

# **RUSSELLVILLE INDEPENDENT SCHOOLS**

## **CODE OF ACCEPTABLE BEHAVIOR AND DISCIPLINE**

**2023-2024**

*The Russellville Independent School District  
provides equal opportunities and  
employment opportunities.*



Russellville Independent Board of Education  
355 S. Summer Street  
Russellville, Kentucky 42276  
(270) 726-8405

Contact Person: Kyle Estes, Superintendent

## Introduction

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

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

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

This Code applies to all students in the district while at school, on their way to and from school, while on the bus or other district vehicle, and while they are participating in school-sponsored trips and activities. The Superintendent or designee is responsible for the administration and implementation of this Code within his/her school in a uniform and fair manner without partiality and discrimination.

Any person who enters school property is under the authority of the school during such time as he or she remains on school property and shall abide by all rules and regulations as set by the state, district, and school officials. Legal reference: KRS161.180

Each school/council must select and implement appropriate discipline and classroom management techniques necessary to carry out this Code and shall provide a list of the school's rules and discipline procedures in the school handbook.

Teachers and other instructional personnel are responsible for administering Code standards in the classroom, halls, and other duty assignment locations.

This Code establishes minimum behavior standards. Recognizing that each school, grade, or class may require special provisions, school councils, administrators and teachers have full authority to make rules to enforce these standards in keeping with their areas of responsibility.

## **District Mission**

At Russellville Independent Schools, we are committed to ensuring that all students achieve at their highest potential, all teachers teach with relevance and rigor, and all teachers establish meaningful relationships with students, parents, and the community.

**“Every Child, Every Day”**

## **District Beliefs**

### **What we believe about student learning:**

- Every child has the potential for high achievement.
- Every child must have access to rigorous work at every level.
- Everyone is responsible for students learning.

### **What we believe about teaching:**

- Good teaching matters. We must leave nothing about teaching and learning to chance.
- Student work must be relevant and designed to actively engage students in learning.
- Results matter. Student learning must be frequently assessed and students who need extra help must receive it in a timely manner.

### **What we believe about schools:**

- Schools must be organized around the needs of students rather than the work or interests of adults.
- It is our obligation to ensure that every child develops positive relationships with caring adults at every level.
- Good character, citizenship, and employability count. It is our intention that every student becomes a contributing member of society and the workforce.

## **Statement of Nondiscrimination**

The Russellville Independent School System does not discriminate on the basis of age, color, disability, parental status, marital status, race, national origin, religion, sex, genetic information, or veteran status in the employment programs, vocational programs, or activities set forth in compliance with the Office of Civil Rights, Title VI, Title VII, Title IX, ADA, and Section 504. Any person having inquiries concerning Russellville Independent Schools' compliance with the Office of Civil Rights Law, Title VI, VII, Title IX, ADA, and Section 504 is directed to contact Kenney Hartman at 355 S Summer Street, Russellville, KY 42276.

## **Rights and Responsibilities**

### **Participant Rights**

The United States Constitution provides for the protection and safeguarding of all people. In the same vein, there is a responsibility inherent in all rights. Therefore, all participants in the schooling process must exercise the self-discipline and care necessary to afford others the same rights and to guarantee that their own actions do not infringe upon the rights of others. Further, all participants have the right and responsibility to know and understand the basic code of conduct expected of them. The following outlines the rights and responsibilities of all participants.

### **Students' Rights**

Students have the right to engage in activities which do not:

1. Materially or substantially disrupt the education process;
2. Present a clear and present danger to the health and safety of others or property;
3. Infringe on the rights of others.

Specifically, students have the right to:

1. An orderly educational atmosphere conducive to learning;
2. Personal safety and security while at school and school-sponsored activities;
3. Academic grades are based on academic performance, not on conduct.

### **Students' Responsibilities**

Students have the responsibility to:

1. Comply with district, school, and classroom rules; follow directions given by teachers and other school personnel;
2. Immediately report serious offenses and students who threaten harm to other students, a teacher, counselor, or school administration;
3. Give their best efforts to tasks assigned by their teacher, coach, or other person who works with them;
4. Discuss concerns with guidance counselor or other school personnel.

### **Parents' Rights**

Parents have the right to:

1. Send their student to a school with a positive educational climate that deals, fairly, firmly, and quickly with disruptive behavior;
2. Expect high academic and accreditation standards;

Examine their student's personal school record or to authorize representatives to examine them if the student is under eighteen (18).

\*According to KRS 159.180, every parent, guardian, or custodian is legally responsible for a violation of KRS 159.010 to 159.170 by the student if under the age of eighteen at which time the student becomes legally responsible.

### **Parents' Responsibilities**

Parents/guardians have the responsibility to:

1. Instill in their student the need for an education, a sense of responsibility and the need for a positive school learning environment;
2. Encourage their student to follow school policy and to be regular and punctual in attendance;
3. Encourage their student to demonstrate respect for all school personnel, and exhibit concern for their grades and progress in school

### **Teachers' Rights**

Teachers have the right to:

1. Work in an educational environment, safe from physical harm and verbal abuse, with a minimum of disruptions;
2. Have the support of co-workers, administrators, and parents;
3. Expect all assignments, including homework, to be completed and turned in as assigned.

### **Teachers' Responsibilities**

Teachers have the responsibility to:

1. Present subject matter to students, evaluate and inform students/parents of achievement and/or problems;
2. Aid in planning a flexible curriculum;
3. Assist in maintaining order;
4. Exhibit exemplary behavior in speech, personal dress, and hygiene.

### **Principals' Rights**

Principals have the right to:

1. Carry out the educational programs and policies established by the school system;
2. Be supported by students, parents, and teachers;
3. Take necessary action in emergencies; protect their own person or property, or the persons or property of those in their care.

### **Principals' Responsibilities**

Principals have the responsibility to:

1. Implement and evaluate all aspects of the educational program to improve learning;
2. Comply with the policies, regulations, and laws of the district, state, and nation;

3. Create and foster an atmosphere of mutual respect among pupils and staff;
4. Administer discipline fairly and equally;
5. Exhibit exemplary behavior in action, dress, and speech.

### **Title 1 Parent Involvement Policy**

This policy and the plan to implement it have been developed jointly and in agreement with and will be distributed to, parents of students participating in the Title 1 program. Parents shall be notified of the policy in an understandable and uniform format and, to the extent practicable, provided in a language that parents can understand. This policy shall be made available to the local community and updated periodically to meet the needs of parents and the school.

### **District Level Requirements**

An annual evaluation of the District Parent Involvement Policy and activities must be conducted. The evaluation should determine whether:

- The academic quality of the school has improved.
- Parent participation has increased.
- Barriers exist that hinder greater participation by parents.

The evaluation may be conducted through a written survey, a telephone survey, or in person. Districts must document and summarize the evaluation findings and how the information will be used to improve the parent involvement program.

### **School Level Requirements**

Each Title 1 school must jointly develop, agree upon and distribute to parents a written parental involvement policy. All Title 1 participating schools must develop a school-parent compact jointly with parents and must involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of the Title 1 program. Title 1 schools must provide parents with timely information about the Title 1 program; a description and explanation of the curriculum, the forms of academic assessment including a definition of proficiency; opportunities for regular meetings and to participate in decisions relating to the educator of their children and the opportunity to respond to any suggestions. An annual evaluation of the effectiveness of the school's Parent Involvement Policy and parent involvement activities must be conducted.

### **Required Standards**

The Board expects employees, students, parents/guardians, and others associated with the schools to apply the following standards in a reasonable and fair manner.

To promote the full implementation of conduct standards and maximize safety in the school environment, the Board requires all employees to make supervision of ALL students at ALL school activities a top priority among their assigned duties.

The district believes the younger the child, the greater the need for adult guidance and protection.

Regular and punctual school attendance is the responsibility of the parent/guardian and the student. Poor student attendance may be detrimental to academic achievement and may result in legal action pursuant to KRS 159.010. Examples of attendance violations include, but are not limited to:

1. Absence from school without valid excuse;
2. Tardy without valid excuse.

Excuses for absences must be returned to school with three (3) days of the last day of absence or tardy. Specific attendance requirements are included in each school or district handbook.

A professionally planned and positive school atmosphere is necessary for academic progress and a safe environment. Therefore, students shall not interfere with the orderly environment of the school or school activity. Examples of prohibited behavior include, but are not limited to:

1. Actions such as harassment or bullying of, or discrimination against, other students on the basis of race, color, national origin, age, religion, marital status, political beliefs, sex or disability
2. Insubordination (disobedient or defiant behavior);
3. Sale of items without prior approval of the superintendent or principal;
4. Wearing apparel, accessories, or hairstyles that disrupt the educational process or threaten health or safety.
5. Possession of prohibited items such as laser lights and paging devices.

Students shall exercise self-control as required by the particular situation and in keeping with school and district rules or be subject to removal from the regular classroom setting or transportation system. In addition, a student may be barred from participating in extracurricular activities pending investigation that she/he has violated either the District's behavior standards or the school council' criteria for participation. Examples of prohibited behaviors include, but are not limited to:

1. Fighting and physical attacks;
2. Possession of a weapon;
3. Threats by verbal or written statements or gestures with intent to harm or demean others;
4. Use of alcohol or prohibited drugs;
5. Use of prohibited tobacco products.

School property belongs to the community and the state. It must be protected and preserved for educational and community use. Therefore, students shall

respect school property and the property of others. Examples of prohibited behaviors include, but are not limited to:

1. Theft of school property or personal property of employees or other students;
2. Abuse of school or personal property to include intentional or careless damage or destruction;
3. Extortion of money or property;
4. Prohibited use of electronic media and other District technological resources;
5. Littering

Students shall work cooperatively and productively with each other and with school personnel in a manner that is consistent with standards of respect and courtesy. Examples of prohibited behaviors that would distract from a safe and orderly learning environment include, but are not limited to:

1. Making abusive and harassing statements regarding race, gender, disability, religion, or nationality;
2. Use of profanity;
3. Lying;
4. Cheating;
5. Ignoring or breaking rules and procedures established to maintain order;
6. Otherwise behaving in a manner disrespectful of others.

The Board has included samples of prohibited behaviors to help the reader understand how the behavior standards will be enforced. Other behaviors not included in the examples may also be prohibited.

### **Consequences of Violations**

Behavioral violations of a minor nature should be handled by the classroom teacher who may choose from a variety of response options to include, but not be limited to:

- Verbal warning
- Classroom Isolation
- Parental notification
- Detention
- Alternative Assignment
- Behavior contract
- Loss of privileges
- Teacher-Student conference
- Referral for counseling/mediation
- Other techniques established by SBDM policy

For repeat or more serious violations, administrators may also use these options:

- In-school suspension (ISS)
- Suspension (up to 10 days)
- Alternative school placement (ACE)

- Expulsion
- Petition to Juvenile Court
- Referral to police
- Referral to court-designated worker (CDW)

## Behavioral Consequences Chart

	Level 1	Level 2	Level 3	Level 4
<b>Description</b>	Behavior impedes or prevents a safe and orderly learning environment from occurring or the orderly running of the school cannot occur.	Frequent and more severe behaviors which interfere with or prevent the orderly operation of the learning environment or the school	Behaviors directed against persons or property, but do not seriously endanger the health or safety of others	Behaviors that result in violent actions toward another person or property, or which pose a direct threat to the safety of others
<b>Examples of Behaviors</b>	Tardy to class Dress Code Failure to complete work Class disruptions Failure to follow directions Cell phone/electronic devices PDA	Bus violations Bullying Cyberbullying Harassment/Intimidation Cheating Disruptive behaviors Lack of cooperation Failure to follow staff directions Repeated cell/electronic infractions Gambling Leaving campus Skipping class/school	Fighting (1 <sup>st</sup> offense) Vandalism (less than \$100) Theft (less than \$100) Profanity/vulgarity Insubordination/defiance Drug possession (prescription, narcotics, controlled substances, inhalants) Look-alike drug possession Tobacco possession or use	Fighting (2 <sup>nd</sup> offense +) Assault-felony Assault-misdemeanor Terroristic threatening (bomb threats, arson, false alarms) Vandalism (\$100 +) Theft (\$100 +) Arson Weapons Drug possession or distribution
<b>Resolutions</b>	Verbal redirection Privileges withheld Special seating Behavior charts Conference with student Parent contact/conference Lunch detention After-school detention	Any level 1 resolution in addition to:  Loss of bus privilege Verbal reprimands Team conferences Parent contact/conference Counseling Schedule change Referral to an outside agency Referral to the student assistance team	Any level 1 or level 2 resolution in addition to:  Out-of-school suspension Alternative placement Law enforcement involvement Restitution	Any level 1, level 2, or level 3 resolution in addition to :  Expulsion from the school setting

		Restricted activity Behavior contracts In-school suspension Out-of-school suspension		
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### **Harassment, Intimidation, and Bullying**

“Harassment or intimidation” means any intentional written, verbal, or physical act, when the intentional written, verbal, or physical act physically harms a student, damages the student’s property; has the effect of substantially interfering with a student’s education, or has the effect of substantially disrupting the orderly operation of the school.

Bullying is also a form of harassment that refers to 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. This includes actions that occur on school premises, on school-sponsored transportation, at a school-sponsored event, or that disrupts the education process.

Nothing in this policy requires the affected student to possess a characteristic that is a perceived basis for harassment, intimidation, bullying, or other distinguishing characteristics.

Harassment, intimidation or bullying can take many forms including: slurs, rumors, jokes, innuendos, demeaning comments, drawing cartoons or symbols, pranks, gestures, physical attacks, threats, or other written, oral, or physical actions. “Intentional acts” refers to the individual’s choice to engage in the act rather than the ultimate impact of the action(s).

This policy is not intended to prohibit the expression of religious, philosophical, or political views, provided that the expression does not substantially disrupt the education environment. Many behaviors that do not rise to the level of harassment, intimidation, or bullying may still be prohibited by other district policies or building, classroom, or program rules.

Counseling, corrective discipline at the discretion of the administration, and/or referral to law enforcement will be used to change the behavior of the perpetrator and remediate the impact on the victim. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the violation. False reports or retaliation for harassment, intimidation, or bullying also constitute violations of this policy.

Repeat offenders may be recommended to the Board of Education for expulsion from school, or assigned to an alternative school.

Students are encouraged to report such activity to teachers or administrators as soon as it occurs.

### **Telecommunication Devices**

1. The communication of telecommunication and other related electronic devices shall not be used in a manner that disrupts the education process, including, but not limited to, use that:
  - a. Poses a threat to academic integrity, such as cheating,
  - b. Violates confidentiality or privacy rights of another individual or school-related activities,
  - c. Is profane, indecent, or obscene
  - d. Constitutes or promotes illegal activity or activity in violation of school rules, or
  - e. Constitutes or promotes sending, sharing, or possessing sexually explicit messages, photographs, or images using any electronic device.

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

2. When students violate the prohibitions of this policy, they shall be subject to disciplinary action, including losing the privilege of bringing the device onto school property and being reported to their parent/guardian. A violation also may result in a report being made to law enforcement. In addition, an administrator may confiscate the device, which shall only be returned to the student's parent/guardian.
3. The District/school shall not be responsible for the loss, theft, or destruction of devices brought on to school property

### **Search and Seizure**

Students have the right to be secure from unreasonable searches of their persons and property. However, school authorities are authorized to search a student if they have reasonable suspicion that the search will reveal evidence that the student has violated or is violating this Code or a school rule or law. Also, school authorities may conduct general inspections of jointly held property on a regular basis. All searches will be conducted in accordance with Board policy.

### **Physical Restraint/Corporal Punishment**

Employees are authorized by law to physically restrain students as necessary for the following reasons: to protect themselves, students, or others from physical injury; to get possession of a weapon or other dangerous object, or to protect property from serious harm. The Board does not permit the use of corporal punishment as a disciplinary

technique for student misbehavior. Corporal punishment shall refer to the deliberate infliction of physical pain on a student by any means.

### **Report to Law Enforcement Officials**

Any employee of the Russellville Independent Board of Education who knows or has reasonable cause to believe that a student has been a victim of a violation of any felony offense, specified in KRS Chapter 508, committed by another student while on school premises, on school-sponsored transportation, or at a school-sponsored event, shall immediately make an oral or written report to the Principal of the school attended by the student victim. If, after investigation, the Principal determines the offense did, in fact, rise to the level of a felony offense under KRS Chapter 508, he/she shall, within forty-eight (48) hours of the original report, file a written report with the Superintendent and one of the following: local law enforcement, or the Kentucky State Police, or the County Attorney. The Principal shall also notify the parents, legal guardians, or other persons exercising custodial control or supervision of the student when the student is involved in an incident reportable under KRS Chapter 508. If the principal determines that the reported incident is not a violation of KRS Chapter 508, no reporting is required; however, the Principal may still take appropriate disciplinary actions.

Violations on school property or at a school-sponsored function requiring a report to law enforcement officials include:

1. Assault resulting in serious physical injury (first-degree, second degree and third-degree assault);
2. Assault under extreme emotional disturbance;
3. Kidnapping;
4. Assault involving the use of a weapon;
5. Possession of a firearm in violation of the law;
6. First-degree and second-degree terroristic threatening;
7. First-degree stalking;
8. Possession of a controlled substance in violation of the law; or
9. Damage to school property

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

### **Weapons**

Students are NEVER allowed to bring a weapon to school. The board urges parents and other citizens to make sure that students do not have inappropriate access to weapons.

Both Board policy and the law prohibit the carrying, bringing, using, or possessing of any weapon or dangerous instrument in any school building or school grounds, in any school vehicle or at any school-sponsored activity. Except for authorized law enforcement officials, the Board specifically prohibits the carrying of concealed weapons on school property.

When a student violates the prohibition on weapons, the Principal shall immediately make a report to the Superintendent, who shall determine if charges for expulsion are to be brought before the Board. Unless the Board chooses to consider charges on a case-by-case basis, the penalty for students bringing a firearm or other deadly weapon, destructive device, or booby trap device to school or onto the school campus/property under the jurisdiction of the District shall be expulsion for a minimum of twelve (12) months. *Gun-Free Schools Act of 1994 and KRS 158.150.*

District employees must also report to law enforcement officials if they know or have reasonable cause to believe that conduct has occurred that constitutes the carrying, possession, or use of a deadly weapon on the school premises, on a school bus, or at a school-sponsored or sanctioned event.

### **Suspension, Expulsion, and Due Process**

For certain violations, administrators, such as the Superintendent and Principal, may remove (suspend) a student from school for up to ten (10) days per incident. Unless immediate suspension is necessary to protect persons or property or to avoid disruption of the educational process, students shall not be suspended until they have been given due process (required by law). Due process must be given before educational benefits are taken away and shall include:

1. Oral or written notice of the charge(s) against them;
2. An explanation of the evidence, if the student denies the charge(s);
3. An opportunity to present their own version of the facts concerning the charge(s).

A report of the suspension shall be made in writing to the Superintendent and to the parent/guardian of the student being suspended.

Suspension of primary school students shall be considered only in exceptional cases where there are safety issues for the child or others.

Following legally required due process, the Board may expel any pupil from the regular school setting for misconduct as defined by law for periods longer than ten (10) days. In cases of expulsion, provision of educational services will be required unless the Board determines, on the record and supported by clear and convincing evidence that the expelled student poses a threat to the safety of other students or school staff and cannot be placed in a state-funded agency program. Action to expel a pupil shall not be taken until the parent/guardian of the pupil has had an opportunity for a hearing before the Board.

Regulations for exceptional children (special education) will be followed by school personnel.

## **Conduct and Discipline on Bus**

The privilege of students to ride school buses is contingent on their good behavior and observance of the following rules and regulations.

### **Parent Responsibility**

Each parent has the ultimate responsibility for ensuring the good deportment of his/her child who rides on the school bus to and from school.

### **Principal Responsibility**

Each principal has the chief responsibility for enforcing consequences that will promote the safe transportation of all students.

### **Reporting or Violations**

The bus driver shall promptly report violations of district transportation guidelines to the principal.

### **Withholding of Riding Privileges**

The principal and/or transportation director is authorized to withhold riding privileges in the case of habitual or serious conduct violations. The principal shall notify the parents in cases where bus riding privileges have been withheld.

### **Restitution of Damages**

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

### **Student's Responsibilities**

Students shall conform to transportation rules and regulations prescribed under state statutes and under state and local regulations. Students shall obey the driver respectfully and promptly.

### **Students to Wait At Assigned Bus Stop**

Students shall wait at their assigned bus stop at least 10 feet off the traveled roadway and shall remain there until the driver has stopped the bus, opened the entrance door, and signaled the students to enter the bus. Students shall be on time (5 minutes prior to arrival); the bus cannot wait for those who are not on time. If a student must walk to meet the bus, he/she should walk facing the traffic.

### **Crossing on Driver's Signal**

When students must cross the roadway to enter the bus or cross the roadway when leaving the bus, they shall not cross until signaled to do so by the bus driver. For safety reasons, students must cross in front of the bus approximately ten (10) feet in front of the bus so that the bus driver may see them.

### **Seating**

When students enter the bus, they shall proceed directly to their assigned seat and shall remain seated until the bus has come to a complete stop before leaving their seats to

get off the bus. Students shall change from their assigned seat unless authorized by the bus driver. For safety reasons, students shall not extend their arms, legs, or heads out of the bus window at any time.

### **Student Noise**

Students shall not create noise on the bus to the extent that it might interfere with the driver's ability to communicate with other passengers on the bus.

### **Littering/Spitting**

Students shall not throw paper or rubbish on the bus floor. A student shall clean their feet before entering the bus. Students shall not spit on the bus.

### **Alcohol/Tobacco/Drugs**

Students are not permitted to use or possess any type of alcohol, tobacco products, or illegal drugs on the bus.

### **Profane/Indecent Language**

Students shall refrain from using profane or indecent language on the bus.

### **Bringing Items on the Bus**

Students are not permitted to bring items on the bus that may frighten other students. No live animals are permitted. Items required for class projects must have prior approval from the driver and be in a closed, covered container. Explosives, firearms, weapons of any type are not allowed on school property. This includes the school bus. Balloons (any type or size) are not allowed on the bus. Also, students shall not bring item(s) on the bus that may block any of the exits including the aisles. Items must be small enough to be held in the lap of the student.

### **Riding**

A student shall ride the bus to which he/she is assigned to and from school each day. A student shall only be let off at their designated spot unless written permission is granted by the school principal.

### **Retaliation**

Retaliation against a person reporting a violation of the Russellville Independent Schools Code of Conduct is strictly prohibited.

### **Student Records**

Records containing student information shall be made available to the parent of the student, guardian, or eligible student on written request. Eligible students include those 18 years of age or older or those enrolled in a post-secondary school program.

For information concerning access or corrections to student records, contact the Principal or the Director of Pupil Personnel at the Central Office address and the telephone number listed on the front cover.

### **Grievances**

Students and parents wishing to express an educational concern or grievance shall observe the following order of appeal:

1. Teacher;
2. Principal;
3. School council, where appropriate;
4. Superintendent
5. Board

Information on filing a formal complaint or grievance is available at each school and at the central office.

### **Distribution and Orientation**

Each school will distribute a copy of the Code of Acceptable Behavior and Discipline embedded in the student handbook to each student, parent, teacher, and administrator, including those who enroll after the beginning of the school year. Students should have an orientation during the first week of school. School staff will discuss its contents with students in a timely and age-appropriate manner. On request, the Principal shall provide assistance for non-English speaking, blind, deaf, or non-reading students and parents so they can have access to the information contained in this code.

## NOTIFICATION OF PPRA RIGHTS

The Protection of Pupil Rights Amendment (PPRA) affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

• *Consent* before students are required to submit to a survey that concerns one 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 (ED)–

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, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

• *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 hearing, vision, or scoliosis screenings, or 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.

• *Inspect*, upon request and before administration or use –

1. Protected information surveys of 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.

These rights transfer to from the parents to a student who is 18 years old or an emancipated minor under State law.

The Russellville Independent School District has adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Russellville

Independent Schools will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Russellville Independent Schools will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. The Russellville Independent School District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

*Parents who believe their rights have been violated may file a complaint with:*

**Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-4605**

## Notification of FERPA Rights

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

- (1.) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.

Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

- (2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the school to amend a record should write the School principal [or appropriate school official], clearly identify the part of the record they want to be changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- (3) The right to privacy of personally identifiable information in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, auditor, medical consultant, or therapist); a parent or student serving on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

**Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202**

## **Directory Information**

In accordance with KRS160.725, an educational institution may publish and release the general public directory information relating to a student. An educational institution shall give public notice of the categories of directory information that it has designated as directory information with respect to each student in attendance and shall allow a reasonable time (30 days) after the notice has been given for a parent of an eligible student to inform the institution that any or all of the information designated should not be released without prior consent. The directory information for Russellville Independent Schools will be as follows:

- Name
- Address
- Educational Program
- Grade or Year in School
- Information necessary for participation in Athletic Events or other Extracurricular Events

No other information will be given without the consent of the student and/or the parent/guardian.

## **Professional Qualifications**

If a school receives Title I funds, the District shall notify parents of students attending the school annually that they may request the District to provide information regarding the professional qualifications of their child's classroom teachers. In complying with such requests, the District shall provide the information designated by federal law. Schools receiving Title I funds shall notify parents when their child has been assigned to or has been taught for four (4) or more consecutive weeks by, a teacher who does not meet applicable state certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.

Any further information, please contact Robin Cornelius by phone at 270-726-8405 or by email at [robin.cornelius@russellville.kyschools.us](mailto:robin.cornelius@russellville.kyschools.us). Please include the child's name, the name of the school the student attends, the names of the student's teacher(s) and an address or email address where the information may be sent.

**Where to Call for Help  
District School Personnel**

<b>Person/Address</b>	<b>Area</b>	<b>Email</b>	<b>Phone/Fax</b>
<b>Kyle Estes</b> 355 S Summer St Russellville, KY 42276	Superintendent	Kyle.Estes@russellville.kyschools.us	270.726.8405 270.726.4036(fax)
<b>Robin Cornelius</b> 355 S Summer St Russellville, KY 42276	Chief Academic Officer	Robin.Cornelius@russellville.kyschools.us	270.726.8405 270.726.4036(fax)
<b>Kenney Hartman</b> 355 S Summer St Russellville, KY 42276	Director of Exceptional Children	Kenney.Hartman@russellville.kyschools.us	270.726.8405 270.726.4036(fax)
<b>Jennifer Pope</b> 355 S Summer St Russellville, KY 42276	Director of Pupil Personnel	Jennifer.Pope@russellville.kyschools.us	270.726.8405 270.726.4036(fax)
<b>Danny Perry</b> 355 S Summer St Russellville, KY 42276	Director of Maintenance	Danny.Perry@russellville.kyschools.us	270.726.8405 270.726.4036(fax)
<b>Ryan Davenport</b> 355 S Summer St Russellville, KY 42276	Director of Transportation	Ryan.Davenport@russellville.kyschools.us	270.726.8405 270.726.4036(fax)

## Verification Form

Review of the RISD Code of Acceptable Behavior and Discipline  
by Parents/Guardians and Students

Student's Name \_\_\_\_\_

Grade \_\_\_\_\_ Teacher \_\_\_\_\_

I VERIFY that I have reviewed and discussed the Russellville Independent School District's Student Code of Acceptable Behavior and Discipline with my child.

*If you would like a printed copy of the entire handbook or a version in your native language, please sign below and return to your school.*

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Parent/Guardian Signature