but not limited to, the use of electronic or online methods. Such behavior is disruptive of the educational process and interferes with the ability of other students to take advantage of the educational opportunities offered.

These provisions shall not be interpreted to prohibit civil exchange of opinions or debate protected under the state or federal constitutions where the opinion expressed does not otherwise materially or substantially disrupt the education process or intrude upon the rights of others. Students who violate this policy shall be subject to appropriate disciplinary action.

BULLYING DEFINED

Bullying means any unwanted verbal, physical, or social behavior among students that involves a real or perceived power imbalance and is repeated or has the potential to be repeated:

1. That occurs on school premises, on school-sponsored transportation, or at a school sponsored event: or
2. That disrupts the education process.

This definition shall not be interpreted to prohibit civil exchange of opinions or debate or cultural practices protected under the state or federal Constitution where the opinion expressed does not otherwise materially or substantially disrupt the education process.

REPORTS

As provided in the District Code of Acceptable Behavior and Discipline, students that believe they are victims of bullying/hazing shall be provided with a process to enable them to report such incidents to District personnel for appropriate action. Students who believe they have been a victim of bullying or who have observed other students being bullied shall, as soon as reasonably practicable, report it to a classroom teacher, who shall take appropriate action as defined by the code.

OTHER CLAIMS

When a complaint is received that does not appear to be covered by this policy, administrators shall review other policies that may govern the allegations, including but not limited to, 09.426 and/or 09.42811. Harassment/discrimination allegations shall be governed by Policy 09.42811.

DRIVER'S LICENSE REVOCATION

Any student ages fifteen (15) through seventeen (17) year old applying for a driver's license permit (Instruction Permit) will be required to have a completed school Compliance Verification Form.

Students who are fifteen (15) through seventeen (17) years old who becomes academically deficient or deficient in attendance shall be reported to the Transportation Cabinet for driver's license, permit or driving privilege revocation.

ACADEMIC AND ATTENDANCE DEFICIENCIES

Academic and attendance deficiencies for student's age fifteen (15) through seventeen (17) enrolled in regular, alternative, part-time, and special education programs shall be defined as follows:

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

REINSTATEMENT OF DRIVING PRIVILEGE

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

TRANSPORTATION SERVICES POLICY

Each student and at least one (1) of their parents/guardians shall acknowledge in writing the receipt, comprehension, and agreement of adherence to the Transportation Services Policy within seven (7) days of the student's first day of attendance during each school year. Failure to submit written acknowledgement by a student or their parent or guardian may be grounds for revocation of a student's transportation privileges until the acknowledgment is properly received.

Principal Authority

Consistent with the District Code of Acceptable Behavior and Discipline, the Principal/designee has authority to discipline pupils who ride school buses.

Driver Authority and Interventions

The driver is in charge of the bus and pupils. The driver may utilize the following interventions for violations of the Code of Acceptable Behavior and Transportation Safety Policy:

- **Driver gives the student a specific instruction.**
- **Driver may repeat a specific instruction and ask the student to comply.**
- **Driver moves student to front of the bus or a specific location designated. (Driver has the authority to have students sit where he or she wishes them to sit.)**
- **Driver may report student to the principal where the student attends. Students discipline procedures will be determined by the principal and riding privileges may be revoked.**
- **Driver may discharge a student from the bus in extreme cases (see DISCHARGE OF PUPILS FROM THE BUS).**

Reporting of Violations

Bus drivers shall promptly report any violation of District policy or school rules to the Principal. Drivers may file a written or electronic complaint or report of student misconduct (06.34 AP.2) including a recommendation to revoke transportation privileges. Drivers may be heard at any disciplinary hearing relating, at least in part, to misconduct that occurred during the operator's transportation of the student.

Discharge of Pupils from Bus

Drivers are in charge of their buses, and their first responsibility shall be to the safe transportation of their passengers. In the event that one or more pupils are behaving in a threatening or violent manner or in such a way as to endanger the safety of other pupils on the bus, the driver shall stop the bus and contact the bus garage or Superintendent's designee to send someone to pick up the student or, if the behavior warrants, the driver shall call law enforcement. If calls for assistance are unsuccessful, the driver is authorized to order the offending student from the bus if the student is in the sixth (6th) grade or above. In the event a pupil is discharged for disciplinary reasons, the driver shall make every effort to do so near a house or open business establishment. At the first reasonable opportunity, the driver shall notify the Principal of the school where the pupil attends or the Superintendent and the student's parent or legal guardian. Drivers shall only discharge students in compliance with Policy 09.2261.

Withholding of Riding Privileges

The Principal is authorized to withhold bus-riding privileges up to a maximum of ten (10) school days per occurrence, and in the case of habitual or serious conduct violations, the Superintendent or the Superintendent's designee may withhold bus-riding privileges up to the remainder of the school year. Drivers may, upon filing a written report to the Superintendent/designee, refuse future transportation to students in violation of the Code of Acceptable Behavior and Discipline until an interim or final determination of disciplinary action has been made. The Principal shall notify the parents in cases where bus-riding privileges have been withheld. If the student is suspended from one school bus, he/she is suspended from all other buses as well. A school bus suspension is not an excused absence from school, and a student will be expected to be at school each day of their bus suspension.

Video/Audio Recording Equipment

Video cameras with audio may be installed in the District's school buses to record student behavior during transportation to and from school and school-related events. Evidence of student misbehavior recorded on video may be used when determining the discipline of a student.

Restitution of Damages

The parents or guardians may be held responsible for restitution of any damages, beyond normal usage, inflicted by their child.

Students with Special Needs

Students with special needs who exhibit inappropriate conduct shall be managed in accordance with their Individual Education Plan (IEP) and/or 504 Plan and the legal obligations and standards adopted by the Board.

PUPIL RESPONSIBILITY FOR RIDING SCHOOL BUSES

Pupils should ride their assigned bus and no other bus. The driver shall transport only those pupils officially assigned to his/her bus unless an unassigned pupil presents the driver with a written note to ride on the bus that has been signed by the school principal or his/her designee or advised by Principal or his designee verbally if signed note cannot be obtained at that time. The driver shall not permit an assigned pupil to leave the bus at a stop other than where the pupil regularly leaves the bus unless presented with written permission signed by the principal or his/her designee as stated above. (702 KAR 5:080)

Pupils shall conform to transportation rules and regulations prescribed under state statutes, state and local regulations, and the District Transportation Services Policy.

PUPILS TO WAIT AT ASSIGNED STOP

Be on time. Be at the bus stop 5 minutes before the bus is scheduled to arrive. The bus cannot wait.
Pupils shall wait at their assigned bus stop off the roadway and shall remain there until the driver has stopped the bus, opened the entrance door, and signaled the pupils to enter the bus.

CROSSING ON DRIVER'S SIGNAL

Pupils shall not cross the roadway when entering the school bus until signaled to do so by the bus driver.

CROSSING IN DRIVER'S VISION

When students are required to cross the roadway when entering or leaving the school bus, crossings shall be made in front of the bus. Pupils shall cross approximately ten (10) feet in front of the bus in order that they may be seen by the bus driver.

SEATING

When pupils enter the bus, they shall proceed directly to a seat. Pupils shall remain seated until the bus has come to a complete stop. Pupils shall not change from one seat to another while the bus is in motion unless given permission by the bus driver. The bus driver as the authority to assign seats to passengers at any time.

BODY NOT TO PROTRUDE FROM WINDOW

Pupils shall not extend their arms, legs, or heads out the bus windows.

PUPIL NOISE

Pupils shall not create noise on the bus to the extent that it might distract the bus driver or to the extent that it might interfere with the driver's ability to hear the signals of emergency vehicles or an approaching train.

REAR DOOR

Pupils shall not leave the bus via the rear door except during an emergency situation or during an evacuation drill.

PROHIBITED ACTIVITIES

The following activities are prohibited at all times: (a) improper behavior to include: insolence, disobedience, vulgarity, foul language, fighting. (b) Use of tobacco products /vaping. (c) Eating or drinking on the bus. (d) No firearms or weapons, either operative or ceremonial, except that the policy may permit archery bows, used in connection with a school archery team, to be transported inside the passenger compartment and arrows transported in the underneath storage compartment. (e) No live animals, except for a service animal necessary for the student to attend school. (f) Throwing articles or objects in or from the bus. (g) Tampering with mechanical equipment, accessories or controls of the bus. (h) Placing musical instruments or other articles at the door by the driver. (i) Obstructing the aisle in any manner. (j) Occupying more space in a seat than required. (K) Littering the bus. (l) No glass containers or helium balloons.

In addition, bullying as defined by KRS 158.148 will not be tolerated and will be addressed as per guidelines in the Code of Acceptable Behavior and Transportation Safety Policy.

Any pupil who persists in violating any of these rules or regulations shall be reported to the principal of the school which they attend for disciplinary action. After due warning has been given, the principal shall withdraw the privilege of riding the bus for a specified period.

Any complaints of drivers, pupils, or parents not specified in the above regulations, shall be reported promptly to the Principal or Director of Transportation, Eric Wolford (270)866-4844. To diminish the risk of retaliation, Russell County Schools employees will keep confidential, to the extent possible, the identify of students making complaints for violations of transportation policy.

BUS EVACUATION DRILLS

Bus drivers will conduct four (4) evacuation drills each year. Students will be given specific instructions on how to respond to the need for evacuation.

PRESCHOOL-KINDERGARDEN TRANSPORATION

Preschool and Kindergarten (ages 7 and under) students will not be left unattended at the time of the delivery. It shall be the responsibility of the parent, guardian, or person authorized by the parent of the child to provide safe transportation to and from the bus stop and upon delivery. If parent/guardian is not present upon delivery, the child will be returned to their respective school, and it will be the responsibility of the parent/guardian to pick up the child. (702 KAR 5:150)

BUS INCIDENT PROCEDURES

In the event the bus is involved in an incident, the parent will be notified by phone. If you do not have a phone, your child will be given a note regarding the incident. In case of injuries, your child will be examined and appropriate steps will be taken.

PARENT EXPECTATIONS

District employees shall be courteous and helpful in interacting with parents/guardians. In turn, individuals who come in contact with employees are expected to behave accordingly.

Parents/guardians are not permitted to step inside the entrance door of the bus without driver permission. They are encouraged to communicate with the driver through the driver's side window. Violations of parent misconduct will be immediately investigated by School Resource Officers. Parent/guardian misconduct may result in revocation of student's transportation privileges. Increased consequences are possible upon subsequence violations of the policy.

CRIMINAL VIOLATIONS

Criminal violations based on misconduct covered by this policy include but are not limited to the following:

1. **"KRS 511.020 makes it a Class B felony for a person, with the intent 4 to commit a crime, knowingly entering or remaining unlawfully upon 5 a school bus, and when in effecting entry or while upon the school bus 6 or in the immediate flight therefrom, the person or another participant 7 in the crime causes physical injury to another person or uses or 8 threatens the use of a dangerous instrument against another person.";**
2. **"KRS 508.078 makes it a Class C felony for a person to intentionally 10 threaten to commit any act likely to result in death or serious physical 11 injury to any employee of an elementary or secondary school, which 12 includes a school bus driver.";**
3. **"KRS 508.025 makes it a Class D felony for a person to recklessly, 14 with a deadly weapon or dangerous instrument, or intentionally cause 15 or attempt to cause physical injury to a school bus driver or other 16 school employee acting in the course and scope of their employment.";**
4. **"KRS 519.020 makes it a Class A misdemeanor for a person to 18 obstruct governmental operations, which includes intentionally 19 obstructing, impairing, or hindering the performance of a 20 governmental function by using or threatening to use violence, force 21 or physical interference."; and**
5. **"KRS 525.070 makes it a Class B misdemeanor for a person, with 23 intent to intimidate, harass, annoy, or alarm another person, to strike, 24 shove, kick, or otherwise subject another to physical contact."**

The Superintendent or designee shall apply the Transportation Services Policy uniformly and fairly to each student without partiality or discrimination.

HAZARDS IN AND ON BUS

PROHIBITED ITEMS

Passengers shall not bring an object on the school bus that may block the bus aisle or exits, step-well, emergency door, entrance door, or any windows that could be dangerous in case of collision or that would present an additional fire hazard, or that would take up needed pupil seating space. Policy 06.342

A driver shall not knowingly permit any of the following to be transported on the bus;

1. Firearms or weapons, either operative or ceremonial;
2. Fireworks or other explosive materials of any type;
3. Live animals, fowls, or reptiles except for an animal that is to enable a person to safety utilize the bus transportation as documented by adequate medical evidence or a students' Individual Education or 504 Plan, and that is not a risk to other bus riders;
4. Preserved specimens that would likely frighten a pupil or cause a commotion on the bus; or
5. Glass objects or helium balloons.

CARE OF SCHOOL AND PERSONAL PROPERTY

PUPILS RESPONSIBLE

Pupils shall be held responsible for damage to school property.

SCHOOL PROPERTY

Any pupil, organization, or group of pupils participating in activities who destroys, defaces, damages or removes school property shall be subject to disciplinary action and liability for the cost of restoring the property.

In addition, when they have reasonable belief that a violation has taken place, principals shall immediately report to law enforcement officials when an act has occurred on school property or at a school-sponsored function that involves damage to school property. For the purposes of determining when to make this report, damage to school property shall refer to instances involving:

1. Intentional harm, and
2. Damage beyond minor loss or breakage, excluding normal wear and tear.

PERSONAL PROPERTY OF SCHOOL PERSONNEL

Any pupil, organization, or group of pupils who steals or willfully or wantonly destroys, defaces, or damages the personal property of school personnel on school property, off school property, or at school-sponsored activities shall be subject to suspension or expulsion from school.

STUDENTS' PROPERTY

Any pupil, organization, or group of pupils participating in activities who destroys, defaces, damages or steals the personal property of students shall be subject to disciplinary action.

PARENTS LIABLE

Parents shall be liable for property damage caused by their minor children.

DRESS CODE

The Russell County School District has placed the following restrictions on the dress of our students. Short shorts; mesh shirts; bare midriffs; bare feet; dresses, blouses, or shirts cut too low in the back or front; unbuttoned shirts; shirts or blouses with large armholes and no sleeves; caps or hats; shoes with wheels; inappropriate chains and trench coats may not be worn by male or female students. Shorts and skirts must be decent in length. Shirts and other personal attire promoting alcohol, illegal substances, and sexually explicit language or graphic are prohibited.

Court ordered monitoring devices are not to be exposed.

Any appearance thought to be a distraction to the educational process is prohibited. Students violating this code of dress will be asked to change or will result in the student being sent home.

TOBACCO POSSESSION, DISTRIBUTION, OR USE

Students shall not be permitted to use or possess any tobacco product, alternative nicotine product, or vapor product on property owned or operated by the Board, inside Board-owned vehicles, on the way to and from school, or during school-sponsored trips and activities. When a student is in violation of this policy in the given school year, the district will confiscate the tobacco, alternative nicotine product, or vapor product, and the student shall be subject to the penalties set forth in this Code of Acceptable Behavior and Discipline.

First incident: (a) The student will be assigned to in-school suspension for a period of three days, and (b) the school counselor or other school-based mental health services providers shall provide to the parent or guardian and the student evidence-based, age-appropriate nicotine cessation information to be include but not be limited to materials, programs, and referrals for treatment.

Second incident: (a) The student will be assigned three days of out-of-school suspension, and (b) a conference will take place with the student, guardian, and a school administrator.

Third incident: (a) The student will be assigned four days of out-of-school suspension, and (b) a meeting will occur with student, guardian, a school administrator, a district representative, and any other person appropriate to formulating a solution.

Fourth incident: (a) The student may be subject to additional punitive action, including Alternative School for a student in 6^{th} – 12^{th} grade, and (b) legal charges may be explored.

SEARCH AND SEIZURE

Students who attend in the Russell County District have a right to be secure from any judicially determined unlawful search or seizure. Lockers and desks are assigned for student use, however; they are property of the school and subjected to the board's regulation and supervision. It is lawful to search a student locker, desk, purse, automobile, or other personal belongings if the search is based on a reasonable suspicion that illegal substances or objects might be found. Reasonable suspicions is that quality of proof or evidence, based on specific, objective facts and any rationally derived inference from those facts about the conduct of an individual that would lead a reasonable person, based upon training and experience, to suspect that the individual is or has committed an act other than those allowable according to Board policy. Reasonable suspicion is less than probable cause, but substantially more than a mere hunch, and does not exist unless the reasons for suspicion are articulated.

A warrant is not necessary to conduct searches of students or student possessions. While attending school or participating in school sponsored activities, students are subject to the rules and regulations of the school district and individual school. Animals under the direction of law enforcement may assist in any search conducted. Law enforcement may be requested to assist school administrators in any investigation of illegal possession of any substance or object (weapon) by a student.

SUPERVISION OF STUDENTS

Students will be under the supervision of a qualified adult. Each teacher and administrator shall hold pupils to a strict account for their conduct on school premises, on the way to and from school, and on school-sponsored trips and activities, a non-faculty coach or non-faculty assistant may accompany students on athletic trips as provided in statute.

ACCESS TO SCHOOL PROPERTY DURING THE SCHOOL DAY

Unless they are authorized visitors, only those students who are enrolled in the District and on property for an official school purpose, such as receiving instruction or participating in a school sponsored extra-curricular activity, shall be permitted on the property during the school day. If a student who is officially absent or on home/hospital instruction wishes to come onto property during the school day, the student shall first go to the Principal/designee, seek permission to be on the property, and check in. Permission may be granted for the student to be on school property if the purpose relates to educational needs of the student that cannot be accomplished outside of school hours, and the student remains on the property only for the time needed to accomplish that purpose. This requirement is necessary to address supervision and safety concerns of students who come on property during the school day.

The Principal is authorized to set supervision requirements and limitations, as appropriate, that apply to students enrolled in the school who are registrants as defined in KRS 17.500. If the Principal has set limitations, restrictions or requirements, they shall be put into writing and a copy provided to the student/guardian.

VISITORS TO THE SCHOOL

The Board encourages parent, professional educators, and others who have legitimate educational interest pertaining to the District's public school program to visit the schools. To ensure that school personnel are aware of visitors' presence, visits to classrooms shall be scheduled in advance unless authorized by the Principal/designee and all visitors must report immediately to the Principal's office upon entering the school and identify themselves, as well as declare their purposes for visiting.

REGISTRANTS

No registrant, as defined in KRS 17.500, nor any person residing outside of Kentucky who would be required to register under KRS 17.510 if the person resided in Kentucky, shall be on the clearly defined grounds of a District school, except with the advance written permission of the Principal or the Board that has been given after full disclosure of the person's status under KRS 17.510 as a registrant or sex offender from another state and all registrant information as required in KRS 17.500.

CONDUCT/PROHIBITION ON RECORDING

All visitors to the schools must conduct themselves so as not to interfere with the daily operation of the school program. Due to privacy concerns, and except for emergency situations, personally owned recording devices are not to be used to create video or audio recordings or to take pictures except with prior permission from the Principal/designee and the affected individual(s).

An exception may be made for events considered to be in the public arena (e.g. sporting events, academic competitions, or performances to which the general public is admitted) where the activity does not materially disrupt the event, prevent others from observing the event, or otherwise violate legal rights. School social events for students, activities sponsored by student clubs, and activities during the school day that are not open to the public are not considered to be in the public arena.

Such devices include, but are not limited to, personal cell phones and tablets.

ACCOMMODATION

Visitors with disabilities shall be accommodated as required by law. Individuals requesting accommodation shall contact the District ADA/504 Coordinator (1) week prior to the event they want to attend for assistance and guidance.

CHILD ABUSE

REPORT REQUIRED

Any teacher, school administrator, or other school personnel who knows or has reasonable cause to believe that a child under age eighteen (18) is dependent, abused or neglected shall immediately make a report to a local law enforcement agency or the Kentucky State Police, the Cabinet for Health and Family Services or its designated representative, the Commonwealth's Attorney or the County Attorney in accordance with KRS 620.030. After making the report, the employee shall notify the Principal of the suspected abuse.

Only agencies designated by law are authorized to conduct an investigation of a report of alleged child abuse. Therefore, the District shall not first investigate a claim before an employee makes a report to the proper authorities. However, in certain situations, reports involving claims made under state and federal laws, such as Title IX, shall require the District, after making the required report, to conduct an independent investigation of the allegations in order to determine appropriate personnel action.

WRITTEN REPORT

The person reporting shall, if requested, in addition to the report required above, file with the local law enforcement agency or the Kentucky State Police or the Commonwealth's or County's Attorney or the Cabinet for Health and Family Services or its designated representative within forty-eight (48) hours of the original report a written report containing specific information regarding the child, the child's parents or guardians, and the person allegedly responsible for the abuse or neglect.

WRITTEN RECORDS

Copies of reports kept by the District that are submitted to authorities in compliance with the child abuse law are educational records and subject to inspection by the parents of the alleged victim of child abuse. Whether the records are considered "internal records", and not maintained with the students' "permanent records', is immaterial if such records are directly related to students and are maintained by the school or school District.

INTERVIEWS

If the student is an alleged victim of abuse or neglect, school officials shall follow directions provided by the investigating officer or Cabinet for Health and Family Services representative as to whether to contact a parent.

REQUIRED TRAINING

All current school administrators, certified personnel, office staff, instructional assistants, coaches, and extracurricular sponsors shall complete Board selected training on child abuse and neglect prevention, recognition, and reporting.

DUTY TO REPORT DEPENDENCY, NEGLECT, OR ABUSE

According to KRS 620.030, any person who knows or has reasonable cause to believe that a child is dependent, neglected or abused shall immediately cause an oral or written report to be made to a local law enforcement agency or the Kentucky State Police; the Cabinet for Health and Family Services or its designated representative; the Commonwealth's attorney or the county attorney; by telephone or otherwise. Any supervisor who receives from an employee a report of suspected dependency, neglect or abuse shall promptly make a report to the proper authorities for investigation. If the Cabinet for Health and Family Services receives a report of abuse or neglect allegedly committed by a person other than a parent, guardian or person exercising custodial control or supervision, the Cabinet for Health and Family Services shall refer the matter to the Commonwealth's attorney or the county attorney and the local law enforcement agency or the Kentucky State Police. Nothing in this section shall relieve individuals of their obligations to report.

PLEASE REFER TO THE RUSSELL COUNTY HIGH SCHOOL'S SITE-BASED COUNCIL'S RULES AND REGULATIONS FOR MORE INFORMATION.

AVAILABILITY OF COMPREHENSIVE MEDICAL, DENTAL & MENTAL HEALTH SERVICES

The Russell County School District facilitates referrals for a wide-variety of medical, dental, and mental health services. These referrals can be made through our Healthy Kids Clinic, Family Resource and Youth Service Centers, or the District Mental Health Specialist.

Parents/guardians and health care providers shall complete the required forms before any person administers prescription medication to a student or before a student self-medicates. Authorization forms are only valid for one school year or until treatment changes. A new authorization for medication administration must be completed if there is a change in medication, dosage, time and/or frequency, and a new prescription bottle (or medication label, if applicable) from the pharmacy indicating the prescription change should be provided. Over the counter (OTC) medication should not be administered in a school setting without a medical practitioner's order as well as signed parental consent. OTC medications are permitted to be administered when part of standing order or protocols signed by a medical practitioner.

STUDENT MEDICATION GUIDELINES

1. The first dose of any new medication should be given at home when possible. Medication that must be given at school should be brought to school by the parent/guardian whenever possible. Medication that is sent to school with the student should be

transported in the original container placed in a sealed envelope with the student's name on the outside and given to designated school personnel immediately upon arrival. The medication should be counted, and the number of pills received should be noted on the Medication Administration Record.

2. Except for emergency medications (including, but not limited to FDA approved seizure rescue medications and injectable epinephrine devices) and medications approved for students to carry for self-medications purposes all medications shall be kept in a safe, locked, secure place accessible only to the responsible authorized school personnel. Medications requiring refrigeration shall be stored in a separate refrigerator in a supervised area.
3. Any use of opioid antagonist shall comply with KRS 217.186
4. School personnel who administer medication shall arrange for the child to take the medication at the proper time.
5. Unless otherwise approved to self-medicate, students are to be supervised by an authorized individual when taking medication. The person supervising the administration of medication must keep a written record.

CONTROL OF LICE AND BED BUGS INFESTATION IN SCHOOL

School personnel shall actively pursue the prevention and control of Pediculosis Capitis (head lice) in the district's schools.
When a student is determined to be infested with lice, he/she will be immediately removed from the classroom, if possible, and shall be sent home as soon as arrangements can be made with the parents or guardian.

1. Verbal or written information for hair treatment and household disinfecting shall be given to the parent/guardian.
2. The student may return to class the next day after treatment is completed and school personnel determine he/she is lice free and if there is evidence that an effort is being made of clear all nits
3. Students with persistent head lice infestations shall be reported to Protection and Permanency (Social Services), or a court referral made.

Absences due to lice are unexcused and attendance laws for truancy will be enforced. Playmates closely associated with the student and possibly siblings of the student may be checked for live lice, which are defined by the Center for Disease Control as crawling lice. The below incident procedures have been reviewed by the Board of Education, the Cabinet for Health and Family Services, and the Juvenile District Judge. This is an on-going document from school year to school year with your child's school records. For persistent infestations of head lice, the following procedures will be followed:

- First incident will result in: letter/verbal contact with parent(s), written/verbal information for treatment, offer assistance, and parent to voice understanding of school policy.
- Second incident will result in: personal contact made with family at their home, family will be given detailed instructions for treatment of family and environment, offered treatment or directions on how to obtain treatment, and parent to voice understanding of school policy.
- Third incident will result in: joint home visit with principal/school staff, CFC, and FRC, family offered additional services such as Family Preservation Program, conditions of home environment will be observed, offered treatment or directions on how to obtain treatment and explanation of consequences if issue in not resolved.
- Fourth incident will result in: legal actions taken jointly with school, CFC and County Attorney.

Parents are hereby notified that head lice screenings will be conducted as needed without further notice.
BED BUGS
In the event, Cimex lectularius (Bed Bugs) are found, school personnel will follow the Russell County Schools Bed Bug Procedures.

MEDICAL REQUIREMENTS FOR ENROLLMENT, SEE PAGE 5

HEALTH REQUIREMENT AND SERVICES

HEALTH AND SAFETY
The Superintendent shall develop procedures to insure District compliance with all health and safety governance requirements.
The protocols and guidelines for health procedures performed by health professionals and school personnel shall be accessible to school personnel. Policies and related procedures for these policies are in the 09.2 section of the Board Policies Manual, as referenced in the Health Services Reference Guide, are incorporated herein.

HEALTH SUPERVISION REQUIRED
All pupils shall undergo preventative health care examinations as required by Kentucky Administrative Regulation.
The Board shall adopt a program for continuous health supervision for all pupils, including screening tests related to growth and development, vision and hearing.

REFERRAL
Referral and appropriate follow-up of an abnormality noted by screening or teacher observation shall be done in accordance with state regulations.

EMERGENCY CARE
Schools shall have emergency care procedures, a copy of which shall be on file in the Central Office.

HEALTH RECORD
Each school shall initiate a cumulative health record for each pupil entering school. Such record shall be maintained throughout the pupil's attendance on forms prescribed by the Kentucky Administrative Regulation or maintained electronically in the student information system.

HEALTH CARE EXAMINATION

All pupils shall undergo preventive student health care, dental and vision examinations as required by Kentucky Administrative Regulation, which shall be reported on the state forms or an electronic medical record that includes all of the data equivalent to that on the appropriate forms required by state regulation.

IMMUNIZATIONS AND TB TEST
The immunization certificate form required by 704 KAR 1.160 shall be on file upon a student's enrollment in school. Forms relating to exemptions from immunization requirements shall be available at each school. Immunization certificates shall be kept current. 09.211

EMERGENCY MEDICAL TREATMENT

FIRST AID TO BE PROVIDED -- First aid shall be provided to all pupils in case of an accident or sudden illness until the services of a health care professional become available.

FIRST-AID ROOM -- A first-aid area with appropriate equipment, supplies and provisions for the child to recline shall be designated in each school. At least two (2) adult employees in each school, at least one (1) of whom shall be present at the school at all times during school hours, shall have completed and been certified in a standard first aid course that includes CPR for infants and children. The District shall have employees trained in accordance with the law to administer or help administer emergency medications.

INFORMATION NEEDED -- A number at which parents can be reached and the name of the family physician shall be maintained at each school for all its pupils. Parents will be notified in the event of an accident.

EMERGENCY PROCEDURES -- Each Principal shall develop a procedure for handling medical emergencies.

When an emergency arises and the student's parent/guardian or designee cannot be reached in a timely manner, the school will take action necessary to maintain the student's health, such as calling emergency medical personnel or taking the student to a health care facility. In such instances, school personnel shall notify health professionals of any medications that they are aware the student is taking.

HEALTH

Parents are advised that all children in the Russell County Schools are presumed to be mature enough to make their own decisions concerning food choices; especially as such decisions may affect their own medical conditions such as food allergies or diabetes. If a student's medical condition requires that individualized food alternatives be provided to a child, such as a milk substitute because of milk allergy, or individual food scheduling, such as a snack for a diabetic, it is the parent's responsibility to obtain a medical doctor's statement supporting the need for the individual change and to provide the doctor's statement to the child's local school. It is also the responsibility of the parent/guardian to notify school personnel of specific food allergies or medical conditions.

Parents are hereby notified that the required health screening for vision, hearing, speech/language, and height/weight/BMI monitoring pursuant to 704 KAR 4:020 Comprehensive Schools Health Program may be done without further notice.

STATEMENT REGARDING STUDENTS WITH SPECIAL HEALTH CARE NEEDS

Russell County Schools recognizes that increasing numbers of students are enrolling in public school with significant health care needs. Many of these students require specialized health procedures to be conducted during the school day in order to enable the students to attend school and participate in school activities.

Russell County Schools have developed procedures for developing Individual Health Plans (IHP) to meet the health needs of students with special health care situations.

Russell County Schools will consider a student as needing an Individual Health Plan when the student:

- has a unstable medical condition(s) or may require emergency health procedures,
- requires special health care procedures during the school day, or
- uses a particular health device that compensates for the loss of a bodily function and who requires substantial, and complex or frequent health care to avert death or further disability.

Only students who meet the above definition will be eligible for an Individualized Health Plan. Students with medical conditions that do not meet the above definition will receive health services in the school setting according to standard protocols for their specified health condition (i.e., standard seizure protocol, standard diabetes protocol, etc.).

PROCEDURES REGARDING STUDENTS WITH SPECIAL HEALTH CARE NEEDS

Identifying *Students who May Need Individualized Health Plan:*

Special education teachers, regular classroom teachers, parents/guardians, and the school nurse are responsible for identifying students who may need an Individualized Health Plan (IHP). Once the student is identified, the school principal, school nurse, teacher or designee will contact the parent/guardian for information on the recommended health care and a meeting will be called to develop the student's IHP. The school nurse will then monitor the student's IHP and ensure that it is reviewed and revised on a yearly basis or more frequently as appropriate.

Other Issues:

Determining staff to perform health procedures: If a procedure can only be administered by a physician then it is a *medical service* and the school is not obligated to provide it. If the procedure can be administered by a registered or licensed nurse or unlicensed school personnel, it is a *health related service* provided in the school setting.

When determining which school staff will administer health care procedures, each committee developing the student's IHP will carefully consider the physician's recommendations, the training and supervision needs of the staff, and the resources of the school. If current staffing resources are determined to be inadequate, the principal or designee will request additional personnel to meet the needs identified through the IHP.

Training of staff members: Kentucky nursing laws states that school personnel may perform selected nursing acts under the delegation and supervision of a registered nurse and/or physician if they receive adequate training and skills to perform the acts in a safe, effective manner. Three levels of competencies require consideration when developing an IHP: a) general information, b) informational competencies, and c) performance competencies.

General information (awareness) should be provided to all persons involved with the student such as all the student's teachers and other key school personnel. This may include a description of the special health care need(s), the purpose of the procedure or service, who is responsible for administering the procedure/providing the service, where and when the service or procedure will be provided, and other general information deemed pertinent, such as who to contact within the school setting in case of problems or emergencies.

Other examples of general information that should be provided to all school personnel include district policies and procedures related to documenting absences and illnesses, basic first aid, administering medications, and procedures to contact parents when students become ill during school hours. All districts and schools have basic procedures and all staff should be provided this information.
Informational competencies (knowledge) are those competencies that are needed to make a judgment about changes in a student's behavior or condition. These would include information such as the signs and symptoms of illness or problems. Persons trained in informational competencies are trained to identify situations when the need for overt actions or intervention by trained personnel is needed. All school personnel who work with the student require training in specific informational competencies in addition to the provision of training in general information, as previously described. This may include classroom teachers, special education teachers, teacher assistants, related services personnel involved with the child, school principal, librarian, physical education teacher, etc., the child's peers and friends, and any others who need to know this information.
Performance competencies (skills) are those competencies where overt actions are being taught to and performed by trained personnel. These competencies refer to the actual administering of special health care procedures or interventions for a specific child. Training will be provided and by the district health nurse or the appropriate outside agency as ordered by the physician and monitored by the district health nurse.
Quality training of unlicensed school personnel involves:

- explanation and demonstration of the procedure by the trainer
- observation of the trainee performing the procedure by the trainer
- feedback from the trainer to the trainee on his/her performance of the steps involved in the procedure
- verification by the trainer that trainee has reached criterion (defined as performance of 100% of the steps correctly without prompts or cues such as hints or assistance, from the trainer over a specified number of training sessions)
- monitoring the newly trained personnel periodically to insure that they continue to perform the procedure correctly, and
- conducting the training in a manner that preserves the students' privacy and dignity at all times during the sessions and thereafter, particularly during the procedures of colostomy, ileostomy care, and catheterization.

When health care procedures must be performed at school, at least two persons in the building should be trained to provide a back-up if the primary caregiver is absent. This rule also applies to training of transportation personnel or program assistants who accompany students on the school bus, if medical procedures may be required during transit.
Emergency Procedures: Two types of emergency procedures must be planned and documented when working with children with special health care needs. First, emergency procedures must be planned in case of illness, accident, or life-threatening situations. Instructions must be written for how to deal with these situations. This includes what to do and who to notify in case of an emergency, including such information as physician's name and how to contact him/her, emergency medical assistance (emergency number 911 hospital number), and how to contact parent or back-up family member, and what to do if no one on the contact list can be reached. This information should be easily available to the child's caregivers at school and taken on off-campus school activities, as well.
The second type of emergency procedures relate to the occurrence of fire or natural disasters (e.g. tornados, earthquakes) and possible equipment problems due to power outage or failure (e.g. child requires operated equipment powered by electricity or batteries). Building escape routes and procedures should be reviewed to determine if special evacuation procedures or emergency provisions are needed for the child with special health care needs. If the child uses equipment that is operated electricity or batteries, is there a battery-operated or manual back-up device (e.g. suctioning machine respirator)? If the child uses a wheelchair and attends a class on the second floor of the school, how will he/she be transported downstairs during fire drills when the elevator is inoperable? These questions should be answered when developing Individual Health Plans in order to handle these situations safely and efficiently in the school setting.
Transportation Issues: For special education students or Section 504 students receiving special transportation services, Admissions and Release Committees/Section 504 Committees need to consider the following transportation issues, document them on the IEP or Section 504 Plan, and review them on a periodic basis:

- mode of transportation to and from school
- length of time on vehicle one way equipment and/or adaptations necessary for transportation
- evacuation procedures during transit in case of fire or accident
- need for bus aides
- driver and /or bus aide training, and
- protocols for on-board health care procedure delivered during transit

ACCEPTABLE USE POLICY FOR ELECTRONIC COMMUNICATIONS/MEDIA PRODUCTION

ACCESS TO ELECTRONIC MEDIA

The Board supports reasonable access to various information formats for students and employees and believes it is incumbent upon users to utilize this privilege in an appropriate and responsible manner, as required by this policy and related procedures, which apply to all parties who use District technology.

SAFETY PROCEDURES AND GUIDELINES

The Superintendent shall develop and implement appropriate procedures to provide guidance for access to electronic media and authorized communication system(s). Guidelines shall address teacher supervision of student computer use, ethical use of electronic media (including, but not limited to, the Internet, e-mail, and other District technological resources), and issues of privacy versus administrative review of electronic files and communications. In addition, guidelines shall prohibit utilization of networks for prohibits or illegal activities, the intentional spreading of embedded messages, or the use of other programs with the potential of damaging or destroying programs or data. Guidelines and procedures should encourage details on how the District implements and facilitates digital learning tools and portal/mobile technologies to foster ubiquitous access for staff and students, emphasizing always-on, everywhere digital opportunity and empowering Districts and schools to fully understand digital access beyond the campus. With such District implemented resources, the guidelines for acceptable and responsible use shall still apply, regardless of the time, place, and means of utilization.
The District shall support teacher efforts in taking ownership of digital citizenship skills and educating their students in the same skills to foster a responsible, safe, secure, and empowered digital learning environment. Students shall be provided instruction about appropriate

online behavior, including interacting with other individuals on social networking sites and in chat rooms and cyberbullying awareness and response.

Internet safety measures, which shall apply to all District-managed systems and accounts, and personal devices that are permitted to access the District's network, shall be implemented that effectively address the following, regardless of the time, place, and means of utilization:

- Controlling access by minors to inappropriate matter on the Internet and World Wide Web;
- Safety and security of minors when they are using electronic mail, chat rooms, and other forms of direct electronic communications;
- Preventing unauthorized access, including "hacking" and other unlawful activities by minors online;
- Unauthorized disclosure, use and dissemination of personal information regarding minors; and
- Restricting minors' access to materials harmful to them.

A technology protection measure may be disabled by the Boards' designee during use by an adult to enable access for bona fide research or other lawful purpose.

A. EDUCATIONAL PURPOSE

The Russell County Public Schools is providing employees and students with access to the Russell County Schools' electronic communication system, which includes Internet access.

1. The system has been established for a limited educational purpose. The term "educational purpose" includes classroom activities, career development, and limited high-quality self-discovery activities. **ANY VIOLATION OF THIS INTERNET POLICY SHALL RESULT IN IMMEDIATE SUSPENSION FROM THIS SYSTEM FOR THE REMAINDER OF THE SCHOOL YEAR.**
2. The system has not been established as a public access service or public forum. The Russell County School District has the right to place reasonable restrictions on the material you access or post through the system. You are also expected to follow rules set forth in disciplinary code and the law in your use of the Internet.
3. You may not use the system for commercial purposes. This means you may not offer, provide, or purchase products or services through the Internet.
4. You may not use the system for political lobbying. But you may use the system to communicate with elected representatives and to express your opinion on political issues.
5. You may not use the Russell County School District resources to establish electronic mail accounts through third party providers or any other nonstandard electronic mail system.

B. RUSSELL COUNTY SCHOOLS RESPONSIBILITES

1. The Superintendent of the Russell County Schools or his/her designee will serve as the coordinator to oversee the Russell County Schools system and will work with all state agencies (KETS) as necessary.
2. The Principal of each school along with the school technology coordinator will serve as the building-level coordinators. They will also approve building-level activities, ensure that teachers receive proper training in the use of the system and the requirements of this policy, establish a system to ensure adequate supervision of students using the system, maintain executed user agreements, and be responsible for interpreting the Russell County Schools' Acceptable Use Policy at the building level.
3. The Russell County Schools Technology Coordinators will establish a process for setting-up individual and class accounts, set quotas for disk usage on the system, establish a retention schedule, establish a virus protection process, and ensure the operation of the data, video, and voice system.
4. The Russell County Schools shall provide a means of education for all students on internet safety, cyberbullying, and other precautions.

C. RUSSELL COUNTY SCHOOL WEB SITE

1. Russell County Schools Web Site (www.russell.kyschools.us). Russell County Schools have established a Web Site that develops Web pages that will present information about the Russell County Schools. The Russell County School District Technology Coordinators, or his/her appointee will be designated the Webmaster, responsible for the maintaining the Russell County Schools Web site.
2. School or Class Web Pages. Schools and classes may establish Web pages that present information about the school or class activities upon request. The principal will designate an individual to be responsible for managing the school Web site and submitting data for the district web site. Teachers will be responsible for maintaining their class site.

D. ACCESS TO THE SYSTEM

1. Acceptable Use Policy. Russell County Schools' Acceptable Use Policy, set forth in this section will govern all use of the Russell County School System's network use. Student use of the system will also be governed by each school's disciplinary code. Employee use will also be governed by the policies of the Russell County Board of Education.
2. World Wide Web. Russell County Schools employees and students will have access to the Web available through the district's networked computers, provided that a properly completed Internet Use Form is on file for the students and *teacher/administrator*, and provided that Internet access has not been taken away by disciplinary action.
3. Internet Access. All students will have access, under appropriate teacher supervision, to Internet World Wide Web information resources through their classroom, library, or school computer lab.
4. All students may obtain an individual e-mail account with the approval of their parent, teacher, or administrator.
5. Individual E-mail Accounts for Russell County Schools Employees. Russell County School employees will be provided with an individual account. Employees of the Russell County Schools will adhere to the same guidelines for acceptable use as stated in the Russell County Board of Education policy.
6. Guest Accounts. Guests may receive an individual account with approval of a Russell County School –related purpose requiring such access. Use of the system by a guest must be specifically limited to the Russell County Schools-related purpose. An agreement will be required and parental signature will be required if the guest is a minor. Guest accounts will be used only in extreme emergency situations and will be considered on an individual basis.

7. E-mail Standards. Only e-mail accounts created and maintained by the Russell County School System are acceptable for use on that system. Hotmail and other e-mail clients and accounts should not be accessed from the Russell County School Systems network
8. Account Agreement. A student and his/her parent must sign an Account Agreement to be granted an individual e-mail account on the system. Agreement must be renewed on an annual basis. Your parent can withdraw their approval at any time. Parents must accept and agree that their child's rights to use the electronic resources provided by the District and/or the Kentucky Department of Education (KDE) are subject to the terms and conditions set forth in the District policy/procedure. They also are advised that data stored in relation to such services is managed by the District pursuant to this policy and accompanying procedures. They must understand that the e-mail address provided to their child can also be used to access other electronic services or technologies that may or may not be sponsored by the District, which provide features such as online storage, online communications and collaborations, and instant messaging. Use of those services is subject to either standard consumer terms of use or a standard consent model. Data stored in those systems, where applicable, may be managed pursuant to the agreement between KDE and designated service providers or between the end user and the service provider. Before a student can use online services, he/she must accept the service agreement and, in certain cases, obtain parental consent.

E. PARENTAL NOTIFICATION AND RESPONSIBILITY

1. The Russell County Schools will notify the parents about the districts' network and the policies governing its use. Parents must sign an agreement to allow their student to have an individual account. Parents may request alternative activities for their child(ren) that do not require Internet access or e-mail.
2. The Russell County Schools Acceptable Use Policy contains restrictions on accessing inappropriate material. There is a wide range of material available on the Internet, some of which may not be acceptable with particular values of the families of the students. It is not possible for the Russell County Schools to monitor and enforce a wide range of social values in student use of the Internet. Further, the Russell County Schools recognizes that parents bear primary responsibility for transmitting their particular set of family values to their child(ren). The Russell County Schools will encourage parents to specify to their child(ren) what material is and is not acceptable for their child(ren) to access through the schools system. *Other broad reaching areas of concern should be brought to the attention of the individual school's Site Based Council.*
3. Russell County Schools will provide students and parents with guidelines for student safety while using the Internet and e-mail.

F. UNACCEPTABLE USES

The following uses of the Russell County School District system are considered unacceptable:

Personal Safety

1. You will not post personal contact information about yourself or other people. Personal contact information includes your address, telephone, school address, work address, etc.
2. You will agree not to meet with someone you have met online.
3. You will promptly disclose to your teacher or other school employee any message you receive that is inappropriate or makes you feel uncomfortable.

Illegal Activities

1. You will not attempt to gain unauthorized access to the system or to any other computer system through the Russell County School District or go beyond your authorized access. This includes attempting to log in through another person's account or access another person's files. These actions are illegal, even if only for the purpose of "browsing."
2. Users will not make deliberate attempts to disrupt the computer system performance or destroy data by spreading computer viruses or by any other means including any actions that may be considered hacking, *or white hat hacking*. These actions are illegal and will be dealt with according to school policy, board policy, and all appropriate state and federal statutes.
3. You will not use the system to engage in any other illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of another person, etc.

System Security

1. You are responsible for your individual account and should take all reasonable precautions to prevent others from being able to use your account. **Under no conditions** should you provide your password to another person.
2. You will immediately notify a teacher or the System Administrator if you have identified a possible security problem. Do not search for security problems, because this may be construed as an illegal attempt to gain access.
3. You will avoid the inadvertent spread of computer viruses by following the Russell County School District virus protection procedures if you download software.
4. Users are prohibited from using other users' accounts, i.e. pin numbers, passwords, and etc.
5. Any attempt in bypassing proxy security to gain access to unauthorized websites will result in, but not limited to, the loss of internet access.

Inappropriate Language

1. Restrictions against inappropriate language apply to public message, private messages, and material posted on Web pages.
2. You will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
3. You will not post information that could cause damage or a danger of disruption.
4. You will not engage in personal attacks, including prejudicial or discriminatory attacks.
5. You will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If you are told by a person to stop sending them messages, you must stop.
6. You will not knowingly or recklessly post false or defamatory information about a person or organization.

Right for Privacy

1. You will not repost a message that was sent to you privately without permission of the person who sent the message.
2. You will not post private information about another person.

Respecting Resource Limits

1. You will use the system only for educational and career development activities and limited, high-quality self discovery activities. There is no limit on use for education and career development activities.
2. You will not download large files without prior approval of your teacher. If necessary, you will download the file at a time when the system is not being heavily used to your own diskette. Do not download anything to the computer system or network.
3. You will not post chain letters or engage in "spamming." Spamming is sending an annoying or unnecessary message to a large number of people.
4. You will check your e-mail frequently, delete unwanted messages promptly, and stay within your e-mail quota.
5. Users will be permitted to subscribe only to high quality discussion group mail lists that are relevant to their education or professional/career development.

Plagiarism and Copyright Infringement

1. You will not plagiarize works that you find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were yours.
2. You will respect the right of copyright owners. Copyright infringement occurs when you inappropriately reproduce a work that is protected by a copyright. If a work contains language that specifies appropriate use of that work, you should follow the expressed requirements. If you are unsure whether or not you can use a work, you should request permission from the copyright owner. Copyright law can be very confusing. If you have a question, ask a teacher.

Inappropriate Access to Material

1. You will not use the system to access material that is sexually explicit, profane or obscene (pornography) that advocates illegal acts, or that advocates violence or discrimination toward other people (hate literature). A special exception may be made for hate literature if the purpose of your access is to conduct research and both your teacher and parent have approved.
2. If you mistakenly access inappropriate information, you should immediately tell your teacher or another Russell County School District employee. This will protect you against a claim that you have intentionally violated this policy.
3. Your parents should instruct you if there is additional material that they think would be appropriate for you to access. The Russell County School District fully expects that you will follow your parents' instruction in this matter.

G. YOUR RIGHTS Academic Freedom, Selection of Material, Student Rights to Free Speech

1. Your right to free speech on the Internet is considered a limited forum, similar to the school newspaper, and therefore the Russell County School district may restrict your speech for valid educational reasons.
   ***Spamming or sending chain letters or wasting limited resources in any way is prohibited.**
2. Board policies on Academic Freedom and Free Speech will govern the use of the internet, the telecommunications system, and the computer network.
3. When using the Internet for class activities, teachers will select material that is appropriate with consideration of the age of the students and that is relevant to the course objectives. Teachers will preview the materials and sites they require or recommend students access to determine the appropriateness of the material contained on or accessed through the site. Teachers will provide guidelines and lists of resources to assist their students in channeling their research activities effectively and properly. Teachers will assist their students in developing the skills to ascertain the truthfulness of information, distinguish fact from opinion, and engage in discussions about controversial issues while demonstrating tolerance and respect for those who hold divergent views.

H. SEARCH AND SEIZURE

1. You should expect only limited privacy in the contents of your personal files on the Russell County School District system. The situation is similar to the rights you have in the privacy of your locker. There is no guarantee of privacy.
2. Routine maintenance and monitoring of the system may lead to discovery that you have violated this policy, the disciplinary code, or the law.
3. An individual search can be conducted at any time.
4. Your parents have the right at any time to request to see the contents of your e-mail files.

I. DUE PROCESS

1. The Russell County School District will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through the system.
2. In the event there is a claim that you have violated this policy or disciplinary code in your use of the Internet, you will immediately be suspended from the system for the remainder of the school year.
3. If the violation also involves a violation of other provisions of the disciplinary code, it will be handled in a manner described in the disciplinary code. Additional restrictions may be placed on your use of your Internet account. If the alleged violation also involves a violation of other provisions of the disciplinary code, the violations will be handled in accordance with the applicable provision of the disciplinary code.
4. Employee violations of the Russell County Schools Acceptable Use Policy will be handled in accord with Russell County School's policy.
5. Any Russell County Schools' administrator may terminate the account privileges of a user. Guest accounts not active for more than 30 days may be removed, along with the user's files without notice to the user.

J. LIMITATION OF LIABILITY

The Russell County School district makes no guarantee that the functions or the services provided by or through the Russell County School District system will be error-free or without defect. The Russell County School District will not be responsible for any damage you may suffer, including but not limited to, loss of data or interruptions of service. The Russell County School District is not responsible for the accuracy or quality of the information obtained through or stored on the system. The Russell County School System will not be responsible for financial obligations arising through the unauthorized use of the system.

K. PERSONAL RESPONSIBILITY

When you are using the system, it may feel like you can more easily break a rule and not get caught. This is not really true because whenever you do something on the network you leave little **"electronic footprints'**; so, the odds, of getting caught are really about the same as they are

in the real world. The fact that you can do something or think you can do something without being caught does not make it right. Even if you don't get caught, there is always one person who will know whether you have done wrong-and that person is you. Your use of the Internet can be a mirror that will show the kind of a person you are.

L. TECHNICAL SERVICES PROVIDED THROUGH RUSSELL COUNTY SCHOOLS' SYSTEM

1. E-mail. E-mail will allow employees and students to communicate with people throughout the world.
2. World Wide Web. The web provides access to a wide range of information in the form of text, graphics, photographs, video, and sound. The Web is a valuable research tool for students and employees.
3. Newsgroups. Newsgroups are discussion groups. The Russell County Schools will provide access to selected newsgroups that relate to subjects that are appropriate to the educational purpose of the system.
4. Blocking Software. Russell County Schools will provide a proxy server system designed according to KETS specifications in order *to assist in limiting* access to certain sites as established and directed by the local Board of Education.
5. Telephones. Telephones are provided in every classroom for the security of the students and the teachers and strictly for educational purposes. Personal calls except as authorized by the individual schools are considered unacceptable use of these telephones. Use of these telephones for any of the purposes prohibited by any school or board of education policy is prohibited.

M. GENERAL RULES

1. Electronic Mail and the Internet. Do not send or attach documents containing pornographic, obscene, or sexually explicit material. Do not transmit obscene, abusive or sexually explicit language. Do not use electronic mail for communications which are not directly related to instruction, sanctioned school activities, or to a person's job. Do not use electronic mail for private business or personal, non-work related communications. Do not access, copy or transmit another's messages without permission. Students will not reveal their name and personal information to or establish relationships with "strangers" on the network or Internet, unless the communication has been coordinated by a parent or teacher. The school should not reveal a student's personal identity unless the parent has given written consent. The school should not transmit a student's work or picture with personally identifiable information without parental consent.
   Internet access through the school is to be used only for instruction, research, and school administration. School access must not be used for private business. Teachers, library media specialists, and other educators are expected to select carefully the instructional materials in conventional areas. The same careful selection must extend into the area of electronic media and Internet resources. By signing the user agreement and/or parent permission form, the student or staff member has agreed to abide by the Board policy governing access. Hence, school and the district will not unreasonably monitor or control the utilization of the network. The school and the district will be responsible for supervising and monitoring access to the extent outlined in the user agreement. The school will not be responsible for supervising or continually monitoring every communication and Internet session for every student and every staff member beyond the scope of the user agreement. Internet access from outside the school is the domain of the parents or guardians.
2. Local Technology Resources including Telephone Communications. Board policy on these resources will employ the policies elsewhere relating to standards for student and staff use of other school property and instructional materials. Copyrights must be respected. Copyrighted media and other instructional materials must be used only as specified in the license agreement or copyright notice. Local Technology Resources including Telecommunications should not be used for private business or personal gain. Authorship and/or publishers of electronic information must be acknowledged appropriately in all writings and/or research. Vandalism or theft of local technology resources will not be tolerated, and will be dealt with in accordance to related board policies and local, state, and/or federal statutes. Vandalism or theft of resources including data and files is a crime and will be dealt with according to school policy, board policy, and local, state, and federal statutes. Passwords must not be exchanged and other's passwords must not be used. Password theft is any program that is designed to hack, or steal passwords or other electronic identification is a crime. The use or possession of any program that scans other computers, or has the capacity to interfere with the operation of any computer on the Russell County network is strictly prohibited and is a crime to be dealt with according to board policies. **Games with the exception of educational games approved by the teacher for a specific purpose are prohibited. Educational games must be approved by the teacher who has secured the written approval of the school principal and the appropriate district technology coordinator.**
3. Acceptable Use Policy on File. Parents or legal guardians shall be notified in writing in the student handbook that the Internet and electronic mail may be used as a part of the instructional process. Parents shall be notified that the students must sign a student Acceptable Use Policy Agreement before direct access to the Internet and electronic mail will be provided. Written parental consent shall be required before any student is given direct hands-on access to the Internet or electronic mail. Parents shall be notified in writing in the students' handbook that the students will be held accountable for violations of the student acceptable use policy agreement and that disciplinary action may be taken.
   Teachers and others whose duties include classroom management and/or student supervision shall sign an acceptable use policy agreement acknowledging responsibility for exercising reasonable supervision of student access to the Internet and electronic mail. Teachers shall direct or advise student accessing school computing and communications networks to use electronic mail systems other than the Kentucky Education Technology System (KETS) standard E-mail system.
4. Proxy Servers. Senate Bill 230 mandates that proxy server software be implemented and maintained in the Russell County Schools' district office and for every school site in the district on a twenty-four hour, seven day a week basis. The proxy servers must be set up according to KETS specifications. Logs of Internet activity shall be examined periodically to detect access to sexually explicit or other objectionable material as defined by the district. Log printouts from the proxy servers will be made available by the district technology coordinators upon request to the school principal or his/her designee for this purpose. After the print-out of the log is made the log file may be purged from the server.
5. Monitoring Electronic Mail. Electronic mail shall be monitored periodically to ensure that non-compliant e-mail systems are not being used by teachers, faculty, or staff with district resources.

6. Video Productions of Students. Video productions will be produced in each school and submitted to our local cable company for programming on our local Channel 5 station. Schools must obtain a video and photo release form for each student.

N. DISREGARD OF RULES

Individuals who refuse to sign required acceptable use documents or who violate Russell County School District rules governing the use of Russell County School District technology shall be subject to loss or restriction of the privilege of using equipment, software, information access systems or other computing and telecommunications technologies. Employees and students shall be subject to disciplinary action up to and including termination (employees) and expulsion (students) for violating this policy and acceptable use rules and regulations established by the school or District.

O. RESPONSIBILITY FOR DAMAGES

Individuals shall reimburse the board for repair or replacement of district property lost, stolen, damaged, or vandalized while under their care. Students or staff members who deface a district website or otherwise make unauthorized changes to a website shall be subject to disciplinary action, up to and including expulsion and termination, as appropriate.

TRACEABLE COMMUNICATIONS

The Board shall designate a traceable communication system for District employees and qualified school volunteers to communicate electronically with students enrolled in the District. The Principal of each school shall provide parents written or electronic notification within the first ten (10) days of the school year of each electronic school notification and communication program designated within the traceable communication system. The notification shall include instructions for parents to access and review communications sent through each electronic school notification and communication program.

A District employee or qualified school volunteer shall not engage in unauthorized electronic communication as defined in KRS 160.145. A District employee that violates this policy may be subject to disciplinary actions in accordance with, for certified employees, KRS 161.120 and 161.790, and for classified employees KRS 161.011. A qualified school volunteer that violates this policy may be prohibited by the District from future school volunteer opportunities.

CONSENT TO AUTHORIZE

A parent may submit written consent to authorize a designated District employee or qualified school volunteer who is not a family member to participate in private electronic communication with his or her child outside of the traceable communication system.

WRITTEN DISCLOSURE

A District employee or qualified school volunteer may submit a written disclosure notifying the District of a commercial, nonprofit, or local government affiliation that could reasonably result in private electronic communication with a student outside of the traceable communication system. Upon filing the written disclosure, subsequent private electronic communication directly related to the disclosure is no longer subject to KRS 160.145.

REPORTING

A District employee or qualified school volunteer that participated in unauthorized electronic communication subject to KRS 160.145 or reasonably believes that another District employee or qualified school volunteer participated in unauthorized electronic communication that is subject to KRS 160.145 that has not been previously reported shall immediately notify the Principal or applicable supervisor.

If the subject of the report is the Principal or a District-wide employee, the reporting employee or volunteer shall immediately notify the Superintendent.

If the subject of the report is the Superintendent or a Kentucky Department of Education employee assigned to a school or area technology center within the District on a full-time and continuing basis, the reporting employee or volunteer shall immediately notify the Commissioner of Education and the Chair of the local Board.

Upon receipt of a report alleging that a District employee or qualified school volunteer violated KRS 160.145, the Commissioner of Education, a Principal, or the Superintendent shall immediately:

1. Notify the parent of each student that is an alleged party to the unauthorized electronic communications; and
2. If the individual that is the subject of the report is a certified employee:
   a. Notify the Education Professional Standards Board, which shall promptly investigate all allegations received under this subsection and proceed with appropriate disciplinary actions in accordance with KRS 160.145; and
   b. Investigate the underlying allegations and proceed with appropriate disciplinary actions in accordance with KRS 161.790;
3. If the individual that is the subject of the report is a classified employee, investigate the underlying allegations and proceed with appropriate disciplinary actions in accordance with KRS 161.011; and
4. If the individual that is the subject of the report is a qualified school volunteer, the school or District shall investigate the underlying allegations and, if substantiated, the qualified school volunteer may be prohibited from future school and District volunteer opportunities.
5. Notwithstanding any statute to the contrary, notify the parent of each student that is an alleged party to the unauthorized electronic communication of each material phase of the investigation and disciplinary action including but not limited to a written summary of the results of an investigation and the final outcome of the disciplinary action.

A Principal or Superintendent who violates this reporting requirement shall be subject to disciplinary action in accordance with KRS 161.120 and KRS 156.132.

TELECOMMUNICATION DEVICES

DEFINITION OF PERSONAL TELECOMMUNICATIONS DEVICE

A device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor, including but not limited to a paging device or a cellular telephone. Telecommunication device does not include any device a student is authorized to use pursuant to the Individuals with Disabilities Education Act, the Americans with Disabilities Act, or the Rehabilitation Act of 1973.

POSSESSION AND USE

While on school property or while attending school-sponsored or school-related activities, whether on or off school property, students shall be permitted to possess personal telecommunications devices and other related electronic devices. Students are prohibited from using a personal telecommunication device during instructional time, except during an emergency, if directed to do so by a teacher for an instructional purpose, or if authorized by a teacher. Students shall observe the following conditions:

1. Devices shall not be used in a manner that disrupts the educational process, including, but not limited to, use that:
    a. Poses a threat to academic integrity, such as cheating;
    b. Accesses social media unless authorized to do so by a teacher for an instructional purpose;
    c. Violates confidentiality or privacy rights of another individual. This includes, but is not limited to, taking photographs, video, or audio recordings of others without the permission of the Principal/designee and the affected individual(s). An exception may be made for events considered to be in the public arena (e.g. sporting events, academic competitions, or performances to which the general public is admitted) where the activity does not materially disrupt the event, prevent others from observing the event, or otherwise violate legal rights. School social events for students, activities sponsored by student clubs, and activities during the school day that are not open to the public are not considered to be in the public arena;
    d. Is profane, indecent, or obscene;
    e. Constitutes or promotes illegal activity or activity in violation of school rules; or
    f. Constitutes or promotes sending, sharing, or possessing sexually explicit messages, photographs, or images using any electronic device.

These restrictions shall not be interpreted to prohibit material protected under the state or federal constitutions where such material does not otherwise materially or substantially disrupt the education process or intrude upon the rights of others.

2. When students violate prohibitions of this policy, they shall be subject to disciplinary action, including losing the privilege of bringing the device onto school property and being reported to their parent/guardian. A violation also may result in a report being made to law enforcement. In addition, an administrator may confiscate the device, which shall only be returned to the student's parent/guardian.
3. Students are responsible for keeping up with devices they bring to school. The District shall not be responsible for loss, theft, or destruction of devices brought onto school property.
4. Students shall comply with any additional rules developed by the school concerning appropriate use of telecommunication or other electronic devices.
5. Students shall not utilize a telecommunication or similar electronic device in a manner that would violate the District's Acceptable Use policy or procedures or its Code of Acceptable Behavior and Discipline.

NOTICE OF TEACHER'S QUALIFICATION/CERTIFICATION

Parents/Guardians may request the district to provide information regarding the professional qualifications of their child's classroom teachers. In complying with such requests, the District shall provide the information designated by federal law. If the school receives Title I funds, the District shall notify parents of students attending the school annually that they may request the District to provide information regarding the professional qualifications of their child's paraprofessionals, if applicable.

TITLE I – PARENT FAMILY ENGAGEMENT POLICY

This policy and the plan to implement it have been developed jointly and in agreement with, and will be distributed to parents and family members of students participating in the Title I program. Parents and family shall be notified of the policy in an understandable and uniform format and to extent practicable provided in a language that recipients can understand. This policy shall be made available to the local community and updated periodically to meet the changing needs of parents, family and the school.

EXPECTATIONS FOR PARENTAND FAMILY ENGAGEMENT

Contingent on confirmation of resources and other necessary information being provided by state and federal authorities, it is the intent of the Board that parents and family of participating students shall be provided with flexible opportunities for organized, on-going, and timely participation in the planning, review, and improvement of the Title I program, including opportunities to suggest modifications, based on changing needs of parents, family and the schools.

All comments indicating parent and family dissatisfaction with the Title I plan shall be collected and submitted along with the plan to the Department of Education.

The Title I program shall be designed to assist students to acquire the capacities and achieve the goals established by law, as well as the goals and standards established by the Board. These goals and standards shall be shared with parents and family in a manner that will give them: (1) timely information about programs; (2) a description and explanation of the school's curriculum, the forms of academic assessment used to measure student progress, the achievement levels in the challenging state academic standards; the achievement level of their child on the challenging state academic standards assessments; and (3) if requested, opportunities for regular meetings to formulate suggestions and to participate in decisions relating to the education of their children.

SUPPORT FOR PROGRAM

If the District's Title I allocation is $500,000 or more, the District shall reserve not less than one percent (1%) of its allocation for the purpose of promoting parent and family engagement and shall distribute to Title I schools not less than ninety percent (90%) of the reserved funds with priority given to high-need schools. Parents and family of participating students shall be provided the opportunity to help decide how this portion of the Title I funds will be allotted for parent and family engagement activities.

The District will provide coordination, technical assistance, and other support necessary to assist schools in planning and implementing effective parent and family engagement activities to improve student academic achievement and school performance. These measures may include, but shall not be limited to, the following:

1. Designation of resources to assist in communicating with parents and family, transporting them to meeting sites and/or implementing home visits, providing child-care for meetings, encouraging them to use available parent and family resource centers, and working with them to improve parenting skills, particularly those that will assist them in working with their child to improve his/her educational achievements. Resources may include individuals, agencies, materials, and services.

2. Sharing options for coordinating and integrating Title I program strategies with services of other community programs, businesses, and agencies.
3. Identification of ways in which parents and family can be engaged in staff training activities to demonstrate the value of parent and family engagement and various techniques designed to successfully engage parents and family as equal partners in their child's education.
4. Making a good faith effort to convene an annual meeting at a convenient time to which all parents and family of participating children shall be invited and encouraged to attend for informing them of their school's participation in and requirements for Title I programs and of their rights to be involved.
5. Designing and conducting an effective annual evaluation process whereby parents can share their ideas about the content and effectiveness of this policy in improving the academic quality of schools receiving Title I funds, and the plan designed to implement it. The process shall focus on the following questions: Does this policy increase parent participation? What barriers to parent participation still exist, and how can they be reduced or removed? The findings produced by the annual evaluation shall be utilized to design strategies for school improvement and for revising this policy, if necessary.
6. In the design of activities and materials for parents, particular attention shall be given to reaching and involving those who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background.

SCHOOL POLICY

Each school shall submit to the Superintendent and Board, for review and comment, its Title I school parent and family engagement policy, which must meet all legal requirements, including a school-parent compact developed in keeping with legal requirements. This policy shall be developed jointly with, and distributed by the school to, parents of participating students.
A copy of each school's parent and family engagement policy and accompanying checklist shall be kept on file in the Central Office.

STUDENT PUBLICATIONS

SPONSOR PROVIDED

A designated faculty sponsor shall be provided for all student publications.

PRIOR SUBMISSION

Materials to be published shall be submitted to the Principal three (3) days before publications and/or distribution.
The Principal shall have the right to edit all materials for legitimate educational reasons including, but not limited to items which could be reasonably expected to create a material and substantial disruption of school activities or operations or which may cause harm to others.

ATHLETICS AND SPORT ACTIVITIES

COMPETITION STANDARDS

All eligible students shall be given the opportunity to participate in athletics and sport activities. All interscholastic and intramural athletic and sport activity competition shall be in compliance with the constitution, bylaws, and competition rules of the Kentucky High School Athletic Association (KHSAA), the principles of the Southern Association of Colleges and Schools, and Title IX requirements. As a condition to KHSAA high school membership, each member high school and Superintendent shall annually submit a written certification of compliance with 20 USC Section 1681 (Title IX). Elementary athletes' age must allow them to be eligible their senior year of high school. The following criteria for participation shall only apply to SBDM schools in the absence of council policy that establishes school criteria or when the council chooses to adopt criteria established by the Board. Participants in athletic competition below the ninth grade shall be required to pass three-fourths of all subjects.

MIDDLE SCHOOL RULES AND LIMITATIONS

Unless the Board opts to follow rules established by other conferences or associations, the Board shall establish student participation rules and limitations for school sports or sport activities to reflect the following:

1. A defined age limitation for participating students;
2. A policy regarding the participation of students below grade six (6);
3. A limitation on practice time prior to the season in any sport or sport activity;
4. A limitation on the number of school based scrimmages and regular season, school based contests in each sport or sport activity;
5. A limitation on the length of the competitive season in each sport or sport activity, including any post season activities.

NOTE: Limitations set relative to items three (3) through five (5) shall not to exceed the limits in the following areas established for a sport or sport activity at the high school level: Limits on practice time, Number of contest, or Length of the playing season.

ELEMENTARY STUDENTS

Eligibility of such students to compete above grade level will be determined by the principal after consultation with parents. Elementary athletes' age must allow them to be eligible their senior year in high school.

DISCIPLINE

Routine discipline of athletic team members will be administered by the coaching staff. More serious measures including dismissal from the squad must have the approval of the Principal.

CHEERLEADERS

Cheerleaders for athletic teams will be chosen by a committee appointed by the principal. Tryouts will be open to all eligible students and selections will be made on the basis of ability.

PROGRAM EQUITY

Policy adopted by the school council relating to evaluation of the athletic program shall address program equity for both male and female athletics and sport activities. In non-SBDM schools, the Principal shall establish policy for program evaluation.
To assist councils (or the Principal in non-SBDM), the Superintendent/designee shall develop and oversee implementation of procedures to promote compliance with Title IX requirements.

SAFETY

The Superintendent shall develop procedures to insure that the safety of the student shall be the first consideration in all athletic practices and events. All athletic practices and events shall be under the direct supervision of a qualified employee of the Board. All persons employed by the District as a coach for any interscholastic athletic activity or sport shall meet statutory training requirements. Training shall include how to recognize the symptoms of a concussion and how to seek proper medical treatment for a person suspected of having a concussion. In addition, at least one (1) person who has completed the required course shall be present at every interscholastic athletic practice and competition.
Each student seeking eligibility to participate in any school athletic activity or sport must pass an annual medical examination performed and signed by a medical practitioner as required by law. The Principal of each school shall have on file, prior to participation, a completed medical exam report certifying that the student is physically able to take part in such activities. Refer to policy 09.311 for more info.

STUDENT FEES

All student fees and charges shall be adopted by the Board, including any student activity fees or membership dues. Approved fees shall remain in place until modified or removed by Board resolution. Fees are to be used only for the purchase of resources directly related to the instructional program. Fees collected for a specific purpose shall be used for that purpose only.

INABILITY TO PAY

No child shall be denied full participation in any educational program due to an inability to pay for, or rent, necessary instructional resources.

WAIVER OF FEES (Application for Waiver of Fees, see page 46)

The Superintendent shall recommend and the Board shall approve a process to waive fees for students who qualify. At the beginning of the school year or at the time of enrollment, all students who qualify shall be given clear and prominent written notice of the fee waiver provisions. The written notice of the fee waiver process shall include a form that parents may use to request waiver of fees. Mandatory waiver of fees for qualifying students shall be accomplished in compliance with applicable statutory and regulatory requirements.

ALTERNATIVE EDUCATION PROGRAM, SEE PAGE 13

INFINITE CAMPUS-PARENT/STUDENT PORTAL

The Parent/Student Portal allows parent/guardians and students the ability to view student data such as class schedules, assignments, attendance and report cards over a secure Internet connection. Please contact your child's school to sign up for Parent Portal access.

HOME/HOSPITAL INSTRUCTION

PURPOSE

Home/hospital instruction provides educational services to students who cannot attend school for extended periods due to temporary or recurring conditions, including fractures, surgical recuperation, or other physical, health, or mental conditions. An "extended period" refers to an absence for more than five (5) consecutive school days. Home/hospital instruction will be a minimum of two (2) sessions per week with one (1) hour of instruction per sessions, which is equivalent to one (1) child's attendance in school for five (5) days. Students on extended placement in home/hospital instruction may receive virtual/online instruction, which would be in addition to the minimum two (2) one (1) hour sessions per week. A parent or responsible adult must be present in the home/hospital room during the time the home/hospital teacher is present. As per 702 KAR 7:150, students on home/hospital instruction are not permitted to work, play sports, or participate in extracurricular activities.

ELIGIBILITY

Determination of a student's eligibility and provision of services for home/hospital instruction shall be made in compliance with applicable statutes and regulations. In accordance with KRS 159.030 (2), the Board shall require evidence for students exempted from school attendance more than six (6) months. An exemption shall be reviewed annually.
At any time based on changes in the student's condition, the home/hospital review committee may schedule a review of the student's continued eligibility for home/hospital instruction.
The Admissions and Release Committee (ARC) shall determine homebound placement for a student with disabilities. The 504 Team for a student may facilitate submission of an application to the review committee.

SECONDARY STUDENTS

A high school student placed on home/hospital instruction for extended periods may carry all appropriate credits during the first semester of placement. Except for students with an Individual Education Plan (IEP) or a 504 plan, the number of credits to be carried during all subsequent semesters of placement shall be determined on a case-by-case basis by the review committee, based on the following criteria:

1. The student's ability to work independently during extended periods without direct assistance.
2. The student's capacity to complete assignments within a reasonable time frame.
3. The likelihood that the student will be able to complete course criteria required for graduation, as required by the Kentucky's Academic Standards.

4. When considering the student's condition, should s/he take a full or reduced course load? (If a reduced course load is appropriate, the committee shall determine the number of courses the student may take.)

STUDENTS WITH DISABILITIES

Based on documentation of student need, including medical or mental health evaluation information, a student with disabilities may be placed in the home/hospital instructional program if his/her individual education plan (IEP) specifies such placement is the least restrictive environment for providing services. The ARC Chair shall provide written notice of eligibility and documentation to the District Director of Pupil Personnel for purposes of program enrollment. The Admissions and Release Committee (ARC) or 504 Team shall determine on a case-by-case basis the type and extent of homebound services for a student, including the number of credits a student at the secondary level will be permitted to earn while on home/hospital instruction.

ASBESTOS NOTIFICATION

This notice informs you that Russell County Schools complies with the Asbestos Hazard Emergency Response Act (AHERA- EPA 40 CFR Part 763). AHERA requires school systems to inspect their buildings for asbestos containing building materials and to have a written asbestos management plan.

An Asbestos Management Plan for the school district is available for review at the Central Office during normal business hours. Please contact me if you would like to view this Plan. A copy of the Plan is also available at each school.

Scott Thomas, Facilities Director, 270-343-3191 or via email scott.thomas@russell.kyschools.us

INTEGRATED PEST MANAGEMENT NOTIFICATION

Each school district in the Commonwealth is required to implement a program of "integrated pest management" with the primary goal of preventing and controlling pests through strategies that may include judicious use of pesticides. The application of pesticides in the school or on school grounds during times when children are present is limited by state regulation, but there may be occasions when, after consulting with a certified pesticide applicator, the school administration determines that a pesticide application is necessary when children are present in the school. As required by state regulation, we have created a registry for parents or guardians who wish to receive an electronic message or telephone call prior to the application of pesticides in the school when children are present. Please provide the school administration your email address or phone number if you wish to be placed on this registry.

If you have any questions or would like to receive prior notification, please call Scott Thomas at (270) 866-5682 or (270) 343-3191 or via email: scott.thomas@russell.kyschools.us

STUDENT RECORDS

Data and information about students shall be gathered to provide a sound basis for educational decisions and to enable preparation of necessary reports.

PROCEDURE TO BE ESTABLISHED

The Superintendent shall establish procedures to promote effective notification of parents and eligible students of their rights under the Family Educational Rights and Privacy Act and to ensure District compliance with applicable state and federal student record requirements.

DISCLOSURE OF RECORDS

Student records shall be made available for inspection and review to the parent(s) of a student or an eligible student on request. Legal separation or divorce alone does not terminate a parent's record access rights. Eligible students are those 18 years of age or older or those duly enrolled in a post-secondary school program. In general, FERPA rights pass to the eligible student upon either of those events. Parents may be provided access to the educational records of an eligible student 18 years old or older if the student is dependent under federal tax laws.

Upon written request, parents or eligible students may be provided copies of their educational records, including those maintained in electronic format, when necessary to reasonably permit inspection. Such copies shall be provided in a manner that protects the confidentiality of other students. A reasonable fee may be charged for copies.

In addition, considering the totality of the circumstances, the District may disclose information from education records to appropriate parties, including parents of eligible students, whose knowledge of the information is necessary to protect the health or safety of a student or another individual, if there is an actual, impending, or imminent articulable and significant threat to the health or safety of a student or other individual. In such instances, the basis for a decision that a health or safety emergency existed shall be recorded in the student's education records.

Authorized District personnel also may disclose personally identifiable information to the following without written parental consent:

- Officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll or is already enrolled, so long as the disclosure is for purposes related to the student's enrollment or transfer;
- Authorized representatives of a Kentucky state child welfare agency if such agency presents to District an official court order placing the student whose records are requested under the care and protection of said agency. The state welfare agency representative receiving such records must be authorized to access the child's case plan.
- School officials (such as teachers, instructional aides, administrators) and other services providers (such as contractors, consultants, and volunteers used by the District to perform institutional services and functions) having a legitimate educational interest in the information.
- SROs have a legitimate educational interest if the SRO needs to review an education record in order to fulfill his or her professional responsibility.

DIRECTORY INFORMATION

The Superintendent/designee is authorized to release Board-approved student directory information. Approved "directory information" shall be: name, address, phone number, date and place of birth, student's school email address, major field of study, participation in officially recognized activities and sports, photograph/picture, grade level, weight and height of members of athletic teams, dates of attendance, degrees, honors and awards received, and most recent educational institution attended. Any eligible student or parent/guardian who does not wish to have directory information released shall notify the Superintendent/designee in writing within thirty (30) calendar days after receiving notification of FERPA rights. *(Refer to page 45 for Opt Out Form).*

The District allows for disclosure of directory information only to specific parties for specific purposes. Such limitations are specified in the student directory information notifications.

Unless the parent/guardian or student who has reached age 18 requests in writing that the District not release information, the student's name, address, and telephone number (if listed) shall be released to Armed Forces recruiters and institutions of higher education upon their request.

The District shall provide direct notice to parents/guardian to obtain prior written consent for their minor child(ren) to participate in any protected information survey, analysis, or evaluation, if the survey is funded in whole or in part by a program of the U.S. Department of Education.

Parents/eligible students shall be notified of and given opportunity to opt their child(ren) out of participation in the following activities:

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

Parents/eligible students may inspect, upon written request and prior to administration or use, materials or instruments used for the collection, disclosure, or use of protected information.

PPRA requirements do not apply to evaluations administered to students in accordance with the Individuals with Disabilities Education Improvement Act (IDEIA).

STUDENTS WITH DISABILITIES

The District's special education policy and procedures manual shall include information concerning records of students with disabilities.

RECORDS RELEASE TO JUVENILE JUSTICE SYSTEM

Once a complaint is filed with a court-designated worker alleging that a child has committed a status offense or public offense, schools shall provide all records specifically requested in writing, and pertaining to that child to any agency that is listed as part of Kentucky's juvenile justice system in KRS 17.125 if the purpose of the release is to provide the juvenile justice system with the ability to effectively serve, prior to adjudication, the needs of the student whose records are sought. The authorities to which the data are released shall certify that any educational records obtained pursuant to this section shall only be released to persons authorized by statute and shall not be released to any other person without the written consent of the parent of the child. The request, certification, and a record of the release shall be maintained in the student's file.

JUVENILE COURT RECORDS

Records or information received on youthful or violent offenders shall not be disclosed except as permitted by law. When such information is received, the Superintendent shall notify the Principal of the school in which the child is enrolled. The Principal shall then release the information only as permitted by law. Only the Superintendent and school administrative, transportation, and counseling personnel or teachers or other school employees with whom the student may come in contact, shall be privy to this information, which shall be kept in a locked file when not in use and opened only with permission of the administrator. Notification in writing of the nature of offenses committed by the student and any probation requirements shall not become a part of the child's student record.

RECORDS OF MISSING CHILDREN

Upon notification by the Commissioner of Education of a child's disappearance, the District in which the child is currently or was previously enrolled shall flag the record of such child in a manner that whenever a copy of or information regarding the child's record is requested, the District shall be alerted to the fact that the record is that of a missing child. Instead of forwarding records of a child who has been reported missing to the agency, institution, or individual making the request, the District shall notify the Justice Cabinet.

COURT ORDER/SUBPOENA

Prior to complying with a lawfully issued court order or subpoena requiring disclosure of personally identifiable student information, school authorities shall make a documented effort to notify the parent or eligible student. In compliance with FERPA, notice to the parent is not required when a court order directs that disclosure be made without notification of the student or parent, or when the order is issued in the context of a dependency, neglect, or abuse proceeding in which the parent is a party. If the District receives such orders, the matter(s) may be referred to local counsel for advice.

DESTRUCTION OF RECORD NOTICE (DUE PROCESS FOLDERS)

This statement serves as notice in accordance with the Kentucky Department for Libraries and Archives (KDLA) Public School Model Records Retention Schedule that Russell County Board of Education's Due-Process Folders documenting services under the individuals with Disabilities Education Act (IDEA) will be destroyed/purged three (3) years following a student's withdrawal from the District. Authorized parties (students or parents/guardians) wanting a copy of a student record before the destruction must contact the Russell County Board of Education within three (3) years from the date the student exited the district. Appropriate identification and authorization must be presented upon receipt of this confidential record and a signature is required. Also, a copy of a student's IDEA record is available upon request at the time a student is withdrawn from the District for any reason including graduation. These records are frequently requested by individuals and agencies such as the Social Security Administration to verify attendance and educational services. Therefore, it may be important to have these records in your files for future reference. If the Exceptional Education Coordinator does not receive a records request within three years following a student's exit from the Russell County School District, the records will be destroyed according to schedule. Any questions or request of records should be directed to the Exceptional Education Coordinator at the Russell County Board of Education.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) ANNUAL NOTIFICATION

Each year the Board of Education is required to give notice of the rights given parents and/or eligible students by the Family Educational Rights and Privacy Act. This notice lists your rights and the procedures to follow if you want to review and inspect your educational records. These rights are passed on to the student at age eighteen (18) years or older, and the students who are married, will be referred to as the "emancipated" or "eligible" students. The Russell County School District will presume that the parent has the authority to review and inspect records relating to their children unless the district has been provided with a court order which provides that the parent does not have legal authority.

Rights of parent(s) and "eligible" students to the student's education records are:

1. The right to inspect and review the student's education records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to the school principal or appropriate school official a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask Russell County School District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.
   If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorized disclosure without consent.
   One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); contractors, consultants, volunteers, and other parties to whom the District has outsourced services or functions; or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. (FERPA requires a school district to make a reasonable attempt to notify the student of the records request unless it states in its annual notification that it intends to forward records on request.)
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are: Family Policy Compliance Office; U. S. Department of Education; 600 Independence Avenue, SW; Washington, DC 20597-4605

CHILD FIND FOR CHILDREN WITH DISABILITIES IN NEED OF SPECIAL EDUCATION OR 504 SERVICES

Child Find

The Russell County School D*istrict* keeps educational records in a secure location in each school and Board office.

The Russell County School District obtains written consent from a parent or eligible student (age 18 or who is attending a postsecondary institution), before disclosing personally identifiable information to an entity or individual not authorized to receive it under FERPA. For students who have been determined eligible for Special Education, educational records will be destroyed at the request of the parents when they are no longer needed to provide educational programs or services. The Russell County *School District* may destroy the educational records of a child without parent request 3 years after they are no longer needed to provide educational programs or services. Parents are advised that data contained in the records may later be needed for Social Security benefits or other purposes. The Russell County *School District* may retain, for an indefinite period of time, a record of the student's name, address, telephone number, grades, attendance records, classes attended, grade level completed, and year completed. Children eligible for Special Education include those children with disabilities who have autism, deaf-blindness, developmental delay, emotional-behavior disability, hearing impairment, mental disability, multiple disabilities, orthopedic impairment, other health impairment, specific learning disability, speech or language impairment, traumatic brain injury, or visual impairment and who because of such an impairment need Special Education services. Children eligible for 504 services include those children **in a public elementary and secondary education program** who have a current physical or mental impairment that currently substantially limits some major life activity which causes the student's ability to access the school environment or school activities to be substantially limited.

Children eligible for the State-Funded Preschool program include three- and four-year-old children identified with disabilities and four-year-old children who are at-risk, as defined by federal poverty levels up to 160%. Preschool children eligible for special education must have an Individual Education Plan (IEP) instead of a 504 plan to receive State-Funded Preschool program services.

The Russell County *School District* has an ongoing *"Child Find"* system, which is designed to locate, identify and evaluate any child residing in a home, facility, or residence within its geographical boundaries, age three (3) to twenty-one (21) years, who may have a disability and be in need of Special Education or 504 services. This includes children who are not in school; those who are in public, private, or home school; those who are highly mobile such as children who are migrant or homeless; and those who are advancing from grade to grade, who may need but are not receiving Special Education or 504 services.

The district's *"Child Find"* system includes children with disabilities attending private or home schools within the school district boundaries who may need special education services.

The Russell County *School District* will make sure any child enrolled in its district who qualifies for Special Education or 504 services, regardless of how severe the disability, is provided appropriate Special Education or 504 services at no cost to the parents of the child. Parents, relatives, public and private agency employees, and concerned citizens are urged to help the Russell County *School District* find any

child who may have a disability and need Special Education or 504 services. The District needs to know the name and age, or date of birth of the child; the name, address, and phone number(s) of the parents or guardian; the possible disability; and other information to determine if Special Education or 504 services are needed.

Letters and phone calls are some of the ways the Russell County *School District* collects the information needed. The information the school District collects will be used to contact the parents of the child and find out if the child needs to be evaluated or referred for Special Education or 504 services. If you know of a child who lives within the boundaries of Russell County School District, who may have a disability, or attends a private or home school within the boundaries of the Russell County School District, and may need but is not receiving Special Education or 504 services, please call 270-343-3191 or send the information to:

Bridgette Smith
Director of Special Education, 504 Coordinator
Russell County Schools
404 South Main
Jamestown, KY 42629

"Child Find" activities will continue throughout the school year. As part of these efforts the Russell County *School District* will use screening information, student records, and basic assessment information it collects on all children in the District to help locate those children who have a disability and need Special Education or 504 services. Any information the District collects through *"Child Find"* is maintained confidentially. Written *Policies and Procedures* have been developed which describe the District's requirements regarding the confidentiality of personally identifiable information and *"Child Find"* activities. There is a copy at the Board of Education office and online at policy.ksba.org/chapter.aspx?distridid=117. Copies of these *Policies and Procedures* may be obtained by contacting:

Jessica Gossage
Director of Pupil Personnel
404 South Main Street
Jamestown, KY 42629

The District office is open Monday through Friday, from 7:00 a.m. to 4:00 p.m. The Russell County School District provides a public notice in the native language or other mode of communication of the various populations in the geographical boundaries of the District to the extent feasible. If you know of someone who may need this notice translated to another language, given orally, or delivered in some other manner or mode of communication, please contact the *Director of Pupil Personnel*, the *Director of Special Education or the Section 504 Coordinator* at the address or phone number listed above for the Russell County Schools. Revised March 2011 per KDE

FAMILY RESOURCE CENTERS/YOUTH SERVICE CENTER

The Family Resource Center (FRC) and Youth Services Center (YSC) program was established by the passage of the Kentucky Education Reform Act in 1990. Russell County currently operates two Youth Service Centers (YSC). One for Russell County Middle School and one for Russell County High School students and parents: two Family Resource Centers (FRC), one in Russell Springs that serves students and parents from Russell Springs Elementary and one Family Resource Center (FRC) based in Jamestown that serves Jamestown Elementary & Salem Elementary students and parents.

The primary goal of Family Resource and Youth Service Centers is to remove non-academic barriers to children's learning. These school based centers are designed to enhance student's abilities to succeed in school by assisting youth and families in meeting some of the basic needs. Each Center has a unique blend of program components depending on location, available services, local need and community input.

The staff of the centers (FRC and YSC) are available to work directly with students and parents/guardians on any problem that may exist. They can connect students and parents with appropriate agencies that offer services that may be needed. In schools with Centers, teachers have reported improved student performance in schoolwork, homework, and peer relationships. Parents also report greater satisfaction and involvement with the schools.

You are encouraged to contact the service centers and discuss the needs of your child and family. These Centers exist to aid both students and parent/guardians. They are an outreach of the school and truly make a difference in how a student comes to school each day ready to learn. Just because a particular service is not currently offered does not mean that you cannot be helped. Stop by the four Centers in Russell County and learn more about how they can assist your child(ren) and family.

JAMESTOWN FAMILY RESOURCE CENTER
Billie Foley, Coordinator Telephone: 270-343-2056
RUSSELL SPRINGS ELEMENTARY FAMILY RESOURCE CENTER
Gordon Lester, Coordinator Telephone: 270-866-7850
SALEM FAMILY RESOURCE CENTER
Amy Roy, Coordinator Telephone: 270-566-7846
RUSSELL COUNTY HIGH YOUTH SERVICES CENTER
Sherry Coffey, Coordinator Telephone: 270-866-5572
RUSSELL COUNTY MIDDLE YOUTH SERVICES CENTER
Danielle Helm, Coordinator Telephone: 270-866-8822

RUSSELL COUNTY SCHOOL NUTRITION SERVICES

All students will be offered FREE Lunch and Breakfast at no charge at the following sites for the 2026-2027 School Year:

* Russell County High School *Russell County Middle School
* Russell Springs Elementary * Salem Elementary * Jamestown Elementary

The Russell County Board of Education & School Nutrition Program is excited to announce an amendment to its policy for serving meals to students under the National School Lunch/Breakfast Programs for the upcoming school year. Under the federal nutrition guidelines, to be considered a FREE reimbursable meal, students are required to take a minimum of 3 & maximum of 5 items with one of those items identified as a fruit or vegetable at breakfast and lunch.

Students will have the opportunity to PURCHASE extra foods and a la cart items daily – but the basic meal will be free. Parents will have the opportunity to use My School Bucks account to monitor their child's purchase of extra items as Board Policy states there will be NO CHARGING of extra foods or al la cart items.

In order to maintain the numbers needed to continue this program for 4 years it is imperative ALL students take advantage of this opportunity and go through the Laker Café at both breakfast and lunch.

The Food & Nutrition Services department has a policy of providing modified menus for students who have physical or mental disabilities or special dietary needs and are unable to consume the regular lunch or breakfast menu items. This policy is in accordance with a federal mandate to include all students in the school nutrition programs and is in accordance with policy guidelines outlined in FNS Instruction 783-2, Revision 2, *Meal Substitutions for Medical or Other Special Dietary Reasons*. The Food & Nutrition Services Department should be informed of any student who is unable to consume the meals normally served at the school in which they are enrolled.

The "Special Dietary Needs" form may be the obtained on the district website or by contacting the Food Service Director. In addition, any grievance that arises concerning these accommodations may be addressed with the Food Services Director or the USDA, Office of Adjudication. Contact information for both is listed below.

For more information please contact Jessica Holt, Food Service Director, 270-866-6300 or email: jessica.holt@russell.kyschools.us Visit our website at www.russell.kyschools.us and click on Food Service.

Non-Discrimination Statement:

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who required alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English. To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: Mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights; 1400 Independence Avenue, SW; Washington, DC 20250-9410; Fax: (202) 690-7442; or Email: program.intake@usda.gov. This institution is an equal opportunity provider.

EXTENDED SCHOOL SERVICES (ESS)

The Russell County Schools provide Extended School Services (ESS) to students. This program can be offered in the morning or after school. It includes tutoring for any student that may be at-risk of failing. The before or after-school programs may include small group instruction, tutoring, computer-assisted instruction and other instructional practices. You may contact your child's school for the specific time and dates they offer Extended School Services.

REFERENCES

Russell County Board of Education Policy Manual; Kentucky Revised Statutes and Administrative Regulations; Council Policies School Handbooks; The District's Special Education Policy and Procedures Manual; IDEA '97; District 504 Procedures; Kentucky Education Technology System (KETS); District Safety Plan; Student Records Information (FERPA); House Bill 330 (HB 330); The Gun-Free Schools Act of 1994, as modified by the reauthorization of the ; Elementary and Secondary Education Act; Title VII of the Civil Rights Act of 1964; Equal Employment Opportunity Commission (EEOC) Regulations; Implementing Title VII; U.S. Department of Education Office for Civil Rights Regulations; Implementing Title IX; Kentucky High School ; Athletic Association (KHSAA) Handbook; Education Amendments of 1972, Title IX; Internal Revenue Code of 1986; Protection of Pupil Rights Amendment; Health Services Reference Guide; Kentucky School Board Association

This code is part of the Board's policy on student behavior and discipline.

CAUTION: After this code is distributed for the school year, changes to Board policy, including those affecting provisions of this Code, may be necessary due to new/revised statutes and regulations and case law.

A complete copy of the policy manual is available for inspection at each school and at the Central Office of the Board of Education.

Date Received: _____/_____/_____

RUSSELL COUNTY SCHOOLS PUBLIC NOTICE NON-DISCRIMINATION POLICY STATEMENT

Students, their families, employees and potential employees of the Russell County Schools are hereby notified that Russell County School System does not discriminate on the basis of race, color, national origin, age, religion, marital status, sex or disability in employment, career and technical education (vocational) programs, or activities set forth in compliance with the Office of Civil Rights, Title II, VI, IX and/or Section 504.

The Russell County School System offers the following career and technical education programs for all students regardless of race, color, national origin, including those with limited English proficiency, sex or disability in grades 9-12: Agricultural Education, Business and Marketing Education, Engineering Technology Education, Computer Science, Education and Training, and JROTC (Navy). Also, the Lake Cumberland Regional College and Workforce Center offers the following career and technical programs to students in grades 9-12: Automotive Technology, Construction Carpentry Technology, Electrical Technology, Health Science, Welding Technology, Computerized Manufacturing and Machining, and Industrial Maintenance Technology. All career and technical educational programs, services, and activities are available to any student enrolled in the Russell County School System.

Adult Education classes are offered to individuals pursuing a GED certificates. Adult programs are offered periodically based upon the demand for specific classes.
Any person having inquiries concerning Russell County School compliance with the Office of Civil Rights Law to contact the following:

- Title II, VI, Career and Technical Education contact Rita H.Voils, Instructional Supervisor, Russell County Schools, 404 South Main Street, Jamestown, Kentucky 42629, Telephone (270) 343-3191, rita.voils@russell.kyschools.us
- Title IX contact Michael Ford, Superintendent, Russell County Schools, 404 S Main St Jamestown, KY 42629, Telephone (270) 343-3191, michael.ford@russell.kyschools.us
- Section 504 compliance activity contact Bridgette Smith, Director of Exceptional Children/504 Coordinator, Russell County Schools, 404 South Main Street, Jamestown, KY 42629, Telephone (270) 343-3191, bridgette.smith@russell.kyschools.us

To obtain this information in a language other than English, call (270) 343-3191.
Para obtener esta información en otro idioma, llame al (270)343-3191.

NOTIFICATION OF RIGHT TO REQUEST TEACHER QUALIFICATIONS

The educators in Russell County are committed to providing a quality instructional program for your child. This letter is just one of the ways of keeping you informed of the educational commitment of our schools and our district.

Our district receives federal funds for Title I, Part A programs as a part of the Every Student Succeeds Act (ESSA). Under ESSA, you have the right to request information regarding the professional qualifications of your child's teacher(s). If you request this information, the district will provide you with the following:

1. Whether the teacher has met the state requirements for licensure and certification for the grade levels and subject matters in which the teacher provides instruction;
2. Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived;
3. 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; and
4. Whether your child is provided services by paraeducators, and if so, their qualifications.

If you would like to request this information, please contact the building principal by phone at JES 270-343-3966, RSES 270-866-3587, SES 270-866-6197, RCMS 270-866-2224 or RCHS 270-866-3341. Please include your child's name, the name of the school your child attends, the names of your child's teacher(s) and an address or email address where the information may be sent. Thank you for your interest and involvement in your child's education.

TESTING TRANSPARENCY

Sections 1112(e) (2) (A) – (B) of the Every Student Succeeds Act (ESSA) requires the following regarding testing transparency.

(2) TESTING TRANSPARENCY

(A) IN GENERAL– 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 local educational agency will provide the parents on request (and in a timely manner), information regarding any State or local educational agency policy regarding student participation in any assessments mandated by section 1111(b)(2) and by the State or local educational agency, which shall include a policy, procedure, or parental right to opt the child out of such assessment, where applicable.

(B) ADDITIONAL INFORMATION– Subject to subparagraph (C), each local educational agency that receives funds under this part shall make widely available through public means (including by posting in a clear and easily accessible manner on the local educational agency's website and, where practicable, on the website of each school served by the local educational agency) for each grade served by the local educational agency, information on each assessment required by the State to comply with section 1111, other assessments required by the State, and where such information is available and feasible to report, assessments required districtwide by the local educational agency, including:

(i) the subject matter assessed;
(ii) the purpose for which the assessment is designed and used;
(iii) the source of the requirement for the assessment; and
(iv) where such information is available- (I) the amount of time students will spend taking the assessment, and the schedule for the assessment; and (II) the time and format for disseminating results.

Information about these requirements can be found on the Kentucky Department of Education's Assessments webpage (https://education.ky.gov/AA/Assessments/Pages/default.aspx). For further questions or to obtain a hard copy of this material please direct your inquiry to Jamie Shearer (by phone 270-343-3191 or email jamie.shearer@russell.kyschools.us).

Student Directory Information Notification

Consistent with the Family Education Rights and Privacy Act (FERPA), parents (or eligible students) may direct the District not to disclose directory information listed below. We are required to disclose a student's name, address, and telephone listing at the request of Armed Forces recruiters and institutions of higher education, unless a parent or high school student, **regardless of age,** requests that this information *not* be disclosed.

(This notice has been provided in the ***2026-2027 Code of Acceptable Behavior and Discipline*** distributed August 2026 or upon student enrollment at other times throughout the 2026-2027 school year.)

Dear Parent/Eligible Student,
This letter informs you of your right to direct the District to withhold release of student directory information. Following is a list of items that this District considers student directory information. If you wish information to be withheld, please choose one (1) of the two (2) options below in both Sections I and II. Choose Option 1 if the District may not release any item of directory information; Option 2, if the District may release only selected items of information. Then check those items that may be released.
If we receive no response within thirty (30) days of the date that this handbook was provided to you, all student directory information will be subject to release without your consent. If you return this signed form within the thirty days requested, we will withhold the directory information consistent with your written directions, unless disclosure is otherwise required or permitted by law. Once there has been an opt-out of directory information disclosure, the district will continue to honor that opt-out until the parent or eligible student rescinds it, even after the student is no longer in attendance.

Student Directory Information Listing

<table>
<tr><th colspan="2">Section I
Third Parties, Including Institutions of Higher Education & Potential Employers</th><th>Section II
Armed Forces Recruiters</th></tr>
<tr><td colspan="2">Choose one of the Options below:
☐ Option 1: The District MAY NOT RELEASE ANY information listed below.
☐ Option 2: The District MAY RELEASE ONLY the information checked below.</td><td>Choose one of the Options below:
☐ Option 1: The District MAY NOT RELEASE ANY information listed below.
☐ Option 2: The District MAY RELEASE ONLY the information listed below.</td></tr>
<tr><td colspan="2">If you choose Option 2, check the item(s) of the information listed below that the District may release.</td><td>If you choose Option 2, check the item(s) of information listed below that the District may release.</td></tr>
<tr><td>☐ Student's name
☐ Student's address
☐ Student's telephone number
☐ Student's date and place of birth
☐ Student's major field of study
☐ Student's school e-mail address
☐ Information about the student's participation in officially recognized activities and sports</td><td>☐ Student's weight and height (if a member of an athletic team)
☐ Student's dates of attendance
☐ Degrees and awards the student has received
☐ Student's photograph/picture
☐ Most recent educational institution attended by the student
☐ Grade Level</td><td>☐ Student's name
☐ Student's address
☐ Student's telephone number (if listed)</td></tr>
</table>

NOTE: If a student's name, grade level, and/or photograph are to be withheld, the student will not be included in the school's yearbook, programs of events, or other such publications.

Student Name: _____ Grade: _____

_____ _____/_____/_____
Parent/Eligible Student's Signature **Date**

Application for Waiver of Fees

Student's Name _____ _____ _____
Last Name *First Name* *Middle Initial*
Student's Address _____ _____ _____
City *State* *ZIP Code*
Student's Age _____ Date of Birth _____ Sex _____ Student's Phone Number _____
School _____ Grade _____ Homeroom/Classroom _____

Name of Parent/Guardian _____
Address of Parent/Guardian _____
Home Telephone _____ If none, number of nearest neighbor _____

In the chart below, list the Name, Birthdate, School and Grade for **all other** children in the home:

Name	Birthdate	Grade	School Attending

Employment Status of Parent/Guardian:

Mother: ☐ Employed ☐ Unemployed
Employer's Name _____ Address _____
Father: ☐ Employed ☐ Unemployed
Employer's Name _____ Address _____

Gross Family Income from last Income Tax Return _____

1. Is the family presently receiving or eligible to receive any type of financial aid from the Kentucky Cabinet for Health & Family Services? ☐ YES ☐ NO
2. If your child is granted free/reduced price meal status, do you grant permission for school food service personnel to disclose that information to the following District personnel for the sole purpose of determining if your child is eligible for fee waiver for such activities as textbook rental and field trip fees, etc.?
   - School administrators
   - Other District personnel, such as activity sponsors, who do not otherwise have access to information in connection with the School Nutrition program. ☐ YES ☐ NO
3. If your child is eligible under the Community Eligibility Provision (CEP), do you grant permission for the FRAM coordinator to disclose that information to the following District personnel for the sole purpose of determining if your child is eligible for a fee waiver for such activities as textbook rental and field trip fees, etc.?
   - School administrators
   - Other District personnel, such as activity sponsors, who do not otherwise have access to information in connection with the Community Eligibility Provision. ☐ YES ☐ NO

- Failure to sign this consent statement will not affect your child's eligibility or participation for the program.
- The recipient will be required to maintain confidentiality of the information.

Comments: _____

_____ _____
Parent/Guardian's Signature *Date*

APPLICATION ☐ APPROVED ☐ DENIED _____ _____
Central Office Designee's Signature *Date*