

## **Russell Independent District**

### **Notifications and Guidelines**

The purpose of this document is to orient the Russell Independent School District community to many of the guidelines and notifications that are required in order to maintain a safe and successful learning environment for our students, faculty, and staff. All information contained in the Notifications and Guidelines has been gathered from policy adopted by the Russell Independent Board of Education, individual Site Based Decision Making Councils, and Kentucky Revised Statute.

#### **Asbestos**

Russell Independent 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 Mr. Dave Craft if you would like to review this plan. A copy of the plan is also available at each school.

#### **Competitive Food Regulation**

According to 7 CFR 210.11 and 702 KAR 6:090, a competitive is any food sold in competition with the District's food service program. "The sale of any food or beverage item to students in competition with the School Breakfast Program or the National School Lunch Program shall be prohibited on the school campus during the school day until one-half (1/2) hour after the close of the last lunch serving period." Russell Independent Schools will not turn on vending machines or sell competitive foods until after the close of the building each day.

#### **Discrimination Policy**

"In accordance with Federal law, and US Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call (800) 795-3272 (voice) or (202) 720-6382 (TTY). USDA is an equal opportunity provider and employer."

#### **Fund Raising**

The Principal and the Board of Education must approve all fund-raising projects. Edible items cannot be sold prior to and during the lunch periods. The items may be sold only after the end of the last lunch period. Students are not allowed to sell items on school property for any non-school sponsored organization or activity or for their own personal gain.

#### **HEALTH RECORDS**

All students must have an up to date KY immunization certificate, KY school physical, KY eye exam which is performed by an Ophthalmologist or Optometrist, and a Dental Exam on file upon enrollment. Reminder letters will be sent home when it is time for updated immunizations. If students are not in compliance with the required health records, they will be sent home until all records are complete. The school must have a copy of the original, certified Birth Certificate upon enrollment. The original Birth Certificate must be brought in to the school and the school personnel will make a copy. Social security cards are requested.

#### **Internet/Technology/E-Mail**

School computers are provided for school-related learning, research and information. All users of electronic information resources are expected to use these resources in a responsible manner consistent with the purposes for which they are provided. Students may use school computers or technology unless a parent informs the school by written notification that the parent does not wish the student to have access to outside technology (internet or email). Before using any of the technology at Russell High School, the student agrees: (1) to not send, receive, or display inappropriate materials such as text or graphics which could reasonably be construed as obscene or threatening; (2) to not alter hardware or software including loading of software onto the computers, (3) to not make copies of copyrighted or licensed software or data unless such use is authorized; (4) to not misrepresent himself by access code, password, or signature; and (5) to not inflict any damage on the hardware or software. Violations of any of these will result in whatever action (at the student's expense) is necessary to correct any alteration or damage done and will be dealt with as directed by the Code of Conduct specific to the school each student attends. Students will not be permitted to access personal e-mail (this does not include their school-

issued email account) or chat rooms on any of the school's computers. This includes the library as well as classroom computers.

### **Pesticide**

The Russell Independent Board of Education has implemented a program of Integrated Pest Management (IPM) in order to control pests in a way that minimizes economic, health, and environmental risks. All individuals applying pesticides will be properly certified in keeping with applicable legal requirements. Standard Pest Control will be applying pesticide every third Friday of each month. If you wish to be notified 24 hours in advance of any planned pesticide applications, or as soon as possible when an emergency application is necessary, please register at the front office of the school. (Employees assigned to a non-school worksite may register at the Central Office).

### **School Calendar**

The Russell Independent School District academic calendar consists of one hundred seventy-seven (177) Instructional days. **Therefore, any days that school is canceled due to inclement weather or other emergencies must be made up. Make-up days are scheduled at the end of the school year and the ending date for school is dependent on those make-up days. Students are expected to be in attendance for the entire school year, and parents are strongly encouraged not to schedule vacations or other activities that would take students out of school.**

### **School Closing**

In case of inclement weather or other emergencies, students and their parents or guardians should watch television stations WSAZ (Channel 3) to obtain information concerning school closings. ***Russell Independent Schools also utilizes the One Call system. All students in our system receive an automated phone call to their home informing them of school closings, delays, or other important announcements.*** These announcements will be made as soon as the status of school is determined. School will be canceled if weather conditions indicate that it is unsafe for school buses to operate. If weather conditions indicate road conditions will improve, a "one or two-hour delay" may be called. If this is announced, school will begin one or two hours later as indicated but will dismiss at the regular time. The buses will run one or two hours later, respectively, than their normal time. **For these announcements "Russell Independent Schools" is our school system.**

### **Student and Athlete Supplemental and Accidental Insurance**

Russell Independent Schools provide a supplemental accidental insurance for students. If your child is injured at school or at an athletic event, please notify the school the child attends or the district office. The insurance forms must be completed by the school district and the parent. Once the forms are complete, the parent is responsible for submitting the information to the insurance company.

## **Health and Wellness**

### **Use of Medication at School**

The use of medication at school by students must conform to all state and federal laws as well as local school board policy. All medication (prescription or non-prescription) must be brought to school in its original container with the label intact and given to school personnel for appropriate storage and dispensing. The school must have a current signed permission form that is to be filled out for each medication. These permission forms are available in the school office. Only medication authorized by a physician and/ or parent/ guardian will be dispensed. Students may be permitted to carry medication for certain medical conditions (such as an inhaler for asthma) provided there is a prior physician authorization and the parent/ guardian have completed the permission form for the medication that is kept in the office. Students who violate this procedure are subject to disciplinary action by the principal.

### **Bed Bugs**

In the event of a possible bed bug found on child, in child's belongings, or in a classroom:

1. Tape bug with transparent tape or securely place in a baggie.
2. Notify principal and Director of Health Services if insect is a possible bed bug. The Director of Health Services then contacts Maintenance Supervisor.
3. The Maintenance Supervisor contacts District's pesticide professional to assess situation and determine appropriate actions, if necessary.

4. School staff member (i.e. FRYSC coordinator, counselor, principal) contacts custodial staff to vacuum area thoroughly if confirmed to be a bed bug.
5. School staff member (i.e. FRYSC coordinator, counselor, principal) works with classroom teacher to have private belongings (student backpacks) placed in plastic trash bags if confirmed to be a bed bug.
6. School staff member (i.e. FRYSC coordinator, counselor, principal) contacts parent or guardian to discuss concerns if confirmed to be a bed bug. A change of clothes is required. The existing clothes will be placed in a dryer on school campus on high heat for at least one hour.
7. If multiple bed bugs are discovered related to an individual student or their belongings, the student will be required to return home for change of clothes and allow the parent or guardian to determine no other bugs are present. The student will be asked to return to the school and will be examined by a school staff member. The student will also be subject to review on following school days by school staff.
8. A letter is ONLY sent home in instances where there is a true infestation of the classroom requiring immediate extermination (spraying) to occur. An infestation will be determined by the pesticide professional.
9. The day a student is sent home for a bed bug(s) will be considered an excused absence. Any further absences will be unexcused.

### **Lice**

In the event of possible active lice or nit is found on a child:

1. Notify the principal, school nurse, or Director of Health Services of possible lice or nit.
2. If student has active lice or nits, parent will be notified and child will be sent home.
3. Upon return to school, child will be immediately examined by school staff member in the front office. The student will only be released to class without the presence of active lice or nits.
4. The day a student is sent home for active lice or nits will be considered an excused absence. Any further absences will be unexcused.

### **Fever**

If a child presents to a school staff member a temperature of 100 degrees or higher, the child will be sent home. It is recommended by the Center for Disease Control that a child be home at least 24 hours until they do not present a fever of over 100 degrees. Unless otherwise directed by the District Nurse or the Director of Pupil Personnel please do not send children to school with a fever over 100 degrees.

## **School Lunch and Nutrition**

### **Meal Charge Policy**

The following represents the meal charge policy for lunch and breakfast for the district:

1. Charges will be allowed grades PS to 8, however, no charges will be allowed for ala carte items or snacks at any school.
2. Letters will be sent out at least semi-monthly to all parents or guardians for students who have accumulated three charges or more. Parents or guardians who have not contacted the Cafeteria Manager regarding payment, submitted full or partial payment through myschoolbucks.com, or contacted the Food Service Director's office regarding a payment plan within 10 days of the letter will have the debt considered delinquent and may be directed to the Board Attorney. This will include those students with existing debt.
3. The Superintendent and School Food Service Director will be involved in directly contacting excessive balance accounts.
4. No adult charges will be allowed at any school.
5. No student charges for meals are allowed at Russell high School.
6. The Food Service Director's office will call to attempt to collect charges two to three days per week.
7. Alternate meals will not be served to students.
8. Uncollected balances will be carried forward each year.

## **Special Dietary Needs**

Students in the Russell Independent School District that have special dietary needs will have an Individualized Education Plan (IEP) written to meet their requirements. A parent or guardian must notify the principal or District Health Coordinator and will prepare the Eating and Feeding Children With Special Needs evaluation form located on the District website or available at the school. Substitutions or modifications required school meals for children whose disabilities restrict their diets must identify each of the following items: 1) the child's disability; 2) An explanation of why the disability restricts the child's diet; 3) The major life activity affected by the disability; and 4) The food or foods to be omitted from the child's diet, and the choice of foods that must be substituted. Allergies that cause a severe, life threatening (anaphylactic) reaction meets the definition of disability, and the substitutions prescribed by the licensed physician will be made.

## **Annual Safety Drill Schedules**

### **Building Lockdowns**

#### **DEFINITION**

*Building lockdown* means to restrict the mobility of building occupants to maintain their safety and care.

#### **ANNUAL PRACTICES**

A building lockdown practice shall be implemented at least twice during each school year. At a minimum, lockdown drills are to be held during the first thirty (30) instructional days of the school year and in January. As directed by the Superintendent, the Principal or other building supervisor shall document that the practice has occurred.

### **Fire Drills**

#### **MONTHLY DRILLS**

There shall be at least two (2) fire exit drills the first two (2) weeks of a school term and one each calendar month thereafter while school is in session. The route of exit is to be posted in all classrooms and other areas where students assemble.

### **School Bus Evacuation Drills**

#### **Bi-Annual Drills**

There shall be, at minimum, two (2) School Bus Evacuation drills conducted annual by each school. Drills will be conducted within ten (10) days of the beginning of each academic semester.

### **Severe Weather/Tornado and Disaster Drills**

#### **PROCEDURE SYSTEM**

To maintain the safety and care of students and employees, a severe weather/tornado emergency procedure system shall be established to include, but not be limited to, the following components:

1. A school building disaster plan that provides for a drop procedure and safe area evacuation practices;
2. Designation of safe zones for each facility that have been reviewed by local fire marshal or fire chief as part of the school emergency planning process and posted in each room of the school;
3. Protective measures to be taken before, during, and following severe weather/tornado; and
4. Training of staff and students in the system, including use of a drop procedure.

#### **TIMES FOR DRILLS**

Severe weather/tornado, disaster and safe area evacuation drills are to be held during the first thirty (30) instructional days of the school year and in January. Designated school primary and secondary evacuation routes are to be posted by any doorway used for evacuation.

## Title I School-Wide Programs

### Parent Involvement

#### **Parent Involvement Policy**

It is extremely important to the district that parents be involved in the planning and implementation of the School-Wide Parent Title I Program. (See Board Policy 08.13451) Therefore the district will purpose to ensure the following:

1. Each school will involve parents in the review and revision of the Title I Parent Involvement Policy. This will occur during the ***Annual Title I Business Meeting***, which takes place during the ***Title I In The Know Night***.
2. Each school will make a compact with its parents and students to put in place procedures and practices which give all families the opportunity to experience success.
3. Each school will provide timely information about programs
4. Each school will provide parents with a description and explanation of the school's curriculum, the forms of academic assessment used to measure student progress, the proficiency levels students are expected to meet; the achievement level of their child on each of the state academic assessments
5. Each School will, when requested, provide opportunities for regular meetings to formulate suggestions and to participate in decisions relating to the education of their children.

#### **Parent Involvement Funds**

Annually, parents from each School-Wide Title I Program will have the opportunity to participate in the ***Title I Business Meeting*** which takes place during the ***Title I In The Know Night***. The purpose of this meeting is to discuss the application of Title I Parent Involvement Funds for the best interest of the Russell Independent School District Community.

#### **Homeless Families and Unaccompanied Youth**

The **District Homeless Liaison is Anthony Thompson**. Mr. Thompson can be in the following manner:

- Phone (606) 836-9679
- Email [anthony.thompson@russellind.kyschools.us](mailto:anthony.thompson@russellind.kyschools.us)
- OR, Contact any school district representative, who will contact Mr. Thompson on your behalf

The Russell Independent School District places a value on the wellbeing of all students. In the case of Homeless and Unaccompanied Youth, the district desires to:

1. Provide a free and appropriate education
2. Enroll students during the process of gathering needed documents
3. Enroll students if documents which are normally required are not immediately available
4. When possible, maintain the enrollment of children in the Russell School District
5. Provide transportation to and from the Russell Independent School District upon request
6. Inform you of your right to appeal decisions made on your behalf
7. Provide an education that is comparable to that of other students according to the needs of each student

## DISTRICT DISCIPLINE CODE

### Student Discipline Code

#### **DEVELOPMENT**

In accordance with KRS 158.148 and 704 KAR 7:050, the Board shall develop a student discipline code which shall be made available 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 prohibit bullying and establish standards of acceptable student behavior and discipline and may include District-wide standards of behavior for students who participate in extracurricular and cocurricular activities.

The code also shall include a process addressing how students can report code violations and incidents of bullying to District personnel for appropriate action and information regarding the consequences of bullying and violating the code and violations reportable under KRS 158.154, KRS 158.156, or KRS 158.444.

#### **REVIEW**

The student discipline code shall be reviewed annually by the Board.

#### **REPORTING OF DATA**

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.

## POSITION STATEMENT

The Russell Independent Board of Education believes the purpose of the code of conduct is to maintain a wholesome learning atmosphere in the schools. The board believes each individual case should be considered and extenuating circumstances should always be reviewed for the welfare of the student. The code is intended to act as a guide to ensure students are treated fairly, but is flexible enough to address individual cases. This flexibility will enhance the learning atmosphere. The code of conduct applies to all students in the Russell Independent School System. The code will be reviewed annually.

The code of conduct, as adopted, will be supported by school rules and regulations per KRS 160.345 (2) (i) (c) SBDM Policy and be primarily administered through the authority of the principals and of the Russell Independent School System with the support of the instructional staff of the schools.

## PHILOSOPHY

To ensure that an atmosphere conducive to effective learning is maintained in the Russell Independent School System, it is necessary to establish a consistent and effective discipline code.

The Russell Independent Board of Education recognizes its responsibility to prepare students for their role as adults in a democratic society. To accomplish this, there should be mutual respect and trust toward each other by students, parents, and school staff. The code of conduct is a vehicle for accomplishing this objective.

Effective learning is not possible without an atmosphere of orderliness, respect, and control. This atmosphere can be best maintained by encouraging students to develop self-control and self-discipline.

The board of education is entrusted with the mandate to educate all children until graduation or age 21. They are committed to establishing an atmosphere that is most conducive to learning, while making sure all individual rights and responsibilities are guarded.

## STUDENT RIGHTS

Students in Russell Independent School System have the right to:

1. a free public education until they have successfully completed a twelve-year educational program or have reached the age of 21 years;
2. examine their school records if they have reached the age of 18 years;
3. participate in school activities and programs, to organize and have memberships without being subject to discrimination on the basis of sex, race, religion, marital status, or handicap, as long as this does not disrupt the orderly educational process;
4. freedom of expression as related to speech, appearance, assembly, association, publication, and petition, as long as this can be exercised without violation of other's rights and does not interfere with the orderly educational process;
5. procedural due process related to disciplinary actions;
6. be treated in a fair and equitable manner;
7. consultation with teachers, counselors, and administrators;
8. protection of property and physical well being, and from verbal and physical abuse;
9. be given reasonable and timely notice of all rules, regulations, notices, and penalties to which they may be subject;
10. receive academic grades based only upon academic performance; and,
11. make up any work missed from excused absence(s) within the time frame established by policy. 09.14 AP.112

## NOTIFICATION OF PPRA RIGHTS

The Protection of Pupil Rights Amendment (PPRA) affords parents and eligible students (those who are 18 or older or who are emancipated minors) certain rights regarding conduct of surveys, collection and use of information for marketing purposes, and certain physical examinations. These include the right to:

**Consent before minor students are required to submit to a survey, analysis, or evaluation** that concerns one (1) or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education:

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships such as with lawyers, physicians, or ministers;
7. Religious practices, affiliations, or beliefs of the student or the student's parents; or
8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

**Receive notice and an opportunity to opt a student out of:**

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. NOTE: If the parent/eligible student has indicated no directory information is to be provided to third parties or if the marketing activity involves provision of social security numbers, consent form 09.14 AP.122 should be used.

**Inspect, upon request and before administration or use:**

1. Protected information surveys to be used with students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

## **STUDENT RESPONSIBILITIES**

Students in the Russell Independent School System have the responsibility to:

1. become informed of rules and regulations and be accountable for conduct in consideration of other's rights and property;
2. dress and groom in a manner that meets reasonable standards of health, cleanliness, and safety;
3. be present, punctual, and prepared for school and class work;
4. will refrain from any illegal or prohibitive activities, obscenities, libel, or slanderous remarks;
5. respect the reasonable exercise of authority by school personnel in maintaining discipline in the school;
6. become actively involved in the educational process in preparation for life;
7. practice self-control;
8. care for physical facilities and equipment of the school;
9. abstain from possession and use of all illegal substances and materials;
10. exhibit pride in self and school; and,
11. be honest and act with integrity in all conduct.

## **PARENT/GUARDIAN RIGHTS**

Parents/guardians of students in the Russell Independent School System have the right to:

1. expect that their children are sent to a valued learning environment;
2. expect that unacceptable behavior will be dealt with quickly and effectively;
3. expect effective instruction conducted with minimal interruption;
4. expect a safe and healthy environment free from harassment and physical harm;
5. examine their child's personal school records (providing the child is not emancipated);
6. high academic and accreditation standards;
7. address questions or grievances to the proper school authority and expect a reply; and,
8. expect students to be treated in a fair and equitable manner.

## **PARENT/GUARDIAN RESPONSIBILITY**

Parents/guardians in Russell Independent School System have the responsibility to:

1. instill a respect for education and academic pursuit;
2. instill a sense of respect for fellow students and school personnel;
3. become familiar with educational programs, policies, and procedures;
4. help their children understand disciplinary procedures and the importance of following these procedures;
5. ensure their children attend school and class regularly, facilitate getting their children to the bus stop on time, arrange alternative transportation for their children in the event of denied bus privileges due to disciplinary reasons;
6. demonstrate respect for school personnel;
7. ensure that their children complete assignments and establish good work habits;
8. develop good rapport with their children's teachers; and,
9. discuss issues needing clarification with school officials.

## **TEACHER RIGHTS**

Teachers in Russell Independent School System have the right to:

1. be involved in formulation of policies relating to student behavior;
2. expect that students comply with reasonable directives and assignments;
3. expect that all assignments be completed in a timely manner;
4. freedom from verbal abuse and physical harm;
5. the support and cooperation of fellow teachers and administrators;
6. expect cooperation from parents in dealing with students;
7. carry out appropriate disciplinary action when behavior is disruptive;
8. work in a positive learning environment;
9. take prudent action in emergencies to protect students or property;
10. expect a safe and orderly environment; and,
11. may use, within the scope of their employment, such physical restraint as may be reasonable and necessary to protect themselves, students, or others from physical injury.



## **TEACHER RESPONSIBILITIES**

Teachers in Russell Independent School System have the responsibility to:

1. present subject matter in such a manner as to enhance maximum learning;
2. evaluate students' progress, inform parents, and recommend retention of students who do not meet requirements;
3. aid in planning a differentiated curriculum which meets student needs;
4. maintain high academic standards;
5. exhibit exemplary standards in actions, speech, personal dress and hygiene;
6. use good judgment and prudence in the scope of their job;
7. maintain an orderly classroom;
8. exhibit respect for the individual rights of students and parents;
9. cooperate with school personnel and parents;
10. treat each student in a fair and consistent manner;
11. enforce rules and regulations of the board of education; and,
12. maintain accurate records.

## **PRINCIPAL/ADMINISTRATOR RIGHTS**

Principals in Russell Independent School System have the right to:

1. expect all students, teachers, and other personnel to comply with school policy;
2. the support and respect of students, parents, and teachers in implementing procedures and policies of the board of education;
3. take necessary action to protect their own person or property or the persons or property of those in their care;
4. remove any person whose conduct disrupts the educational process;
5. provide input into procedures, policies, and regulations that relate to the school;
6. safety from physical harm and verbal abuse; and,
7. may use, within the scope of their employment, such physical restraint as may be reasonable and necessary to protect themselves, students, or others from physical injury.

## **PRINCIPAL/ADMINISTRATOR RESPONSIBILITIES**

Principals in Russell Independent School System have the responsibility to:

1. administer the school in a manner which fosters a proper learning environment;
2. administer discipline fairly following guidelines in the code of conduct;
3. exhibit exemplary behavior in action, speech, personal dress and hygiene;
4. follow board of education policy;
5. disseminate the code of conduct to school and community;
6. evaluate and revise the educational program to best meet student needs;
7. use good judgment and prudence in dealing with problems in the school;
8. be knowledgeable of regulations from federal, state, and local agencies;
9. treat all school personnel, parents, and students in a fair and equitable manner; and,
10. respond to appropriate concerns of students, parents, and staff.

## **STUDENT CODE OF CONDUCT**

All students shall comply with the lawful rules and regulations for the government of the Russell Independent School System. Willful disobedience or defiance of the authority of the school staff, habitual profanity or vulgarity, or other gross violation of propriety or law constitutes cause for suspension and may result in expulsion from school.

Unless otherwise specified, this code shall apply to all students in the system before, during, and after school hours, at school, in any school building, and on any school premises; on any school-owned vehicle or in any school approved vehicle used to transport students to and from school or school activities; bus stops; off school property at any school –sponsored or school –approved activity, event or function; and during any period of time when students are subject to the authority of school personnel.

## **Positive Behavior Intervention and Supports**

Russell Independent Schools intentionally implements the Positive Intervention and Supports (PBIS) Model. This is a systemic approach to proactive, school-wide behavior based on Response to Intervention (RTI). PBIS applies evidence based programs, practices and strategies for all students to increase academic performance, improve safety, decrease problem behavior, and establish a positive school culture.

## **DEFINITIONS**

The following definitions shall be used in the Russell Independent School District until amended by the Board of Education.

### **Alternative Placement**

Means the placement of a student in an alternate school setting.

### **Bullying**

Any intentional act by a student or groups of students directed against another student to ridicule, humiliate, or intimidate the other student while on school grounds, or at a school-sponsored activity, which acts are repeated against the student over time.

### **Chronic Absenteeism**

A student is chronically absent when he/she has missed 10% or more of the instructional days for their total enrolment.

### **Disrespect**

Disrespect is the failure to show deferential regard for, esteem, or honor to **all school personnel**.

### **Disruptive Behavior/Disruption of School**

Disruptive behavior constitutes any physical or verbal action, which could or does substantially disrupt, disturb, or interfere with the peace, order, and/or discipline within the learning environment or during any school-related activity and verbal, physical, or visual forms of sexual nature that create a hostile or abusive environment for other students.

### **Expulsion**

Means that the board may expel any student for misconduct as defined by law. Action to expel a student shall not be taken until the student has had an opportunity for a hearing before the board. The board's decision shall be final. In cases, which involve students with disabilities, the procedures mandated by federal and state law for students with disabilities shall be followed. (see board policy 09.435)

### **Failure to Comply with Directions of School Personnel**

Students shall comply with all appropriate or reasonable directions of principals, teachers, substitute teachers, student teachers, teacher aides, bus drivers, and all other school personnel who are authorized to give such directions during any period of time when they are subject to the authority to such school personnel.

### **Fighting**

Fighting is the act of hitting or kicking another student or other person. Any action, comments, or written messages intended to cause others to fight or which might reasonably be expected to result in a fight will be considered **the same as** fighting. A student who is attacked may use reasonable force in self-defense but may only to the extent to free himself/herself from attack and notify proper school authorities. A student who exceeds this reasonable force may be disciplined even though he/she may not have provoked the fight.

### **Harassment/Discrimination**

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 educational environment.

### **Parent(s)**

Means a natural mother or father, an adoptive mother or father, a legally appointed guardian, or a surrogate parent of a child who is a ward of the state.

**Pyrotechnics/Incendiary Devices**

Pyrotechnics and incendiary devices are materials intended or originally likely to result in a fire on school property. Pyrotechnics and incendiary devices include, but are not limited to: fireworks, explosives, lighters, explosive caps for toy pistols, snake and glow works, smoke and stink devices, trick noisemakers, wire sparklers, and other sparkling devices.

**Suspension**

Shall mean exclusion of a student from school for a specific period of time not to exceed ten days per offense. In such cases, due process shall follow the suspension as soon as practicable, but not later than three (3) school days after the suspension. (see board policy 09.431)

**Theft or Damaging Property**

Theft is stealing, attempting to steal, or possessing stolen property. Damage is intentionally damaging, or attempting to damage, any school property or private property while under school jurisdiction.

**Threatening Actions or Language Extortion**

Threatening actions or extortion include language that threatens force of violence and any sign, or action which constitutes a threat of force or violence toward any school employee, other student, or any other person.

**Trespassing**

Trespassing is the presence of any student on the campus of another school in the Russell Independent School District during the school day without the knowledge and consent of the officials of the school he/she is visiting. Any student who has been suspended from school will be considered trespassing if he/she appears on school property during the suspension period without the express permission of the principal.

**Breaking of State Law**

The breaking of a state law, while under the supervision of the school, that is not specifically covered in other areas of the Code of Conduct.

**DETENTION**

Detention is permitted by board policy 09.432.

**DUE PROCESS**

Before being suspended from school for violation of school regulations, a student shall have the right to the following due process procedures.

- The student shall be given oral and/or written notice of the charge(s) against him/her.
- If the student denies the charge(s), he/she shall be given an explanation of the evidence against him/her.
- The student shall be given an opportunity to present his/her own version of the facts concerning the charge(s).
- In cases, which involve students with disabilities, the procedures mandated by federal and state law shall be followed.

**SEARCH AND SEIZURE**

In a search and seizure situation, the following procedures shall be followed:

1. A pupil's person will not be searched unless there is reasonable suspicion that the pupil is concealing evidence of an illegal act.
2. Illegal items (weapons, etc.) or other possessions reasonably determined by proper school authorities to be a threat to the pupil's safety and security may be seized by school officials.
3. Items that may be used to disrupt or interfere with the educational process may be temporarily removed from the pupil's possession by a staff member or through the Principal's office.
4. A general inspection of school properties, such as lockers and desks, may be conducted on a regular basis. During these inspections, items, which are school property, such as overdue library books, may be collected.
5. All items, which have been seized, may be turned over to the proper authorities or returned to the true owner at the discretion of the principal's office.
6. Additionally, student vehicles located on school property may be the subjects of a lawful search.

### USE OF TRAINED DOGS

Subject to the following conditions and in compliance with any written agreement, the vendor selected by the Board may use trained dogs to locate contraband (prohibited items) on school grounds:

1. The dogs shall be certified as never having been trained as attack dogs.
2. The superintendent or designee shall be present.
3. Searches involving dogs shall be conducted only when students are in classrooms or other designated safe area; no student shall be in the vicinity of the site being searched.
4. Dogs may also search vehicles and be present at extracurricular events.

### SCHOOL ACTIVITIES

Students who attend school sponsored off-campus events shall be governed by the rules and regulations of the Russell Independent Board of Education and are subject to the authority of school officials.

No student shall, before, during or after any school event, on or off school premises, violate the rules and regulations of the Russell Independent Board of Education and are subject to the authority of school officials. Violation of this regulation constitutes cause for suspension or expulsion of the students from school, and the possible elimination of the students involved from all participation in interscholastic athletics and other activities.

### DRESS AND APPEARANCE

The wearing of any attire, cosmetics, presentation of extraordinary personal appearance, which in the judgment of the principal, may significantly disrupt the education process or threatens the health or well being of that student or other students is prohibited.

Principals shall enforce the dress code in their schools. Students whose appearance does not conform to these rules will be asked to change clothing to meet this code. Repeated violations may result in suspension from school.

**NOTE: SBDM Councils may draft dress codes that are more specific.**

### TOBACCO

Use or possession of tobacco products on school property is prohibited.

### VANDALISM

Any student who willfully defaces or damages school property shall make full restitution or make necessary arrangements within two weeks. This provision applies to all school property, including school buses.

### TELECOMMUNICATION DEVICES

According to Russell Independent School Policy 09.4261, telecommunication devices shall be permitted while on school property, or while attending school-sponsored, or school-related activities on or off school property. However, the devices including personal radios, tape players, compact disc players, laser pointers, pagers, cellular phones, IPODs, MP3 players, etc. shall not be visible during school hours unless equipment is being used in an approved “zone” or with the direction of a school employee. Otherwise, devices are subject to confiscation by school personnel. Student and/or employees who bring to school privately owned laptops or other mobile

Technology devices, including but not limited to, iPod Touch, iPad, smart phones, tablets, etc., are responsible for the equipment. Further, use of such devices shall adhere to all guidelines in the District AUP (Acceptable Use Policy) and accompanying procedures. In addition, a signed AUP form must be on file at the school or District level before a personal electronic device may access the District network.

### ASSAULT

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

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

### WEAPONS

Carrying, bringing, using, handling or possessing any firearm or deadly weapon **(With the exception of those items that are designated and sanctioned for competition by the Russell Independent School District and the Kentucky High**

**School Athletic Association)** in any school building, on school grounds, in any school vehicle or at any school-sponsored activity is prohibited. 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.

The penalty for students bringing a firearm or deadly weapon to school or onto the school campus/property under jurisdiction of the district shall be expulsion. However, the board may modify such expulsions on a case-by-case basis. Any student, who brings to school a firearm or deadly weapon/instrument, as defined by state or federal law, must be referred to the criminal justice or juvenile delinquency system.

Suspected violations while on the school bus will result in immediate notification to the appropriate authorities and possible removal and/or suspension from the bus under KRS 158.150.

### **DANGEROUS INSTRUMENTS**

Any student who brings to school a dangerous instrument is subject to disciplinary measures and the instrument will be confiscated. (see **Weapons**)

## **Attendance**

### **Absences and Excuses**

Pupils are required to attend regularly and punctually the school in which they are enrolled. Recording of absences and tardies shall be made in compliance with the requirements of 702 KAR 7:125.<sup>1</sup>

#### **TRUANCY/TARDY DEFINED**

Any student who has attained the age of six (6), but has not reached his/her eighteenth (18th) 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 whose tardiness accumulates to three (3) or more days without valid excuse, is a truant.

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

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.

#### **NOTES REQUIRED**

Students may have up to five (5) attendance events excused with a parent/guardian note.

#### **EXCUSED ABSENCES**

An excused absence is one for which work may be made up, such as:

1. Illness of the student, documented by a note from the parent a maximum of five (5) days per school year.
2. Illness of student, documented by a doctor's statement a maximum of five (5) days per school year;
3. Death or severe illness in the pupil's immediate family,
4. Religious holidays and practices,
5. One (1) day for attendance at the Kentucky State Fair,
6. Documented military leave,
7. One (1) day prior to departure of parent/guardian called to active military duty,
8. One (1) day upon the return of parent/guardian from active military duty,
9. 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,
10. Scholarship interviews with verification from the institution,
11. Ten (10) days for students attending basic training required by a branch of the United States Armed Forces, and

12. Other valid reasons as determined 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 date(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.

#### **WRITTEN DOCUMENTATION**

Written documentation from the student's parent/guardian or verification by a doctor, dentist or other appropriate health professional shall be required for all absences. Documentation is to be presented to the school in order to determine the status of the absence. The Principal or their designee shall determine the validity of all written excuses or statements.

- Parents' notes for student illness will be accepted for a maximum of five (5) absences per school year. This means one (1) illness that causes the student to miss five (5) days will use five (5) parent notes. An "event" occurs when a student is absent from school *for any reason for any portion of the day*.
- These documents may be accepted for illness of the pupil, death or severe illness in the pupil's immediate family, religious holidays and/or family trips. Advanced written notice to the faculty and administration shall be required for family trips, and days missed will constitute a portion of the cumulative absence provision. Parents/guardians must accept the responsibility for helping the student make up missed work.
- All absences must be documented by notes from parents or guardians in order to be considered for excused status. All notes must be presented **within three (3) days** of the student returning to school. Parents/guardians are encouraged to acquire verification from a doctor, dentist or appropriate health professional to help avoid exhausting the allotment of parent/guardian notes. Unless otherwise approved by the Principal, or designee, verification from a doctor/dentist/other appropriate health professional shall be required for absences in excess of the number of parent documents presented.

#### **DOCTOR'S EXCUSES**

Chronic medical conditions that may require frequent visits to the doctor can be documented by a doctor's statement and will not count towards the five (5) allowed statements. Any doctor's statements for excused absences above five (5) will be considered by a review committee to determine if the information is adequate to justify an excused absence. It is not necessary to know the exact medical condition of the student, but simply that the doctor feels that the condition warranted absence from school. It is the parents/guardian's responsibility to obtain the necessary documentation. The review committee will be made up of the Principal, DPP, guidance counselor, and one (1) of the student's teachers.

All doctor's statements for excused absences must be presented to the school within three (3) days of the student returning to school. Statements not presented with that time frame will not be accepted.

#### **OTHER ABSENCES**

Treatment for lice - The initial day a student is sent home for contracting lice (first occurrence) will be considered an excused absence. The student will be expected to attend school the next day and will be inspected by the school Principal, or designee upon return to school to assure the student is nit-free. Any further absence(s) will be unexcused.

Suspension – Suspensions are unexcused absences. However, students may submit assignments made before the suspension and due during the suspension at the first class meeting following the student's return to school. Assignments made during the suspension and due after the suspension will be accepted on the due date.

Unexpected Illness – If the Principal or designee determines that a student should not be in school, this will be considered an excused absence for the remainder of that day and will not be counted against the parent and/or guardian absence notes.

### **SPECIAL CIRCUMSTANCES**

It is understood that the Principal or designee will be faced with special circumstances and should use their professional judgment in these cases. The age of the student and normal childhood and adolescent illness and conditions (e.g., chicken pox, mononucleosis, pneumonia, etc.) must be taken into serious consideration. Upon the request of the Principal, the school attendance clerk, the DPP and the review committee will review any possible misuse/abuse of the attendance policy.

### **HOMEBOUND**

For long-term illnesses of five (5) school days or more, the parent/guardian may request a doctor's verification for the student to participate in homebound instruction. Upon presentation of a completed homebound application, a committee will determine approval/denial of the physician's recommendation for homebound services.

### **Excused Absences**

Absences shall be documented in writing by the student's parent or guardian in order to be excused.

### **PARENTAL NOTIFICATION**

Parents will be notified by phone or in writing following every absence for all levels K-twelve (12).

Once a student has become habitually truant, her/his parent(s) or guardian shall be notified in writing. A parent/guardian conference with the Principal and/or Director of Pupil Personnel and/or attendance committee shall be recommended at this time.

### **ABSENCE VALIDATION**

After five (5) excused absences per school year, all additional absences shall be documented with a validated statement in order to be excused. Validated statements include the following:

1. A written statement by a doctor or dentist.
2. Statements validating school-sponsored trips and 4-H trips.
3. Statements confirming court appearances.
4. Statements validating driver's license examinations (students should be absent only a portion of the school day).
5. Absences requiring validation shall be considered unexcused until validation is received.

### **UNEXCUSED ABSENCES**

A student shall not be allowed to make up daily assignments missed due to an unexcused absence. Tests and other major assignments or final projects may be made up. A student who is absent with an unexcused absence on a given day shall not participate in school-related extracurricular activities on that day.

Once a student has accumulated three (3) unexcused absences per class, s/he shall be required to appear before the attendance review committee.

### **Chronic Absenteeism**

The Chronic Absentee List will be run each month. Any student who has missed 10% or more of their total enrollment will appear on the Chronic Absentee List. Students who appear on the Chronic Absentee List are prohibited from participation in activities considered to be nonessential to the academic process. This includes, but is not limited to dances, field trips, student driving privileges, athletic competition, academic competition, or any extracurricular activity, as a participant or spectator. Students who have encountered legitimate barriers which are beyond their control may appeal to the building Principal and or Attendance Committee as directed.

### **Attendance/ Extracurricular Activity Guideline**

Students are expected to be at school for the full duration of each instructional day. This is particularly important on the day of an extracurricular activity. Unless a student has received prior approval from the building principal/designee, students who are absent for any portion of the school day of an extracurricular activity will not be permitted to participate in the activity. If an extracurricular activity occurs over a weekend, the attendance calculation will be made relative to the day preceding the weekend event. Students who have encountered legitimate barriers which are beyond their control may appeal to the building Principal and or Attendance Committee as directed.

### **Attendance/Graduation Ceremony**

The graduation ceremony is a privilege. Seniors who are considered to be Chronically Absent (**Refer to Page 9**) are not eligible to participate in the ceremony. Beginning with the class of 2020, students who have missed 68 or more days of

school during their high school tenure will not be eligible to participate in the graduation ceremony. Students who have encountered legitimate barriers which are beyond their control may appeal to the building Principal and or Attendance Committee as directed.

#### **REVIEW COMMITTEE**

A review committee shall be available to determine if a student has valid reason for exception from the penalties outlined in the attendance policy. The review committee shall consist of the classroom teacher(s) involved, an administrator, the Director of Pupil Personnel and a guidance counselor. The student who is under review shall be present at the review. The student's parent(s) or guardian may be present also.

In order to bring a case before the review committee, the student's parent or guardian shall file a written request for the review with the school principal within five (5) days after school notification that the student has accumulated three (3) unexcused absences. The principal shall make necessary arrangements for the committee review within five (5) days of receiving written request for the review.

#### **MAINTENANCE OF RECORDS**

At each school, the Principal will designate the person(s) responsible for coordinating contacts with parents and/or guardians and maintaining documentation of absence notification and student conferences. These actions will be taken prior to the fifth (5th) unexcused absence.

The Director of Pupil Personnel will be responsible for any possible court action.

#### **TARDIES**

1. When a student is absent from school for less than 36% of the instructional day, the student is considered tardy.

#### **CLASS TRUANCY**

No student may leave the school premises or classroom without permission during regular school hours. Infraction of this policy may result in suspension and/or expulsion.

### **Early Dismissal from School**

#### **RELEASE OF STUDENTS**

No student shall be dismissed early from school without permission from the Principal/designee.

Any student who leaves the school grounds at any time without proper authorization from the Principal shall be subject to appropriate disciplinary action.

#### **RELEASE PROCESS**

No student shall be dismissed early from school without permission from the custodial parent.

If the student is to be picked up early, the custodial parent/guardian or designee shall report to the Principal's office.

Those students who are not on record as being under the care or control of a parent/guardian may sign for their own dismissal after consultation with the Principal/designee.

#### **EXCEPTIONS**

A student may be released to a person with lawful authority to take custody of the student, e.g., a police officer with a warrant or the person authorized by the Cabinet for Health and Family Services when the student is committed to the Cabinet by a court order. In such case, the student's parent shall be notified at the earliest opportunity.

In addition, the Board authorizes emergency release of students for illness or other bona fide reasons, as determined by the Principal.

### **Release of Students to Divorced, Separated, or Single Parents**

The Board shall release the student to either parent, guardian, or legal custodian unless the school has been informed and 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.



## RUSSELL HIGH SCHOOL CODE OF CONDUCT

### General Provisions

All students will comply with all rules governing behavior and conduct. It is the responsibility of the principal to investigate fully the cases of students appropriately referred to his/her office for misbehavior, to ensure fair treatment of such students and protection of their procedural and substantive rights, and to determine what, if any, disciplinary action is warranted. The teacher shall have the responsibility and authority to discipline students, except in those cases requiring the attention of the principal.

### General Guidelines

1. **Students are expected to immediately report any acts of bullying or harassment/discrimination to school authorities. This will ensure proper policies and procedures are followed in order for them to be addressed in a timely manner.**
2. Students are expected to use common sense, courtesy, and consideration in all situations at school and at school related activities.
3. Students are expected to be as quiet and orderly as possible during class changes
4. Students are expected to keep their school as neat and clean as possible.
5. Restrooms are to be kept neat and clean and free from abuse.
6. Use of improper language at school or school-related activities is not permitted.
7. All types of electronic devices not being used for educational purposes, not being used in the designated areas, not being used at the designated times, or being used without permission of school personnel **are subject to confiscation by school personnel.**
8. *Any* instructor has the authority to prohibit the chewing of gum in his/her individual classroom.
9. Book bags are permitted when entering and exiting the school and should not be used during the school day. Book bags may be stored in lockers during the school day.
10. *Student lockers, cars, desks, book bags, purses, or other personal belongings may be searched by the principal or designee if there is reasonable cause to do so.*
11. **The playing of cards, any and all types, is prohibited during the instructional day.** The instructional day is defined as: the period of time at which you enter the building each morning until 2:55 p.m.
12. **Because of the personal device policy, drawstring backpacks and small messenger bags for personal items and devices are permitted to be carried to class**

### **Suspension**

It is important that every student and the parent or guardian understand the policy of dealing with school suspension and the seriousness of such a step. Depending on the violation, the length of suspension will be determined by the school authorities. Suspension can be from one to ten days. Parents or guardians will be notified by telephone and in writing of the action taken. **During the period that a student is suspended, he/she is prohibited from being on school property or at any school-sponsored activity without expressed permission of the building principal.** A student will be readmitted to school after the parent or guardian and the school authorities agree upon a satisfactory solution to his/her conduct. Parents or guardians will be responsible for the suspended students while they are out of school. Students will receive no credit for the class work missed while they are suspended.

### **Teacher -Assigned Detention**

This detention is assigned by the individual teacher and will be held in that teacher's room. The number of days and the length of time of this detention will be determined by the teacher. Failure to stay for a teacher assigned detention will be considered as noncompliance and will be reported to the principal's office. If a student needs to postpone detention for any valid reason, he/she must get permission from the teacher.

### **Dismissal From Class**

If a teacher finds it necessary to send a student from the classroom for disruptive behavior, that student is to report immediately and directly to the principal's office and check in with the secretary. The teacher will notify the office immediately when a student has been sent from the room. The teacher shall report the facts of the incident to the principal as soon as possible so that proper action may be taken.

**Alternative Educational Placement (AEP) Guidelines**

1. Assignments to AEP will be made by a certified school administrator from Russell High School or the Russell area Technology Center. Students are not to be assigned to or admitted to AEP without permission of an administrator.
2. While assigned to AEP, each student is expected to follow the guidelines/rules of the program. All work given to the student must be fully completed before the student can be released from AEP.
3. If a student assigned to AEP is absent from school, the student will make-up the missed time immediately upon returning to school.
4. No food, drink or gum will be allowed in AEP.
5. Students will relinquish their cell phones when he/she enters the AEP room. The phones will be entrusted to the AEP coordinator for the duration of the school day.
6. Students will not be excused from AEP during the school day unless the AEP coordinator has granted him/her permission.
7. All class work is to be completed in AEP must remain in AEP at the end of the day. No materials are to be taken outside of the room.
8. Students may not talk on the way to or from the cafeteria. Student in AEP will sit at the assigned tables and remain there until dismissed by the AEP coordinator.
9. If the AEP coordinator and the school administrator determine that an infraction of the AEP guidelines/rules exists, the student may be assigned additional days of AEP or removed from AEP and given an Out-of-School Suspension for up to 5 days.
10. Students are not allowed visitors while in the AEP disciplinary phase.
11. When a student has completed the assigned time in AEP, the student will be given permission to return to class. A re-admission slip will be issued by the AEP coordinator. The student is to present the readmission slip to each of his/her teachers.
12. Assignment to AEP may result in the loss of participation in extra-curricular activities during the day(s) in which a student is assigned.

## VIOLATIONS AND CONSEQUENCES

### Level I Violations

- Electronic Devices
- Dress code infractions
- Private Enterprise
- Public display(s) of affection
- Integrity
- Skipping/Truancy
- Loitering
- Tobacco
- Gambling
- Violation of Acceptable Use Policy (AUP)

**Level 1 Violations will lead to disciplinary actions as determined by the building principal to include documentation of notification to the parent/guardian.**

**Level 1 (Second and Repeated Offenses) may result in suspension for up to (5) days.**

### Level 2 Violations

- Assault on another student
- Breaking of State Law
- Bullying
- Disrespect
- Pyrotechnics/Incendiary Devices
- Disruptive Behavior/Disruption of School
- Theft or Damage to Property
- Fighting
- Threatening Action or Extortion
- Harassment/Discrimination\*\*
- Trespassing
- Failure to comply with directions of school personnel

**Level 2 violations may lead to any of the following consequences: Out-of-school suspension for up to five days.**

**Level 2 (Second and Offenses) may result in out of school suspension for up to five (5) days**

**Level 2 (Third Offense) WILL result in an out of school suspension for up to five (5) days**

### Level 3 Violations

- Assault on another student (causing serious injury)
- Assault on school personnel, employee, or another adult who is not a student
- Assault involving a weapon
- Bomb Threats or Hoax and False Fire Alarms
- Firearms and/or Explosive Devices
- Narcotics, Alcoholic Beverages, Controlled Substances, Chemicals, & Drug Paraphernalia
- Harassment/Discrimination\*\*
- Sexual Contact
- Weapons/Dangerous Instruments other than Firearms
- Starting a Fire

**Level 3 Violations will lead to a minimum out-of-school suspension of five (5) to Ten (10) days, Notification of offenses to the proper law enforcement agency, and may result in expulsion.**

*\*\* (Any violation which is determined to be the result of Harassment and/or Discrimination may be subject to discipline as defined by the District Harassment/Discrimination Policy on Page 23 of this document)*

## Russell Middle School Code of Conduct

### Level 1 Violations

- Tardies to School and Class – 4<sup>th</sup> Tardy one period of AEP/8<sup>th</sup> Tardy one full day of AEP
- Inappropriate Language
- Failure to Complete Assignments
- Failure to Carry Out Directions
- Failure to Return Forms
- Disrespect
- Inappropriate Dress
- Use of Electronic Devices/Cell Phones

**Level 1 violations may lead to any of the following: Conference with Teacher or Administrative Staff, Lunch/Morning/After School Detention, Period(s) of AEP**

### Level 2 Violations

Any continued activities from Level 1 may be considered a Level 2 violation.

- Repeated Violation Level I
- Out of Area/Skipping Class
- Truant Behavior
- Forged Notes or Excuses
- Disruptive Classroom Behavior
- Disrespectful Speech/Behavior Toward Another Person
- Vandalism (Minor)
- Gambling/Private Enterprise
- Bullying
- Harassment/Discrimination\*\*
- Loitering
- Possession Tobacco/Nicotine Products/Electronic Cigarettes of any kind – 2 days of AEP; Second offense results in suspension.

**Level 2 violations may lead to any of the following consequences: Any Level 1 consequence AND/OR –Contact with Parent/Guardian(s), Multiple days of Detention (Lunch, Morning, After School), AEP day(s).**

### Level 3 Violations

Any continued activities from Level 2 may be considered a Level 3 violation.

- Fighting/Stealing
- Possessing Lighter/Matches/Explosives
- Threatening Others
- False Fire Alarm
- Harassment/Discrimination\*\*
- Arson
- Possession of a Weapon
- Computer Hacking
- Possession of Alcohol or Drugs
- Interference with School Personnel doing their duty
- Sexual Contact
- Vandalism (Major)

**Level 3 violations may lead to any of the following consequences: Any Level 2 consequences AND/OR - Multiple days of AEP, Out of School Suspension for up to 10 days, Possible notification of offenses to the proper law enforcement agencies, Expulsion.**

\*\*(Any violation which is determined to be the result of Harassment and/or Discrimination may be subject to discipline as defined by the District Harassment/Discrimination Policy on Page 23 of this document)

## RUSSELL MCDOWELL INTERMEDIATE SCHOOL CODE OF CONDUCT

### **DISCIPLINE PROCEDURES**

The classroom teacher and the principal will handle most discipline problems. In some cases, students may be referred to the counselor to resolve conflicts or handle situations on an individual basis. Many times, student behavior can be resolved by the classroom teacher through teacher/parent communication and conferencing with students and the PBIS Model. When the behaviors become habitual, or are severe in nature, Russell-McDowell will refer to the following violations, flow chart, and consequences to handle student behavior. Due to the nature of certain offenses, removal of field trip privileges, detention, or suspension may be assigned.

### Level 1 Violations

- Electronic Devices and violation of the Bring Your Own Device (BOYD) Policy
- Public Display(s) of affection
- Integrity
- Skipping/Truancy
- Loitering
- Tobacco
- Gambling
- Dress Code

**Level 1 violations may lead to any of the following: Detention**

### Level 2 Violations

Any continued activities from Level 1 may be considered a Level 2 violation.

- Assault on another student
- Theft or damage to property
- Breaking of State Law
- Threatening language or actions
- Bullying
- Trespassing
- Disrespect
- Disruptive behavior/Disruption of school
- Fighting
- Harassment/Discrimination\*\*
- Failure to comply with directions of school personnel

**Level 2 violations may lead to any of the following consequences: Any Level 1 consequences AND/OR - Suspension, or AEP**

### Level 3 Violations

Any continued activities from Level 2 may be considered a Level 3 violation.

- Assault on another student (Causing serious injury)
- Assault on school personnel/employee
- Assault including a weapon
- Bomb Threats or hoax
- Firearms and/or Explosives Devices
- Weapons/Dangerous Instruments other than firearms
- Sexual Contact
- Harassment/Discrimination\*\*
- Starting fire
- Narcotics, Alcoholic Beverages, Controlled Substances Chemicals, & Drug Paraphernalia

**Level 3 violations may lead to any of the following consequences: Any Level 2 Consequences AND/OR - Out of school suspension for up to 10 days, Possible notification of offenses to the proper law enforcement agencies, expulsion.**

*\*\* (Any violation which is determined to be the result of Harassment and/or Discrimination may be subject to discipline as defined by the District Harassment/Discrimination Policy on Page 23 of this document)*

## RUSSELL PRIMARY SCHOOL CODE OF CONDUCT

### Level 1 Violations

- Minor misbehaviors that interfere with class/school operations.
- Classroom clip chart behavior infraction
- Failure to complete assignments
- Not following school expectations

**Level 1 violation may lead to any of the following: A Conference with the Principal, Temporary removal from class, loss of recess, lunch detention, A warning, Loss of privileges, and/or a Phone call home**

### Level 2 Violations

Any continued activities from Level 1 may be considered a Level 2 violation.

- Frequent misbehaviors
- Disruption of school/classroom operations

**Level 2 Violation may lead to the following: Any Level 1 consequence, AND/OR: In school suspension, Detention, Phone call home**

### Level 3 Violations

Any continued activities from Level 2 may be considered a Level 3 violation.

- Acts against persons or property which directly, or indirectly endanger the health or safety of others
- Bullying
- Harassment/Discrimination\*\*

**Level 3 violations may lead to the following: Any Level 1 and 2 consequences: AND/OR Suspension, Conference with parent, Law Enforcement**

**All discipline will be conducted at the discretion of the Principal/Assistant Principal**

*\*\* (Any violation which is determined to be the result of Harassment and/or Discrimination may be subject to discipline as defined by the District Harassment/Discrimination Policy on Page 23 of this document)*

## TRANSPORTATION CODE OF CONDUCT

### CONDUCT ON SCHOOL BUS

Each principal has the ultimate responsibility for ensuring the good deportment of his/her students who ride on the school bus and who walk to and from school. Pupils shall conform to transportation rules and regulations prescribed under state statutes and under state and local regulations.

The bus drivers shall promptly report any violation of district policy or school rules to the principal/designee. The driver is in charge of his/her bus and his/her first responsibility shall be the safe transportation of his/her passengers according to the Transportation Code of Conduct. In the event that one or more pupils are behaving in such a way as to endanger the safety of other pupils on the bus, the driver will immediately stop the bus and notify the principal/designee. If the behavior of a student warrants removal from the bus, prior to reaching the assigned stop, the student will be transported to the home, or returned to the school, in a board owned vehicle by certified personnel. The parents or guardians shall be held responsible for restitution of any damages, beyond normal usage, inflicted by their child.

**Instruction in bus conduct and safety shall be provided all transported students. Instruction shall include the following rules:**

1. 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. Conduct should be safe and appropriate.
2. Pupils shall not cross the roadway when entering the school bus until signaled to do so by the bus driver.
3. When students are required to cross the roadway when entering or leaving the school bus, crossing shall be made in front of the bus. Pupils shall cross approximately ten (10) feet in front of the bus in order to be seen by the bus driver.
4. When pupils enter the bus, they shall proceed directly to a seat.
5. Pupils shall remain seated until the bus has come to a complete stop.
6. Pupils shall not extend their arms, legs, or heads out the bus windows.
  1. Pupils shall not change from one seat to another while the bus is in motion.
  2. Pupils shall not create noise on the bus to the extent that it may distract the bus driver or to the extent it may interfere with the driver's ability to hear the signals of emergency vehicles or an approaching train.
3. Buses are equipped with electronic surveillance to ensure the safety of all our students. These tapings may be used for safety and for possible disciplinary actions.
4. Students are not to have matches, lighters or any open flame on the bus. Students participating in having an open flame while riding the bus will be reported to the appropriate authorities and are subject to removal from the bus under 702 KAR 5:080.

### TRANSPORTATION ON EXTRA-CURRICULAR TRIPS

All students are expected to be transported to and from school (District) sponsored activities in Board Owned Vehicles. When extenuating circumstances require a student to travel separately from the school (District) sponsored group, the student is permitted to travel only with their parent or legal guardian.

## VIOLATIONS AND CONSEQUENCES

All students are required to conduct themselves in a safe manner at all times during the Pupil Transportation process. Any violations of transportation code of conduct will be reported promptly to the Transportation Department by the bus driver. The Transportation Department reserves the right to provide consequences to any student who violates the code of conduct. Violations are based on a three level system. This system is described below:

### Level 1 Violations

- Non-compliance to bus driver direction
- Bringing any food or drink on the bus
- Chewing Gum on the bus
- Use of any profane speech on the bus
- Defacing school property
- Not leaving seating area in same condition as before student sat there
- Use of electronic/2 way transmissions equipment
- Purposefully boarding a school bus to which the student is not assigned
- Student exiting bus at an unassigned stop
- Failure to sit in assigned seat

**Level 1 violation may lead to discussion of action with Transportation Director/Designee and may result in possible phone call to guardians. Possible consequence may be removal from school bus for 1 to 3 days.**

### Level 2 Violations

Any continued activities from Level 1 may be considered a Level 2 violation

- Any continued activities from Level 1 may be considered a Level 2 offense.
- Use of tobacco product or any related product
- Placing hands on another person with the intent to harm
- Unsafe actions performed on the bus
- Harassment/Discrimination\*\*
- Bullying of any student on the school bus
- Throwing any item on the school bus
- Exchanging any body secretion with another person (kissing, spitting, nasal excretions, etc.)

**Level 2 violations may lead to possible consequence of removal from school bus for 3 to 5 days and phone call to guardians.**

### Level 3 Violations

Any continued activities from Level 1 may be considered a Level 2 violation

- Any continued activities from Level 2 may be considered a Level 3 offense.
- Any illegal substances brought onto the bus
- Any weapons or items determined to be used as a weapon brought onto the bus
- Any laws are broken while on the bus
- Harassment/Discrimination\*\*
- Sexual contact performed on the bus
- Student dresses outside of the school dress code while on the bus
- Contact with the intent to harm another student and harm is caused due to this contact
- Breaching any emergency exits in a non-emergency situation
- Any item displaced out of school bus window in any situation (Regardless of intent)

**Level 3 violations may lead to possible consequence of removal from school bus for a minimum of 5 days up to the remainder of the school year, a phone call to guardians, and may result in contacting local law enforcement.**

Any and all violations of the transportation code of conduct may also require consequence from the school the student attends or outside enforcement agencies.

If the behavior of a student warrants removal from the bus, prior to reaching the assigned stop, the student will be transported to the home, or returned to the school, in a board owned vehicle by certified personnel.

*\*\* (Any violation which is determined to be the result of Harassment and/or Discrimination may be subject to discipline as defined by the District Harassment/Discrimination Policy on Page 23 of this document)*



## 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.

**Discrimination based upon race, color, national origin, age, religion, sex or disability can consist of harassment which creates a hostile environment. Examples of harassment/hostile environment include offensive conduct such as racial or ethnic slurs, racial or gender based "jokes", derogatory comments or other verbal or physical conduct based upon an individual's race, color, descent, national or ethnic origin, age, religion, sex or disability. Prohibited discrimination also includes any distinction, exclusion, restriction or preference based on race, color, descent, national or ethnic origin, age, religion, sex or disability of a student which has the purpose or effect of nullifying or impairing the recognition, enjoyment or exercise on an equal footing of educational opportunities, human rights and fundamental freedom.**

The provisions in 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, **as well as students, administrators, faculty and other employees** who may come into contact with students. (Acts of harassment/discrimination based on sex may be committed by persons of the same or the opposite sex.)

**The Superintendent** 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. **Employees who engage in harassment/discrimination of a student or another employee in contravention of this policy shall be subject to disciplinary action, including but not limited to suspension without pay and termination of employment.**

### REPORTING & GUIDELINES

Students who believe they 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. **Reports of harassment/discrimination may also be made directly to the Superintendent or the District Harassment/Discrimination Coordinator. Contact information for those responsible for receiving reports of Harassment/Discrimination is as follows:**

1. **Principal: Russell High School – Anna Chaffin, (606) 836-9658, [anna.chaffin@russellind.kyschools.us](mailto:anna.chaffin@russellind.kyschools.us)**
2. **Principal: Russell Middle School – Shawn Moore, (606) 836-8235, [shawn.moore@russellind.kyschools.us](mailto:shawn.moore@russellind.kyschools.us)**
3. **Principal: Russell Primary School – Phillip Cassity, (606) 836-0007, [phil.cassity@russellind.kyschools.us](mailto:phil.cassity@russellind.kyschools.us)**
4. **Principal: Russell-McDowell Intermediate School – Pamela Wright, (606) 836-8186, [Pamela.wright@russellind.kyschools.us](mailto:Pamela.wright@russellind.kyschools.us)**
5. **Harassment/Discrimination Coordinator: Joyce Moore, (606) 836-9679, [joyce.moore@russellind.kyschools.us](mailto:joyce.moore@russellind.kyschools.us)**
6. **Superintendent: Russell Independent School District – Sean Horne, (606) 836-9679, [sean.horne@russellind.kyschools.us](mailto:sean.horne@russellind.kyschools.us)**

Complaints of harassment/discrimination, whether verbal or written, shall lead to a documented investigation and a written report. Without a report being made to the Principal, Superintendent or **Harassment/Discrimination Coordinator**, the

District shall not be deemed to have received a complaint of harassment/discrimination. **The term "REPORT" as used in this policy includes reports of harassment/discrimination which are made either orally or in writing.**

**All reports made to the Principal or Harassment/Discrimination Coordinator shall be communicated by them to the Superintendent, or where applicable to the Board Chairperson, in writing within one (1) working day of receipt. Employees who observe prohibited behaviors or with whom students share a complaint shall notify the Superintendent, Principal or the Harassment/Discrimination Coordinator.**

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. **Employees who observe acts of harassment should intervene to stop it unless circumstances make such intervention dangerous.**

The Superintendent or the Chairperson of the Board, as the case may be, 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) **working** days of receipt of the **report**, regardless of the manner in which the complaint is communicated to a District administrator. **The investigation shall be performed by the Harassment/Discrimination Coordinator or another formally trained investigator acting under his or her direct supervision.**

**To ensure an adequate, reliable and impartial investigation of reported incidents of harassment/discrimination, each investigation shall include as a minimum, the following procedural steps:**

- a. **The investigator shall first, after being assigned the investigation make a determination as to whether he or she has a conflict of interest or due to some fact, relationship or predisposition cannot fairly and adequately conduct an impartial investigation of the allegation.**
- b. **If the investigator concludes that he or she cannot or should not proceed with the investigation, the matter shall be re-assigned to another investigator.**
- c. **The investigator shall make contact with and interview or document all attempts to interview the complainant(s), if known or identifiable.**
- d. **Interview the alleged victims(s) or document all attempts to interview the alleged victims(s).**
- e. **Interview or document attempts to interview the alleged perpetrator(s).**
- f. **Interview all known witnesses and other identified as potential witnesses or document attempts to do so.**
- g. **Gather all available documents, photographs, writings and materials, including materials electronically stored, if available, and all other evidence which may be considered by the investigator to be relevant to the allegations under investigation.**
- h. **Each interview shall be memorialized by investigator notes of each conversation and may be electronically recorded after prior permission has been obtained from the witness. The witness may also provide a written statement if he or she so desires.**

**At the conclusion of the investigation, the investigator shall, based upon the totality of the evidence obtained including the circumstances surrounding the incident, documentary evidence obtained, if any, and the statements obtained from and the credibility of each of the witnesses, arrive at findings and conclusions as to whether the allegations are true and as to whether in the opinion of the investigator a hostile environment exists. The standard upon which the investigator's opinion is to be based shall be that findings and conclusions are within a "reasonable probability" or stated another way, as to whether or not the findings and conclusions are "more likely than not".**

**The investigation shall be completed within ten (10) working days. The investigation of allegations involving the Superintendent shall be conducted by a formally trained investigator or attorney not employed by the School District. Investigations shall include the right to the complainant to present witnesses, documents and other evidence in support of the complaint. A written report of all findings of the investigation shall be completed within fifteen (15) 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 five (5) **working** days of the submission of the written investigative report, methods to correct and prevent reoccurrence of the harassment/discrimination, **including disciplinary action where appropriate**. 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 be 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 guardian, as appropriate, will be directed to sign an acknowledgement form verifying receipt of information concerning this policy as part of the Board-approved code of acceptable behavior and discipline.

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;
5. **The District's Harassment/Discrimination Coordinator shall document all reports of incidents of harassment/discrimination; and**
6. Development of alternate methods of filing complaints for individuals with disabilities and others who may need accommodation.

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

## NOTIFICATIONS

Within twenty-four (24) hours of receiving an 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.<sup>1</sup>

## 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.

## **WRITTEN REPORT**

The investigatory procedures documented in the investigative report shall include the following:

1. The name, race and national origin of the alleged victim and, if different, the name and race of the person reporting the allegation;
2. The nature of the allegation, a description of the incident and the date and time if known of the alleged incident;
3. The names and races of all person alleged to have committed the alleged harassment/discrimination if known;
4. The names and races of all known witnesses to the alleged incident;
5. Any written statements of the reporter, the victim (if different than the reporter), the accused perpetrators and any known witnesses;
6. The outcome of the investigation; and
7. The response of school personnel and if applicable, District-level officials, including the date any incident was reported to the police.

Upon completion of the investigation, the investigator(s) shall submit a preliminary written report, including the names and addresses of those interviewed and a summary of the information obtained, to the Superintendent who shall prepare a final written report containing the facts obtained as a result of the investigation and his/her conclusions, within a reasonable probability as to whether harassment/discrimination has occurred and a hostile environment resulted therefrom. If harassment/discrimination has been found to have occurred, the final written report shall provide in detail the methods to be utilized in correcting the situation and preventing its reoccurrence, including but not limited to, disciplinary action where appropriate.

In the event that the Superintendent's alleged conduct was the subject of the investigation, the Board shall consider the preliminary written report in executive session and prepare and adopt by majority vote a final written report containing the facts obtained as a result of the investigation and its conclusions as to whether harassment/discrimination occurred and whether a hostile environment resulted therefrom, within a reasonable probability, as well as specific remedies designed to correct the situation and prevent its reoccurrence, including but not limited to, disciplinary action where appropriate. The findings and conclusions of Board, as well as the remedies contained in the final report, shall be final. The written report, upon conclusions of Board, as well as the remedies contained in the final report, shall be final. The written report, upon completion, shall be furnished to the interested parties, including the complainant, by personal delivery or by registered or certified mail, return receipt requested.

## **APPEAL**

Upon the completion of the investigation and **submission of the written report to the parties involved**, any party may appeal in writing **all or any part of the findings, conclusions and remedies, if any, including any discipline proposed by the Superintendent to the Board of Education within ten (10) working days of receipt of the report.** If no appeal has been filed within ten (10) working days following receipt of the Superintendent's written report, the Superintendent's findings, conclusions and proposed remedies shall become final. Upon appeal, the Board of Education may affirm the Superintendent's findings, conclusions, and proposed remedies in whole, or in part or may make its own findings and conclusions and fashion its own remedies as it deems necessary or appropriate under the circumstances. Consideration of the appeal by the Board of Education shall be based on the record made during the investigation and the standard of review shall be de novo. The findings, conclusions, and remedies, including any discipline imposed by the Board of Education shall be final.

## **HARASSMENT NOT TOLERATED – COUNSELING & SERVICES TO BE OFFERED**

The District will not tolerate discrimination/harassment in any form. The District is committed to identifying harassment and finding a remedy for harassment found to have existed and to prevent it reoccurrence. A remedy

may include, but is not limited to, discipline, training, and counseling. The District will offer counseling and/or academic services to any person found to have been subjected to harassment/discrimination on the basis of race, color or national origin. Where appropriate, counseling services shall also be made to the person(s) who committed the harassment/discrimination.

### **OBLIGATION TO REPORT AND COOPERATE**

Failure by employees to report, notify, and/or initiate an investigation of alleged harassment/discrimination as required by this policy, or to take corrective action shall be cause for disciplinary action, **up to and including possible termination of employment.**

### **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.

### **TRAINING PROGRAM**

**The Superintendent shall develop a comprehensive training program for District personnel responsible for implementing and enforcing federal anti-discrimination and anti-harassment laws and related policies and procedures and for all school-level District security personnel.**

### **REFERENCES:**

<sup>1</sup>KRS 158.156

42 USC 2000e, Civil Rights Act of 1964, Title VII

Racial Incidents and Harassment Against Students at Educational Institutions;

Investigative Guidance (U.S. Department of Education)

U. S. Supreme Court - Franklin vs. Gwinnett County

29 C.F.R. 1604.11, Equal Employment Opportunity Commission (EEOC)

Regulations Implementing Title VII

20 U.S.C. 1681, Education Amendments of 1972, Title IX

34 C.F.R. 106.1-106.71, U.S. Department of Education Office for Civil Rights

Regulations Implementing Title IX

Gebser v. Lago Vista Independent School Dist., 118 S. Ct. 1989 (1998)

Davis v. Monroe County Bd. of Educ., 119 S. Ct. 1661 (1999)

### **RELATED POLICIES:**

03.162, 03.262, 09.13, 09.2211, 09.227, 09.422, 09.426, 09.438

## **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.<sup>1</sup> 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.<sup>2</sup>

### **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.

Employees are expected to take reasonable and prudent action in situations involving student welfare and safety, including following District policy requirements for intervening and reporting to the Principal or to their immediate supervisor those situations that threaten, harass, or endanger the safety of students, other staff members, or visitors to the school or District. Such instances shall include, but are not limited to, bullying or hazing of students and harassment/discrimination of staff, students or visitors by any party.

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.

The District Code shall specify to whom reports of alleged instances of bullying or hazing shall be made. In serious instances of peer-to-peer bullying/hazing/harassment, employees must report to the alleged victim's Principal, as directed by Board policy 09.42811. The Principal/designee shall investigate and address alleged incidents of such misbehavior.

In certain cases, employees must do the following:

1. Report bullying and hazing to appropriate law enforcement authorities as required by policy 09.2211; and
2. Investigate and complete documentation as required by policy 09.42811 covering federally protected areas.

### **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.

### **SECTION 504 OF THE REHABILITATION ACT OF 1973**

Section 504 is an act, which prohibits discrimination against persons with a disability in any program receiving federal financial assistance. The act defines a person with a handicap as anyone whom:

1. has a mental or physical impairment which substantially limits one or more major life activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working.
2. has a record of such an impairment; or,
3. is regarded as having such an impairment.

In order to fulfill its obligation under Section 504, the Russell Independent School District recognizes a responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability will knowingly be permitted in any of the programs and practices in the school system.

The school district has specific responsibilities under the act, which include the responsibility to identify, evaluate, and if the child is determined to be eligible under Section 504, to afford access to appropriate educational services. If the parent or guardian disagrees with the determination made by the professional staff of the school district, he or she has a right to a hearing with an impartial hearing officer.

The Family Education Rights and Privacy Act (FERPA) also specifies rights related to education records. The act gives the parent or guardian the right to: (1) inspect and review his or her child's educational records; (2) make copies of these records; (3) receive a list of all individuals having access to those records; (4) ask for an explanation of any item in the records; (5) ask for an amendment to any report on the grounds that it is inaccurate, misleading, or violates the child's rights; and, (6) a hearing on the issue if the school refuses to make the amendment.

If there are questions, please feel free to contact Ms. Kim Staton, 504 Coordinator for the school district.

### **SPECIAL EDUCATION/504 DISCIPLINE GUIDELINES**

Any student who creates a dangerous or disruptive situation may be suspended from school. The due process procedures that should be followed for short-term suspension (generally no longer than 10 days) are the same for all students.

The behavior of the student with disabilities and students who have been referred for evaluation for possible special education placement and/or related services must be considered during the initial Admissions and Release Committee (ARC) meetings. Behavioral interventions, treatment, and consequences shall become a part of the individual education plan for that student. Should these interventions prove unsuccessful, as evidenced by misconduct of the student, the issue should be brought to the appropriate ARC to make changes in the student's program, which might result in behaviors that are more appropriate. All students with disabilities whose behavior is of concern to the ARC team must have a Behavior Plan.

The Russell Independent School System will use the following procedures:

- A. A student with disabilities may be suspended temporarily without the special education change of placement procedures. Suspension of more than a total of ten days in a school year is a change in placement requiring referral to the ARC. If the behavior is related to the disability, as determined by the ARC, suspension may not occur. (KRS 158.050 and OAG 78-637 outline due process requirements, which must be followed in suspension of all children.)
- B. A student with disabilities may be expelled as long as appropriate Admissions and Release Committee procedures are followed with a committee determination that the child's disruptive behavior was not a result of the disabling condition.
- C. A student with disabilities may not be expelled if the committee determines that the child's disruptive behavior was the result of the disabling condition.
- D. Even if the child is expelled through the appropriate procedures, there must not be a complete cessation of educational services. Therefore, if a student with disabilities is expelled, alternative services must be provided and there will be no cessation of special education and general education curriculum.
- E. Temporary injunctive relief may be sought by the district if agreement on placement cannot be reached with the parents or ARC or current placement would likely result in injury to a student or others
- F. If suspensions/expulsions are used as disciplinary techniques for students with disabilities, keep in mind the following cautions:
  - a) Suspension and expulsion should be a last resort with all other reasonable alternatives explored.

- b) Behaviors, which result in suspension/expulsion, should be clearly outlined, along with the procedures to be followed and communicated to parents.

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The Russell Independent School System will use the following procedures:

- A. A student with disabilities may be suspended temporarily without the special education change of placement procedures. Suspension of more than a total of ten days in a school year is a change in placement requiring referral to the ARC. If the behavior is related to the disability, as determined by the ARC, suspension may not occur. (KRS 158.050 and OAG 78-637 outline due process requirements, which must be followed in suspension of all children.)
- B. A student with disabilities may be expelled as long as appropriate Admissions and Release Committee procedures are followed with a committee determination that the child's disruptive behavior was not a result of the disabling condition.
- C. A student with disabilities may not be expelled if the committee determines that the child's disruptive behavior was the result of the disabling condition.
- D. Even if the child is expelled through the appropriate procedures, there must not be a complete cessation of educational services. Therefore, if a student with disabilities is expelled, alternative services must be provided and there will be no cessation of special education and general education curriculum.
- E. Temporary injunctive relief may be sought by the district if agreement on placement cannot be reached with the parents or ARC or current placement would likely result in injury to a student or others
- F. If suspensions/expulsions are used as disciplinary techniques for students with disabilities, keep in mind the following cautions:  
Suspension and expulsion should be a last resort with all other reasonable alternatives explored.  
Behaviors, which result in suspension/expulsion, should be clearly outlined, along with the procedures to be followed and communicated to parents.

***Right to Disclosures***

You have the right to prevent disclosures of educational records within certain limited exceptions. We will limit inspection of your child's educational records to those instances when your written consent has been given or persons having a legitimate educational interest require this information. Upon request, the District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. We will make a reasonable attempt to notify the parent or the eligible student of the records request.

***Right to Request Amendment***

You have the right to seek to have corrected any parts of your record you believe to be inaccurate, misleading or in violation of your privacy rights.

If we decide not to amend the record as requested by the parent or eligible student, we 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 hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.



## **Special Education (IDEA) Records Destruction**

In accordance with state and federal regulations implementing the Individuals with Disabilities Education Act (IDEA), this is to inform you of our intent to destroy personally identifiable information related to special education services maintained in the Russell Independent School's special education records. The Russell Independent School's special education department will be destroying items that are no longer needed to provide educational services if it has been three (3) years since this individual has received special education services in the Russell Independent School District. These items may include: IEP's, Evaluation Reports, Test Protocols, Notifications of Meetings, Notices of Action, and other personally identifiable information within the Special Education file. The school district is required to maintain records for a minimum of three (3) years from the date the child was discharged from services or he/she graduated. Please be advised that the records may be needed by the student or the parent for social security benefits or other purposes. These records are available to the student age eighteen or above. If the parent has the student's written consent, a court order, or proof that the student is a dependent student as identified in Section 152 of the Internal Revenue Code of 1954, they may have disclosure of the educational records. You may contact the office of Amy McGuire at 836-1881 for more information.

## **DIRECTORY INFORMATION**

Directory Information is information contained in an educational record which would not generally be considered harmful or an invasion of privacy if disclosed. This information may be released to news media, athletic organizations, scholarship or college entrance committees, or official organizations whose need for data is connected with student help activities.

"Directory Information" includes, but is not limited to, the student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended.

The parent/guardian or eligible student currently enrolled, may request that all or part of the directory information not be made public by submitting a written request to the principal of the student's school within thirty days after this notification has been distributed. This request will remain in effect until the end of the school year. In the event of such a request, this information will be treated as student records information, and, in response to public inquiries, the school will state that it has no information to provide regarding the person about whom the inquiry has been made.

## **DRUG AND ALCOHOL**

### **PHILOSOPHY**

The Russell Independent School System's drug and alcohol policy and procedures are designed for the protection of health, safety, and educational welfare of all students.

It is the goal of the Russell Independent School System to create a caring atmosphere for each student. We believe a caring environment is the primary step in preventing an individual from becoming involved with drugs and alcohol. This prevention is instituted by successful interpersonal relationships, while providing for the student's academic, social, emotional and physical growth.

The school system understands that chemical dependency is treatable, and that the earlier a person receives treatment, the greater the chances are for successful recovery. It should be clearly understood that the Russell Independent School System is not equipped with staff to treat chemical dependency problems of students. We will counsel students and/or parents and make recommendations to parents for treatment.

The Russell Independent School System will strive for early interventions with all students who are experiencing drug and alcohol abuse. The school system will focus on a prevention curriculum at all grade levels and offer support to students who are abusing drugs and alcohol or have drug abuse in their family.

The Russell Independent School System understands, in spite of all its effort that a student may experiment with drugs or become chemically dependent. In the event this happens, it is the responsibility of the school system to enforce and follow the drug and alcohol policy and procedures in an equal and consistent manner for all students.

THE FOLLOWING ARE CRIMINAL VIOLATIONS COVERED BY KENTUCKY REVISED STATUTE LAWS. THESE LAWS ARE SUPPORTED AS VIOLATIONS OF THE DRUG AND ALCOHOL POLICY IN ALL RUSSELL INDEPENDENT SCHOOL SYSTEM.

### **Use of Alcohol, Drugs and Other Prohibited Substances**

#### **DRUGS, ALCOHOL AND OTHER PROHIBITED SUBSTANCES**

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

1. Alcoholic beverages;
2. Controlled substances, prohibited drugs and substances and drug paraphernalia; and
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.

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

#### **DEFINITIONS**

Controlled substance means any substance or immediate precursor listed in Chapter 218A of the Kentucky Revised Statutes or any other substance added by regulation under [KRS 218A.010](#).

Prohibited drugs include, but are not limited to, any substance that an individual may not sell, possess, use, distribute or purchase under Federal or Kentucky law.

Prohibited substances include:

1. All prescription drugs obtained without authorization, and
2. All prohibited substances however taken or used, including but not limited to, inhaling, ingesting, and/or injecting. These include, but are not limited to, prescribed and over-the-counter drugs, prohibited volatile substances as defined in [KRS 217.900](#) or synthetic compounds/substances that are used or intended for use for an abusive and/or intoxicating purpose.

#### **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 and/or other school-sponsored activities.

#### **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. 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.

#### **APPLICABILITY**

The drug testing program applies to all students who choose to participate on high school varsity and sub varsity athletic teams grades 6 - 12, competitive extracurricular teams and organizations, and to all students who exercise parking privileges on school property.

Competitive extracurricular activities include high school sanctioned or sponsored extracurricular activities involving competition, comparison, or judging of the individuals or groups with other individuals or groups. These activities shall

include, but not be limited to, archery, baseball, basketball, cheerleading, cross country, dance, football, golf, soccer, softball, swimming, tennis, track and field, volleyball, school-sponsored social clubs, academic teams, and local chapters of regional or national organizations. The subsequent addition of any varsity or sub varsity sport will immediately be subject to this policy.

### **DRUG TESTING PROGRAM**

This drug testing program is intended to support the comprehensive educational policies and programs of the high school in educating students and their parents and legal guardians as to the dangers inherent in the unlawful use of drugs. This program is further intended to provide encouragement to students who voluntarily choose to participate on athletic teams, in competitive extracurricular activities, and exercise parking privileges on school property to avoid such use and to strive to benefit from effective rehabilitation which such use has occurred.

Administrators shall not use information obtained in the course of administering this 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 students or to limit the student's participation in 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 eighteen (18) years of age, the administrator shall not release any student's test results to any person other than as described within this policy and corresponding procedure (Superintendent or his/her designee, Principal, Assistant Principal, Counselor, Director of Pupil Personnel, and the coaches/sponsors of covered activities and persons designated by the Superintendent on a "need to know basis"). Nothing in this policy will prevent the District from releasing any information as may otherwise be required by law or a lawfully issued subpoena or court order.

Testing shall be accomplished by the analysis of urine specimens obtained from the student. 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; and
5. Integrity of the collection and testing process, as well as the confidentiality of test results.

### **NOTICE TO PARTICIPANTS**

A written copy of this drug testing policy and corresponding procedures is contained in the District Code of Conduct book provided to every student upon the start of school or enrollment of the student. Parents and students shall be required to sign a statement indicating that they have 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 violations of this policy.

### CONSENT TO TEST FORM

STUDENT NAME: \_\_\_\_\_

The student and his/her parent(s)/guardian acknowledge that the Russell Independent School District (“District”) has the right to perform random drug testing on students who wish to exercise the privilege of participating in competitive extracurricular activities or who wish to exercise parking privileges.

The student and his/her parent(s)/guardian understand that as a condition of the student being allowed to participate in competitive extracurricular activities in the District and/or as a condition of the student being allowed to exercise parking privileges, the student may be required to undergo and successfully pass a random screening for illegal drugs or other banned substances, as set forth in the District’s Use of Alcohol, Drugs, and Controlled Substances Policy (09.423) and Student Random Drug Testing Procedures (09.423 AP.1). The student and his/her parent(s)/guardian acknowledge that they have read and understand this policy and procedure and that they agree to all terms and conditions contained in the policy and procedure.

The student and his/her parent(s)/guardian hereby consent to participate in the random drug testing program and to the disclosure of testing results to designated District, testing program personnel and parent(s) and guardians. The student and his/her parent(s)/guardian further understand that the student’s refusal to submit to a drug screening will be treated in the same manner as if the student had tested positive for banned substances.

No student shall be penalized academically for testing positive for banned substances during random drug testing.

The privilege of being allowed to participate in competitive extracurricular activities in the School District and/or being allowed to exercise parking privileges is contingent on the signing of this consent form.

This consent form shall remain in effect for a period of twelve (12) months from the date it is executed.

**I plan to participate in one or more of the following:**

Competitive Extracurricular Activities – List Sports/Activities \_\_\_\_\_

On-Campus Parking

\_\_\_\_\_  
Student Name (print) Current Grade Pupil ID# (leave blank)

\_\_\_\_\_  
Student Signature Date

\_\_\_\_\_  
Parent/Guardian Name (print) Work Phone

\_\_\_\_\_  
Parent/Guardian Signature Date

\_\_\_\_\_  
Home Phone Cell Phone

Review/Revised:10/27/2014

## Student Drug Testing Procedures

### TESTING PROTOCOLS

1. The District will provide training as necessary to staff members regarding the District's student random drug testing program.
2. Each competitive extracurricular activity sponsor shall establish a roster of student participants and submit the roster to the Principal. Changes in the roster should be reported immediately to the Principal.
3. Students and parents or legal guardians will have the opportunity to participate in a District informational meeting concerning the District's random drug testing policy. Prior to exercising parking privileges or participating in an competitive extracurricular activity, students and parents or legal guardians are expected to read Board Policy 09.423, and Procedures 09.423 AP.1 and 09.423 AP.21 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. Immediately prior to giving a urine specimen, each student shall complete all forms required by the testing company selected by the District.
4. Testing will occur for one or more of the following:

<b>DRUG CLASS</b>	<b>SCREEN CUTOFF</b>	<b>GC/MS CUTOFF</b>
Amphetamine	300NG/ML	500NG/ML
Methamphetamine	300NG/ML	500NG/ML
MDMA/MDA	300NG/ML	500NG/ML
Barbiturates	300NG/ML	300NG/ML
Benzodiazepines	300NG/ML	300NG/ML
Cocaine Metabolite	300NG/ML	150NG/ML
Opiates (Codeine/Morphine/Hydrocodone/Hydromorphone)	300NG/ML	300NG/ML
Oxycodone	100NG/ML	100NG/ML
Phencyclidine (PCP)	25NG/ML	25NG/ML
Marijuana Metabolite	50NG/ML	15NG/ML
Methadone	300NG/ML	300NG/ML
Methaqualone	300NG/ML	300NG/ML
Propoxyphene	300NG/ML	300NG/ML
Steroids	10NG/ML (for positive screen)	

5. No fewer than twenty percent (20%) annually of all students anticipated to be subject to random drug testing during the entire school year will be tested.
6. The testing company approved by the Board shall determine which students are to be tested by the random selection of names from among all student participants during the entire school year.
7. The collection of urine specimens and the scientific analysis of the collected specimens shall be conducted by a professional testing company selected by the Board.
8. Collection procedures for urine specimens shall be developed, maintained, and administered by the testing company in an effort to minimize any intrusion or embarrassment for each student, ensure the proper identification of students' specimens, minimize the likelihood of the adulteration of a urine specimen, and maintain confidentiality of test results.
9. The collection of urine specimens shall be conducted on school premises. If a test result is found to have been adulterated, the student may be required to be retested.
10. Each specimen shall initially be tested using a highly accurate immunoassay technique ("EMIT"). Initial positive results must be confirmed by gas chromatography/mass spectrometry ("GC/MS"). If the initial presumptive positive result is not confirmed by the GC/MS technique, the test shall be deemed to be negative. Only after the GC/MS confirmation shall a test result be reported as positive.
11. A split sample of each urine specimen given by each student shall be preserved by the testing laboratory for a minimum of twelve (12) months.

12. A Medical Review Officer ("MRO") is a licensed doctor of medicine or osteopathy with knowledge of drug abuse disorders. The MRO is responsible for reviewing the results of the initial and confirmatory tests by the testing laboratory and exploring alternative explanations for a non-negative result.

The MRO will contact the parent of the student whose drug screen test is non-negative and will provide them with an opportunity to discuss the non-negative test result. Following this conversation, the MRO will make an independent decision as to whether the drug screen test result, together with the parent's explanation, supports a finding of a positive drug test result.

The MRO, following the analysis of the test results, will report to the Board's third party administrator whether a student's drug screen test result was positive or negative. Only those samples which tested positive for drugs and for which the student failed to offer a satisfactory explanation will be reported. All other tests will be reported as negative.

13. Written confirmation of all test results shall be forwarded by the testing company to the Principal, who shall provide the results (negative or positive) to the Head Coach or Sponsor. All test results are confidential and shall be maintained by the Principal under the strictest security.
14. The test results forwarded to the Principal shall indicate that positive results were confirmed by the GC/MS technique and shall indicate the name of the individual for whom the test results are being reported; the type of test indicated on the custody and control form; the date and location of the test collection; the identity of the persons or entities performing the collection and analysis of the specimens and reporting test results; the verified results of the controlled substances test; and, if positive, the identity of the controlled substance(s) for which the test verified positive. Test results shall be forwarded to the Principal in a manner to ensure that the Principal cannot determine that any test was a presumptive, positive test unable to be confirmed by GC/MS.
15. In the event that a student's urine specimen produces a positive result (after the GC/MS confirmation and MRO review), the Principal/Designee, the Sponsor and/or Head Coach shall meet with the student and the student's parent(s) or legal guardian(s) to disclose and discuss the test results. At this meeting, the Principal/Designee or Head Coach or Sponsor shall advise the student and the student's parent(s) or legal guardian(s) of further procedural rights under this policy.
16. Any student who has tested positive or the student's parents or legal guardians may contest the test result by informing the Principal within seventy-two (72) hours of receipt of written notice of the positive test result. The student and parent shall be entitled to present any evidence they desire to defend the charge of violation of this policy prior to implementation of sanctions. The Principal may require written documentation (such as a doctor's statement) of any evidence the student may wish to present that the student feels may have affected the test results. Failure to present written documentation to support the student's defense of the case may result in the student being subject to the sanctions provided in this procedure for a positive test result. Upon request by the student's parents or legal guardians, further laboratory analysis shall be conducted with the student's remaining urine specimen preserved by the testing laboratory at the student's expense.
17. The final determination of the student's eligibility shall be made at the school level by the Principal.
18. Any refusal by a student to be tested shall be treated as a violation, and the appropriate sanctions will be assessed. (See Sanctions.) The student's parents or legal guardians shall be notified by the Principal of the refusal and sanction.
19. Violations shall be deemed to accumulate throughout the student's involvement in all competitive extracurricular activities and driving privileges.
20. Any violation by a student shall be reported to the student's parents or legal guardians,
21. One (1) year after the student turns eighteen (18) years old or one (1) year after the student's graduation, whichever is later, all records in regard to this procedure concerning each student shall be destroyed, and at no time shall these results or records be placed in the student's academic file or be voluntarily turned over to any law enforcement agency, or used for any purpose other than those stated herein. For students who transfer out of the District or otherwise do not fulfill the requirements for graduation, the records of that student shall be destroyed one (1) year after the student turns eighteen (18) years old.

## SANCTIONS

### First violation:

1. The student shall be suspended for the next four (4) weeks from exercising parking privileges and/or from participating in competitive extracurricular activities. If necessary, the suspension shall carry over to the student's subsequent participation on another competitive extracurricular activity to the following season. Participation consists of practicing, dressing-out, traveling with, or receiving recognition with or for the activity(s) in which the student is involved before reinstatement to the team or squad, or re-issue of the parking permit after a first violation. Upon being placed on suspension the student and parent will receive information on available drug treatment programs. Prior to readmission to the competitive extracurricular activity or re-issue of the parking permit, the student must submit to a new drug test at the student's expense, administered in accordance with the same procedures utilized for random drug testing. The testing company currently under contract with the Board must conduct all subsequent drug tests. A positive result shall be treated as a second violation.
2. If a student is reinstated to the competitive extracurricular activity, or re-issued a parking permit following a first violation, the student's participation in another competitive extracurricular 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 competitive extracurricular activity, or re-issued a parking permit. If the student elects not to seek reinstatement to a competitive extracurricular activity, or re-issue of the parking permit after the first violation (either because of the student's own election or the season concluded prior to the expiration of the student's own suspension), the student is still required to serve the unexpired portion of the suspension before the student can be eligible for any other competitive extracurricular activity and must provide a negative drug test result from the testing company currently under contract with the Board at the student's expense. A student serving a suspension for one activity may try out for a second activity if the student provides a negative drug test result from the testing company currently under contract with the Board at the student's expense. If the student successfully makes the competitive extracurricular activity, prior to participation, the student must serve the unexpired portion of the previous suspension. A positive result shall be treated as a second violation.

### Second violation:

1. The student shall be suspended for a period of one (1) calendar year from the date of the most recent test that yielded positive results from exercising parking privileges and/or competitive extracurricular activities with no association with teams or squads. If necessary, the suspension shall carry over to the student's subsequent participation on another competitive extracurricular activity or the issuing of a parking permit and/or to the following season. Upon being placed on suspension the student and parent will receive information on available drug treatment programs. Prior to readmission to the competitive extracurricular activity, or re-issue of the parking permit, the student must submit to a new drug test at the student's expense, administered in accordance with the same procedure utilized for random drug testing. A positive result shall be treated as a third violation.
2. If a student is reinstated to the competitive extracurricular activity, or re-issued a parking permit following a second violation, the student's participation in another competitive extracurricular 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 was appropriately reinstated to the prior competitive extracurricular activity, or re-issued a parking permit. If the student elects not to seek reinstatement to a competitive extracurricular activity, or the re-issue of the parking permit after the 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 the student can be eligible for any other activity and must provide a negative drug test result from the testing company currently under contract with the Board at the student's expense. A student serving a suspension for one competitive extracurricular activity or with a revoked parking permit may try out for a second competitive extracurricular activity if the student provides a negative drug test result from the testing company currently under contract with the Board at the student's expense. If the student makes the team, prior to participation, the student must serve the unexpired portion of the previous suspension. A positive result shall be treated as a third violation.

### Third violation:

The student shall be excluded from obtaining a parking permit and from participation in any competitive extracurricular activity for the remainder of the student's enrollment in the District.

## CONFIDENTIALITY

**Appropriate measures shall be taken to protect student confidentiality throughout the testing process and in the handling of test results.**

## **USE OF MEDICATION AT SCHOOL**

The use of medication at school by students must conform to all state and federal laws as well as local school board policy. All medication (prescription or non-prescription) must be brought to school in its original container with the label intact and given to school personnel for appropriate storage and dispensing.

The school must have a current signed permission form that is to be filled out for each medication. These permission forms are available in the school office. Only medication authorized by a physician and/ or parent/ guardian will be dispensed.

Students may be permitted to carry medication for certain medical conditions (such as an inhaler for asthma) provided there is a prior physician authorization and the parent/ guardian have completed the permission form for the medication that is kept in the office. Students who violate this procedure are subject to disciplinary action by the principal as stated in the Code of Conduct for each building.

## **EXPULSION**

The board may expel any student for misconduct as defined in the subsection (1), KRS158.150. (See Policy 09.435).

Action to expel a student shall not be taken until the student has had an opportunity for a hearing before the board.

The board's decision shall be final.

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

## **RUSSELL INDEPENDENT SCHOOL SYSTEM STUDENT ACCEPTABLE USE POLICY** **FOR DIRECT** **USE OF THE INTERNET** **CURRICULUM AND INSTRUCTION** **08.2323 AP.1**

### **Russell Independent Schools – Internet Use Procedure**

New technologies are shifting the ways that information may be accessed, communicated, and transferred. Those changes also may alter instruction and student learning. The Russell Independent Schools offer students access to the electronic information highway and the Internet.

Along with access to computers and people all over the world comes the availability of materials that may not be considered appropriate in the classroom. However, on a global network it is impossible to control all materials. Ultimately, the school staff and parents/guardians of minors are responsible for setting and conveying the standards that students should follow when using media and information sources. Russell Independent Schools support and respect each family's right to decide whether or not to allow their child to apply for access to the Internet via Russell Schools.

### **Student's Rules and Responsibilities for Use of the Internet**

Students are responsible for good behavior on school computer networks just as they are in a classroom or school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply.

The Internet is provided for students to conduct research and to communicate

with others in relation to school work. Access to network services is given to students who agree to act in a considerate and responsible manner. Parent permission is required. *Access is a privilege, not a right.* Therefore, based upon the



acceptable-use guidelines outlined in the document, the system administrators may close an account at any time. The administration, faculty, and staff of the Russell Independent Schools may deny, revoke, or suspend specific user accounts. Individual users of the INTERNET are responsible for their use of the network. The user of their accounts must be in support of education and research and must be consistent with academic expectations of the Russell Independent Schools. Use of other organizations' networks or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of U.S. or state regulations - including copyright, threatening, or obscene materials – is prohibited. Use for commercial activities by for-profit organizations, products promotion, political lobbying, or illegal activities is strictly prohibited. The user is expected to abide by the following network rules or etiquette:

- Be Polite. Do not write or send abusive messages.
- Use appropriate language. Do not swear, use vulgarities, or use any other inappropriate language.
- Transmission of obscene materials is prohibited. Sending or receiving offensive message or pictures including those that involve profanity or obscenity or harassing, or intimidating communications from any source will result in immediate suspension of privileges.
- Damaging computer systems, networks, or school/District websites is prohibited.
- Do not reveal the personal address or telephone number of yourself or other students.
- Do not communicate any credit card number, bank account number, or any other financial information.
- Violating copyright laws, including illegal copying of commercial software and/or other protected material is prohibited.
- Use of another user's password for unauthorized access to computers or computer systems is prohibited.
- Electronic mail is not guaranteed to be private. People who operate the system do have access to all mail. Inappropriate messages can result in suspension of privileges.
- Do not use the network in such a way that would disrupt the use of the network by other users.
- Vandalism – any malicious attempt to harm or destroy data of another user will not be tolerated. Any questionable action will result in the cancellation of user privileges.

Violation of any of the above-mentioned rules and responsibilities will result in a loss of access and may result in other disciplinary or legal action.

Students will be provided instruction about appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms and cyber bullying awareness and response. by their Principal or Supervisor as to the requirements of the Code.

## **RUSSELL INDEPENDENT SCHOOLS** **CODE OF CONDUCT (Reporting)**

### **REPORTING OF CODE VIOLATIONS**

Students wishing to report a violation of the Code of Acceptable Behavior and Discipline (Code) may report it to a classroom teacher or District employee, who shall take appropriate action as defined by the Code or KRS 158.148, KRS 158.156. The teacher or employee shall refer the report to the Principal 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. Each principal shall prepare a form documenting the investigation and reporting of the incident as required by the Code and/or KRS 158.148 and KRS 158.156.

### **RETALIATION PROHIBITED**

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.

### **INFORMING OF REQUIREMENTS OF THE CODE**

All students, parents, legal guardians (or other persons exercising custodial control or supervision) and school employees shall be instructed on the requirements of the code. Non-employees of the District shall consider the distribution of the Student Code of Conduct as instruction of the Code and its consequences. Students and Employees of the District shall be instructed by their Principal or Supervisor as to the requirements of the Code.

### **VIOLATION OF THE CODE**

Violation of the code shall be investigated within a forty-eight (48) hour period by the principal upon notification of the incident. Students who violate the Code are subject to disciplinary action as defined in the Student Discipline Code and the Kentucky Revised Statutes.

### **ACCESS TO FORMS**

Forms for reporting harassment and discrimination are available on our website at [www.russellind.kyschools.us](http://www.russellind.kyschools.us). Click on Parents—Documents and Forms.

### **Federal Educational Rights and Privacy Act (FERPA)**

Russell Independent Schools abide by the Federal Educational Rights and Privacy Act as defined by the United States Federal Government. This policy can be found, in its entirety, on our website by referencing policy number **09.14 AP.1**

**Parent Notification of Code Violation**

\_\_\_\_\_ *Date*

Dear parent/guardian,

On \_\_\_\_\_, your child, \_\_\_\_\_  
*Date* *Student's Name*  
was involved in a serious incident, which took place at \_\_\_\_\_.  
*Location*

At this time, the following information has been reported to me concerning the incident:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Because student safety is our utmost concern, we take this information very seriously and have taken appropriate action.

Please contact me directly if you have questions about this information. I can be reached at \_\_\_\_\_.  
*Telephone Number*

Sincerely,

\_\_\_\_\_, Principal

**RETALIATION PROHIBITED**

Employees and other students shall not retaliate against a student because s/he reports bullying or other 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.

# Appendix

## Parents/Guardians

As we reach toward a new school year, the Russell Independent School District would like to remind each of our families about the importance of school attendance. Recent years have brought a dramatic drop in attendance rates at home and across the state. We would like all of our families to be aware of the district attendance policy and **help every child be successful by attending school every day**. Below is a *summary* of the district attendance policy.

1. Attendance events occur when a student is absent from school *for any reason for any portion of the day*.
2. Students may accumulate no more than *six (6) attendance events* per school year without valid excuse.
3. Any combination of parent notes or notes from a doctor may be used to excuse any of the *first five attendance events*. After five attendance events, a medical excuse is required in order to excuse any subsequent attendance events.
4. When a student accumulates five (5) unexcused attendance events, the Director of Pupil Personnel is required to deliver, in person or by certified letter, a *Final Notice*. This letter explains that the student has reached a critical point with attendance and must not be absent without valid excuse.
5. When a student continues to accumulate attendance events beyond the Final Notice, the Director of Pupil Personnel is required to proceed against the student/parent through the *Greenup County Juvenile Court System*.
6. When a student accumulates more than ten (10) attendance events, *whether excused or unexcused*, the following consequences may be incurred:
  - i. Exclusion from activities considered extra or non-essential to the academic process
  - ii. Forfeiture of the driving privilege
  - iii. Exclusion from honor *ceremonies* such as graduation.
7. Educational Enhancement Opportunities are not approved for students who are considered habitually truant under section 09.123 of the Board Policy Manual

If you have any questions about the attendance policy, or would like to see a copy, please inquire at your child's school or to the Director of Pupil Personnel at 908 Powell Lane in Flatwoods (836-9679). Let's have a great year!

## Right To Request Teacher Qualifications

Dear Parent or Guardian:

The Russell Independent District is committed to providing a quality instructional program for your child. This letter is intended to offer an opportunity for you to stay informed regarding our highly qualified instructional staff. The district receives Federal Funds for Title I and Title II 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 college major and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree;
4. Whether your child is provided services by paraeducators, and if so, their qualifications.

If you would like to request this information, please contact our District Title One Coordinator, Mr. Anthony Thompson at 606-836-9679, or by email at [anthony.thompson@russellind.kyschools.us](mailto:anthony.thompson@russellind.kyschools.us). 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.

Sincerely,

Anthony Thompson, Title I Coordinator

## Student Directory Information Notification

Consistent with the Family Educational Rights and Privacy Act (FERPA), parents (or students 18 or older) 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 or institutions of higher education, unless a parent or student who has reached age 18, requests that this information *not* be disclosed.

\_\_\_\_\_

*Date*

Dear Parent/Eligible Student,

This letter informs you of your right to direct the District to withhold release of student directory information for \_\_\_\_\_ . Following is a list of items that the District considers

*Student's Name*

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. Please be advised that parents cannot prevent the school from using directory information on District-issued ID cards or badges.

*If we receive no response within thirty (30) days of the date of this letter, all student directory information will be subject to release without your consent.* If you return this signed form on time, 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 the eligible student rescinds it, even after the student is no longer in attendance.

<b>Student Directory Information Listing</b>			
<p><b>Section I</b></p> <p><b>Release to Third Parties other than Armed Forces Recruiters and Institutions of Higher Education</b></p> <p>(Parent or student who has reached age 18 may sign below to direct the District to withhold information in this section.)</p>	<p><b>Section II</b></p> <p><b>Armed Forces Recruiters &amp; Institutions of Higher Education</b></p> <p>(Parent or student who has reached age 18 may sign below to direct the District to withhold information in this section.)</p>		
<p><b>CHOOSE ONE OF THE OPTIONS BELOW:</b></p> <p><input type="checkbox"/> <b>Option 1:</b> The District <b>MAY NOT RELEASE ANY</b> information listed below.</p> <p><input type="checkbox"/> <b>Option 2:</b> The District <b>MAY RELEASE ONLY</b> the information checked below.</p>	<p><b>Choose one of the Options below:</b></p> <p><input type="checkbox"/> <b>Option 1:</b> The District <b>MAY NOT RELEASE ANY</b> information listed below.</p> <p><input type="checkbox"/> <b>Option 2:</b> The District <b>MAY RELEASE ONLY</b> the information below.</p>		
<p><i>If you choose Option 2, check the item(s) of information listed below that the District may release.</i></p>	<p><i>If you choose Option 2, check the item(s) of information listed below that the District may release.</i></p>		
<table style="width: 100%; border: none;"> <tr> <td style="border: none; width: 50%; vertical-align: top;"> <input type="checkbox"/> Student's name  <input type="checkbox"/> Student's address  <input type="checkbox"/> Student's school email address  <input type="checkbox"/> Student's telephone number  <input type="checkbox"/> Student's date and place of birth  <input type="checkbox"/> Student's major field of study  <input type="checkbox"/> Information about the student's participation in officially recognized activities and sports                 </td> <td style="border: none; width: 50%; vertical-align: top;"> <input type="checkbox"/> Student's weight and height (if a member of an athletic team)  <input type="checkbox"/> Student's dates of attendance  <input type="checkbox"/> Degrees, honors and awards the student has received  <input type="checkbox"/> Student's photograph/picture  <input type="checkbox"/> Most recent educational institution attended by the student  <input type="checkbox"/> Grade level                 </td> </tr> </table>	<input type="checkbox"/> Student's name <input type="checkbox"/> Student's address <input type="checkbox"/> Student's school email address <input type="checkbox"/> Student's telephone number <input type="checkbox"/> Student's date and place of birth <input type="checkbox"/> Student's major field of study <input type="checkbox"/> Information about the student's participation in officially recognized activities and sports	<input type="checkbox"/> Student's weight and height (if a member of an athletic team) <input type="checkbox"/> Student's dates of attendance <input type="checkbox"/> Degrees, honors and awards the student has received <input type="checkbox"/> Student's photograph/picture <input type="checkbox"/> Most recent educational institution attended by the student <input type="checkbox"/> Grade level	<ul style="list-style-type: none"> <li>• Student's name</li> <li>• Student's address</li> <li>• Student's telephone number (if listed)</li> </ul>
<input type="checkbox"/> Student's name <input type="checkbox"/> Student's address <input type="checkbox"/> Student's school email address <input type="checkbox"/> Student's telephone number <input type="checkbox"/> Student's date and place of birth <input type="checkbox"/> Student's major field of study <input type="checkbox"/> Information about the student's participation in officially recognized activities and sports	<input type="checkbox"/> Student's weight and height (if a member of an athletic team) <input type="checkbox"/> Student's dates of attendance <input type="checkbox"/> Degrees, honors and awards the student has received <input type="checkbox"/> Student's photograph/picture <input type="checkbox"/> Most recent educational institution attended by the student <input type="checkbox"/> Grade level		

**NOTE: IF DIRECTED TO WITHHOLD A STUDENT'S NAME, GRADE LEVEL, OR PHOTOGRAPH, THAT INFORMATION WILL NOT BE INCLUDED IN ANY SCHOOL OR DISTRICT PUBLICATION RELEASED TO THE PUBLIC. A PARENT WISHING TO PERMIT SUCH INFORMATION ABOUT HIS/HER CHILD (NAME, PICTURE, ETC.) TO BE INCLUDED IN A SCHOOL OR DISTRICT PUBLICATION (YEARBOOK, SPORTS PROGRAM, ETC.) THAT IS SOLD FOR FUND-RAISING PURPOSES MUST PROVIDE WRITTEN CONSENT FOR SUCH PURPOSES.**

\_\_\_\_\_

*Parent/Student Signature*

\_\_\_\_\_

*Date*

**Publication Consent Form**

**PLEASE COMPLETE THIS FORM AND SUBMIT IT TO THE SCHOOL.**

Dear Parent/Guardian:

At some time during the school year, school/District personnel or other District-authorized persons may videotape or photograph classroom activities or special projects in which your child participates during or after the school day for public awareness or fund-raising purposes.

This form covers permission for the District to record and use the recorded image, voice, or work of the student (photographed, filmed, taped, or digitally recorded) for public awareness purposes, including publication on the school and/or District’s web site and in school yearbooks.

Please review this form carefully, sign and date the form, and submit the form to the school.

Once signed and dated, this form shall remain in effect for your child’s enrollment in the District schools. However, at any time during the school year, you may amend this form only for future uses/preferences by notifying the Principal in writing of your request.

As the parent(s)/guardians(s) of \_\_\_\_\_, I/we give the  
Student’s Name

Russell Independent School District permission to release my/our child’s name, photograph, work, and/or audio/video reproduction for publication to the general public concerning school functions and activities, including academic and athletic activities.

Name of Parent(s)/Guardian(s) (Please print.) \_\_\_\_\_

\_\_\_\_\_  
Parent/Guardian’s Signature

\_\_\_\_\_  
Date

**NOTE:** If the recorded image, voice, or work of a student is to be included in a publication as part of a commercial or for-profit fund-raising endeavor, affirmative authorization of the parent/guardian or eligible student must be obtained.

Review/Revised:7/29/13



**RUSSELL INDEPENDENT SCHOOL SYSTEM**  
**Russell, Kentucky**

**CODE OF CONDUCT**  
**ACKNOWLEDGEMENT**

As the parent(s) or guardian of \_\_\_\_\_, we have read and discussed the Student Code of Conduct with our child. We understand the rights/responsibilities and guidelines outlined within. Further, I/we expressly acknowledge and understand that the provisions of this Code of Conduct may, at the discretion of the Board of Education, be amended or modified from time to time, in collaboration with the District Superintendent, school discipline committees, building Principals, School Based Decision-Making Councils, and/or school administrators, which amendments or modifications shall become fully enforceable upon the posting of same at the Office of the Principal at each District school.

\_\_\_\_\_  
 Parent/Guardian's Signature Date

\_\_\_\_\_  
 Student's Signature Date

**HARASSMENT/DISCRIMINATION POLICY**  
**ACKNOWLEDGEMENT**

As the parent(s) or guardian of \_\_\_\_\_, we have read and discussed the Harassment/Discrimination Policy (P.20-24) with our child. We understand the rights/responsibilities and guidelines outlined within. Further, I/we expressly acknowledge and understand that the provisions of this Code of Conduct may, at the discretion of the Board of Education, be amended or modified from time to time, in collaboration with the District Superintendent, school discipline committees, building Principals, School Based Decision-Making Councils, and/or school administrators, which amendments or modifications shall become fully enforceable upon the posting of same at the Office of the Principal at each District school.

\_\_\_\_\_  
 Parent/Guardian's Signature Date

\_\_\_\_\_  
 Student's Signature Date

**ACCEPTABLE USE POLICY**  
**ACKNOWLEDGEMENT**

As the parent(s) or guardian of \_\_\_\_\_, we have read and discussed the Acceptable Use Policy with our child. We understand the rights/responsibilities and guidelines outlined within and understand that it is our responsibility to convey to our child the importance of using the technology resources responsibly.

\_\_\_\_\_  
 Parent/Guardian's Signature Date

\_\_\_\_\_  
 Student's Signature Date