



Dear Students, Parents, and Staff,

As we begin this promising new academic year, I want to share a few thoughts on the pillars that anchor our school family: Respect, Motivation, and Selflessness. Rather than simple ideas, these principles serve as the blueprint we will use to construct a safe, supportive, and vibrant school for everyone.

Respect

Respect acts as the heartbeat of a truly welcoming and unified school. It is found in how we uplift one another daily, embrace diverse viewpoints, and appreciate the unique strengths every individual brings to our campus. Whether navigating the classrooms, passing through the halls, or engaging in extracurriculars, a respectful attitude ensures everyone feels secure. Let us also extend this mindfulness to our physical environment, keeping our classrooms and facilities clean, functional, and inspiring for all.

Motivation

Motivation serves as the inner engine driving us to meet our objectives and unlock our true capabilities. It represents that spark of curiosity that transforms a routine lesson into a lifelong passion. I challenge both our youth and our staff to dream big, set ambitious targets, and face obstacles with resilience and an optimistic mindset. True motivation is also collaborative; it thrives when we cheer on our classmates and colleagues, fostering a culture where everyone feels driven to succeed.

Selflessness

Selflessness means stepping outside our own perspectives to lift others up with empathy and kindness. It requires us to recognize how our daily choices ripple outward and to consciously make decisions that benefit our school home. Whether you are assisting a peer who is falling behind, volunteering for a local cause, or sharing a simple smile, these selfless moments weave a stronger community fabric, reminding us of the joy found in serving others.

As we walk through the upcoming months together, let us vow to bring these three core values to life every day. By championing respect, staying motivated, and practicing selflessness, we elevate our personal journeys while cultivating an environment of achievement and shared success. With these ideals steering our path, there is no limit to what we can accomplish as a team.

We deeply appreciate your ongoing commitment and enthusiasm for making our school great. Let us make this academic journey incredibly rewarding and memorable!

Warm regards,

Russellville Middle School Administrative Team



RUSSELLVILLE INDEPENDENT SCHOOLS VISION STATEMENT

Prioritizing all Panthers in an inclusive learning environment that is overflowing with pride and possibilities.

RUSSELLVILLE INDEPENDENT SCHOOLS MISSION STATEMENT

At Russellville Independent Schools, we are United in Trust, Guided by Compassion, Committed to Respect, Driven by Opportunity, and have Pride in Who We 'R'.

RUSSELLVILLE INDEPENDENT SCHOOLS STANDARDS OF EXCELLENCE

United in Trust

Guiding Principle: We build trust through reliable, respectful, and honest collaboration to strengthen our school community.

- **Supporting collaboratively:** We actively assist one another, stepping in to help whenever needed.
- **Listening inclusively:** We value every voice, ensuring all are heard and respected.
- **Speaking honestly:** We communicate with truthfulness and kindness to maintain open, respectful dialogue.
- **Honoring commitments:** We follow through on promises to build confidence and reliability.

Guided by Compassion

Guiding Principle: We prioritize the well-being of our school community by fostering empathy and kindness in all we do.

- **Prioritizing people:** We place the needs of students, families, and colleagues at the heart of our actions.
- **Caring genuinely:** We show sincere concern for the emotional and physical well-being of others.
- **Encouraging empathy:** We promote kindness and understanding to create a supportive environment.

Committed to Respect

Guiding Principle: We demonstrate respect in every interaction with students, families, colleagues, and our community to create a welcoming and supportive school environment for all.

- **Greeting warmly:** We welcome everyone with a friendly, approachable attitude to foster a sense of belonging.
- **Listening empathetically:** We actively listen to understand others' perspectives, showing care and validation.
- **Communicating clearly:** We share information openly and concisely to ensure mutual understanding.
- **Modeling professionalism:** We exhibit kindness, patience, and integrity in all interactions to set a positive example.

Driven by Opportunity

Guiding Principle: We empower our community by creating equitable, innovative pathways for growth and success.



- **Building connections:** We foster relationships that open doors to new possibilities for all.
- **Innovating practices:** We explore creative approaches to enhance teaching and learning.
- **Ensuring equity:** We provide fair access to resources and opportunities for every individual.
- **Preparing for success:** We equip students and staff to confidently pursue their chosen paths.

Proud of Who We “R”

Guiding Principle: We embody our district’s values with purpose, striving for excellence in all we do to honor our shared identity.

- **Acting with purpose:** We represent our district with pride, showing dedication in every task.
- **Balancing tradition and vision:** We honor our heritage while embracing forward-thinking goals.
- **Supporting growth:** We champion one another’s aspirations and achievements.
- **Pursuing excellence:** We commit daily to high standards in learning, teaching, and service.



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General Information

Mission Statement:

At Russellville Middle School we value student growth and strive to provide meaningful learning experiences that empower all students. We are committed to strengthening relationships with our students through mentoring and building partnerships with our Panther families and community members.

Belief Statements:

- Public education is the primary means of perpetuating the fundamental principles and values of a democratic society. Such an education shall allow students to acquire an understanding of governmental processes as they affect the community, state, and nation.
- Public education has a responsibility for initiating programs that will improve the quality of life for the citizens of Russellville.
- Public education is the responsibility of all citizens of Russellville so that all students may acquire the knowledge to make economic, social, and political choices.
- Public education should provide equal educational opportunities for all students regardless of race, national origin, sex, political affiliation, and physical or mental limitations.
- Public education should provide all students an opportunity for equal education and a safe and comfortable learning environment.
- Communication between the school, parents, and community generates support and contributes to school effectiveness.
- School and community leaders should model the highest standards of ethical behavior.
- Parents have the primary responsibility, with assistance from the school, for the education, welfare, and discipline of their children.
- Parents have the responsibility for helping their children develop positive attitudes about learning, school, and school personnel.
- Each student must develop sufficient self-knowledge of his/her mental and physical wellness.
- Each student is an individual with unique characteristics, abilities, and needs and is deserving of full consideration and respect from school personnel.
- Each student must become a self-sufficient individual.
- Each student needs and deserves concern, acceptance, and understanding.
- Each student is capable of learning and should have an opportunity to learn based on his/her needs, interests, and abilities.
- All students should be responsible for their own behavior, exhibit respect for peers, school personnel, and school property, and be punctual and regular in attendance to school.



School personnel in the Commonwealth shall:

- Strive toward excellence, recognize the importance of the pursuit of truth, nurture democratic citizenship, and safeguard the freedom to learn and to teach;
- Believe in the worth and dignity of each human being and in educational opportunities for all;
- Strive to uphold the responsibilities of the education profession, including the following obligations to students, to parents, and to the education profession:

To Students:

- Shall provide students with professional education services in a non-discriminatory manner and in consonance with accepted best practices known to the educator.
- Shall respect the constitutional rights of all students.
- Shall take reasonable measures to protect the health, safety, and emotional well-being of students.
- Shall not use professional relationships of authority with students for personal advantage.
- Shall keep in confidence information about students which has been obtained in the course of professional service, unless disclosure serves professional purposes or is required by law.
- Shall not knowingly make false or malicious statements about students or colleagues.
- Shall refrain from subjecting students to embarrassment or disparagement.
- Shall not engage in any sexually related behavior with a student with or without consent, but shall maintain a professional approach with students. Sexually related behavior shall include such behavior or sexual jokes, sexual remarks, sexual kidding or teasing, sexual innuendo, pressure for dates or sexual favors, inappropriate physical touching, kissing or grabbing, rape, threats, or physical harm, and sexual assault.

To Parents:

- Shall make a responsible effort to communicate to parents information which should be revealed in the interest of the student.
- Shall endeavor to understand community cultures and diverse home environments of students.
- Shall not knowingly distort or misrepresent facts concerning educational issues.
- Shall distinguish between personal views and the views of the employing educational agency.
- Shall not use institutional privileges for private gain, for the promotion of political candidates, or for partisan political activities.
- Shall not accept gratuities, gifts, or favors that might impair or appear to impair professional judgment, and shall not offer any of these to obtain special advantages.



To Education Profession:

- Shall exemplify behaviors that maintain the dignity and integrity of the profession.
- Shall accord just and equitable treatment to all members of the profession in the exercise of their professional rights and responsibilities.
- Shall keep in confidence information acquired about colleagues in the course of employment, unless disclosure serves professional purposes or is required by law.
- Shall not use coercive means or give special treatment in order to influence professional decisions.
- Shall apply for, accept, offer, or assign a position or responsibility only on the basis of professional preparation and legal qualifications.
- Shall not knowingly falsify or misrepresent records of facts relating to the educator's own qualifications or those of other professionals.

RMS Site Based Decision Making Council (SBDM)

The adoption of school councils for school-based decision-making is required by the Kentucky Education Reform Act (KRS 160.345). School-based decision-making councils shall have the responsibility to set school policy which shall provide an environment to enhance the student's achievement and help the school meet the goals established by KRS 158.645 and 158.6451.

Each participating school shall form a school council which shall be composed of two parents, three teachers, and the principal or administrator. (KRS 160.345) Since RMS has an 8% or more minority population, a minority representative must be on the SBDM Council. If no minority candidate is elected during the regular election, a special election will be held to elect a minority representative. The RMS SBDM Council was established in 2019.

Parent representatives are elected annually. All parents/step-parents/guardians of students pre-registered for the coming school year will be eligible to vote in this election. Teacher representatives are elected by their peers.

Some of the areas of responsibility that the school councils must address include the following: number of persons in each job classification; instructional materials and student support services; selection of new principal upon vacancy; curriculum; technology utilization; assignment of staff time; assignment of students; schedule of school day; use of school space; instructional practices; extracurricular programming; discipline and classroom management techniques; budget; assessment of student progress; school improvement plans; professional development plans; parent/community participation; cooperation within district and with other districts; waiver of district policies; record keeping; and appeals to decisions by the council.

Site-Based Decision-Making Council Members for the 2026-2027 School Year

Administration

Conrad Reding, Principal/Chairman

Parent members

Rachea Daniel

Barry Moore



Teacher members

Heather Mericle-Sherburne

Lauren Fynboe

Angie Kennedy

RMS Staff Directory

Name	Position / Department
Conrad Reding	Principal
Emily Cassetty	Assistant Principal
Chelsey Buffa	Bookkeeper
Dawn Adler	Attendance Clerk
Kerri Violette	Attendance Clerk
Nicki Buchanan	Instructional Coach
Emilee Bevil	District Counselor
Juli Link	School Counselor
Kathleen Hart	Behavioral Supports
Paige Dye	Behavioral/Exceptional Ed Consultant
Susan Evans	FRYSC
Nurse	School Nurse
Addie Cundiff	Art
Angie Kennedy	Exceptional Education
Anthony Tooles	Building Attendant
Bobby Cardwell	PathFinder Lead
Brian Elliott	Band
Cameron Kisselbaugh	Science/STEAM/Robotics
Griselda Vargas	Spanish
Heather Mericle-Sherburne	6/7 Science
Jayden Hammer	7th ELA
Jennifer Gordon	Band
Jennifer Myers	Literacy Instructional Coach
Jeremy Rust	Alternative Learning
Jeremy Cloyd	Theatre
Jeremy Thompson	Health & PE
Jerrita Buckner	Instructional Assistant
Josh Knight	Building Attendant
Katie Paul	Instructional Assistant
Keenan Moran	7/8 Social Studies
Lauren Fynboe	8th ELA
Marisa Rogers	Librarian assistant
Megan Davis	Aspiring Teacher
Misty Farwick	ELL Assistant
Morgan Armentrout	6th ELA
Natasha Blake	Instructional Assistant
Pam Phillips	Exceptional Education - FMD



Pandora Christian	Aspiring Teacher
Peyton White	Exceptional Education
Regina Guthrie	School Psychologist
Shannon Wethington	8th Math
Shelia Cunningham	7th Math
Taylor Hedges	6th Math
Taylor Simpson	Librarian
TK Sydnor	Alternative Learning

Policies

Traceable Communications

In accordance with KRS 160.145 and Board Policy 08.2324, the Board shall designate a traceable communication system for District employees and volunteers to communicate electronically with students.

The Principal of each school shall provide parents written or electronic notification within the first ten (10) days of the school year of each electronic school notification and communication program designated within the traceable communication system. The notification shall include instructions for parents to access and review communications sent through each electronic school notification and communication program.

A district employee or volunteer, unless authorized, shall not communicate electronically with a student:

1. Outside of the traceable communication system designated by the Board; or
2. Through an unauthorized electronic communication program or application. This shall not restrict any electronic communications between a student and his or her family member who is a District employee or volunteer.

Family members are defined as parent, grandparent, aunt, uncle, brother, sister.

Staff members shall not use or create personal social networking accounts to which they communicate directly with or invite students to be friends.

Staff shall not use personal social media accounts for school-related business or communication with students, parents, or colleagues about district matters. All school-related communication should occur through district-approved platforms in accordance with Policy 08.2324.

KRS 160.145 also creates a duty for school district employees and volunteers to report to the supervising principal (or to the superintendent if the principal is the subject of the report), when they receive a report alleging that another school district employee participated in unauthorized electronic communication with a student. If the subject of the report is the superintendent, the employee shall immediately notify the commissioner of education and the chair of the local board of education. Principals and superintendents are required to immediately notify the parents of the students involved, investigate the report, and proceed with the appropriate disciplinary action. If the subject of the report is a certified employee, the principal or superintendent must also notify the Education Professional Standards Board (EPSB).

Russellville Independent School District Communication Platform

To comply with the new requirements, the Russellville Independent School District has designated ParentSquare, Google Classroom, and Gmail as approved two-way communication options for employees and volunteers to communicate with students, replacing Remind, GroupMe, Class Dojo, personal calls/texts, and social media (except district-approved website postings)

ParentSquare integrates with Infinite Campus, provides PBIS support, syncs with Google Classroom, sends SMS notifications, and more.



Russellville Athletics Department is working to have ParentSquare in place for all coaches and extracurricular activities immediately. Classroom rosters, teacher training, and parent assistance will be provided prior to the first day of school of the 2026–2027 school year.

As of June 30, 2026, in accordance with KRS 160.145, district employees and volunteers SHALL NOT communicate with students outside of defined family members– using text messaging, social media, or unauthorized apps such as Remind, GroupMe, Class Dojo, SportsYou, TikTok, Instagram, Snapchat, etc.

Statement of Non-Discrimination

As required by law, the Board of Education does not discriminate on the basis of race, color, national or ethnic origin, age, religion, sex, genetic information, disability, or limitations related to pregnancy, childbirth, or related medical conditions in its programs and activities and provides equal access to its facilities to the Boy Scouts and other designated youth groups.

Any persons having inquiries concerning Russellville Independent Schools' compliance with Title II, Title IV, Title VI, Title IX and/or Section 504/ADA may contact William Griffin, District Title IX Coordinator, Russellville Independent Schools, 355 S. Summer Street, Russellville, KY 42276 at (270) 726–8405 or william.griffin@russellville.kyschools.us. Inquiries concerning Section 504/ADA may contact Dr. Kelly Davis at kelly.davis@russellville.kyschools.us. RMS Title IX contact: Trent Milby, trent.milby@russellville.kyschools.us.

Sexual Harassment/Discrimination Policy

District Procedure

The District prohibits all forms of improper conduct, including sexual harassment and discrimination. A copy of the District's policy is attached for your information. Please be aware of the following provisions. If you have any questions pertaining to sexual harassment or sexual discrimination, you may contact:

Title IX Coordinator: William Griffin, Russellville Independent School District, 355 South Summer Street, Russellville, Kentucky 42276, (270) 726–8405. RMS Title IX contact: Trent Milby.

Russellville Independent School District

355 South Summer Street

Russellville, Kentucky 42276

Telephone: (270) 726–8405

The District will investigate the allegations of harassment/discrimination that you have brought to its attention. The investigation will be conducted by a District administrator or other individual with specific training and/or experience in this area. If you have any questions for the District's investigator, you may contact him/ her at the address listed above.

During the investigation, you have the right to: (a) provide the District with information and documentation concerning the alleged improper conduct; (b) advise the District of the identity and location of any possible witness(es); (c) exercise all other rights set forth in law or in District policy.



The District is interested in knowing what actions you are seeking in response to your complaint. Although law does not require the District to comply with all requested actions in order to eliminate harassment/discrimination, a collaborative dialogue may be a useful tool in ensuring that it is eliminated.

The District will take reasonable steps to preserve confidentiality and will make every effort to prevent public disclosure of the names of the parties involved, except to the extent necessary to carry out the investigation. The District is interested in knowing your views about confidentiality issues and will try to accommodate them, subject to the District being able to fulfill its commitment to eliminate harassment/ discrimination.

District employees and students who are alleged perpetrators of harassment/ discrimination misconduct may be entitled to due process and may be protected by certain confidentiality rights. Subject to the rights of students or employees, the District will make an effort to keep you advised of the progress of its investigation and of any decisions it reaches concerning the situation. If you have any questions concerning the progress of the investigation or the actions taken by the District to remediate any harassment/discrimination that may have occurred, please feel free to contact the Title IX/Equity Coordinator or the individual assigned to investigate a complaint. If you are dissatisfied with the progress of the investigation, the progress of rendering a decision, or the decision itself, you have the right to appeal to the Board of Education.

If it is concluded following the investigation that the allegations have merit and that action will be taken to remediate the situation, the District may follow up with you to make sure that there is not a recurrence of the improper conduct. If there is any repeat of any improper conduct, we ask you to notify immediately the Title IX/ Equity Coordinator and /or a District administrator.

The District will make every effort to correct the effects of any improper conduct on the complainant and others. Please advise us of the actions you believe the District should take to correct the discriminatory effects of the improper conduct.

Retaliation against an individual who has reported improper conduct by faculty, staff or students, including sexual harassment/discrimination, is strictly forbidden. If you believe that any of those parties is retaliating against you in any way, please notify the Title IX/Equity Coordinator and/or a District administrator immediately.

Definition

Harassment/Discrimination is intimidation by threats of or actual physical violence; the creation, by whatever means, of a climate of hostility or intimidation, or the use of language, conduct, or symbols in such manner as to be commonly understood to convey hatred contempt, or prejudice or to have the effect of insulting or stigmatizing an individual.

Attendance Policy

Punctuality and regular attendance are an integral part of the academic process; students who are not in class will struggle to learn. Personal responsibility as reflected by good attendance habits is a valuable trait in the workforce.

Students who have good attendance generally achieve higher grades, enjoy school more, and are better adjusted to life in society. The following policies have been developed to encourage the development of good attendance habits. These



policies were developed and approved by committees composed of school administrators, teachers, parents, and students. Final approval was given by the SBDM Council.

Statement of Policy

At Russellville Middle School all student absences will be initially recorded unexcused when the absence occurs. An unexcused absence begins with the first bell of school and continues to be recorded until the time in which a student first becomes present and accounted for in Infinite Campus. (School-sponsored activities are not counted as absences). Any part of the day or the whole day will be recorded as an unexcused absence for any time missed. The responsibility of having the unexcused absence changed to an excused absence will be the sole responsibility of the student when he/she returns to school after missing all or any part of the school day.

At three unexcused absences, the student is considered a truant. At six unexcused absences, the student is considered habitually truant at which time the Director of Pupil Personnel (DPP) may refer the student to the court. The following timeline will take place:

- At **TWO** unexcused absences the school attendance clerk will call home.
- At **THREE** unexcused absences, the school administration will call home and send a certified letter sent home from the school.
- At **FOUR** unexcused absences, the FRYSC will make a home visit/Parent Meeting. Their purpose is to see if assistance can be provided to break down barriers that are causing poor attendance.
- At **FIVE**, the DPP will make a home visit and give final notice.
- At **SIX** or more unexcused absences the school may refer the parent/guardian to the court system. *18-year-olds **WILL BE** referred to the court system **NOT** to the parent.*
- Students with 15 or more absences and/OR tardies in a school year's time will no longer be eligible to participate in extracurriculars or end-of-the-year field trips.

Once a student has accumulated fifteen (15) absences for medical reasons, additional medical absences require the district Medical Excuse Form or written Principal/designee approval/documentation for the absence to be excused. If a student has an identified chronic condition, documentation should be provided as soon as available.

Armed Forces (AFD & AFR)

AFD or Armed Forces Day which states that if a student's parent or guardian is a member of the United States Armed Forces or a member of the National Guard or Reserve is called to federal active duty, the student will be excused for one day when the member is deployed and an additional excused absence for when the service member returns from deployment. Students can make up work and are considered present for calculating average daily attendance.

AFR Armed Forces Rest and Relaxation

A school principal shall give the student excused absences for up to ten days for visitation when the member is stationed out of the country and is granted rest and recuperation.

Student's/Parent's Responsibility



1. Late arrivals: All students are expected to be in class by 8:00 a.m. every day. Those students arriving after 8:00 must be signed in at the front receptionist's desk by the person dropping them off at school that day and receive an admit slip from the office. Students without an admit slip **WILL NOT BE ALLOWED TO ENTER CLASS.**
2. Check-out Procedure: Students who must leave school early for an appointment are to follow the procedure below:
 - a. Have the parent/guardian come to the school office and sign the student out at the indicated time. (***Must be on the school emergency contact list in Infinite Campus.***)
 - b. Upon returning after a check-out, report to the office for an admit slip to return to class. *An exception may be made to "d" if it is determined that the reason for leaving is justifiable (ex. doctor's appointment) and that the parent or guardian coming to school would cause hardship. In those cases, students may be released only after school personnel talk with parents or guardians. NO EXCEPTIONS!*
3. A student who has been out of class/school upon his/her return to school a Parent/Guardian or student will present one of the following to the office, within 3 days of returning to school, to have his/her recorded unexcused absence changed to a recorded excused absence: (NO POST-DATED EXCUSES WILL BE ACCEPTED)
 - a. A written (no phone calls) parent/guardian note from the student's custodial person stating a legitimate reason for the absence. Parent/guardian notes may excuse up to five (5) absences per school year, unless additional approval is granted by the Principal/designee.
 - b. A written statement from a doctor (the statement must justify the time missed).
 - c. Official statement from an officer of the court stating time of summons and time of release.
 - d. Written evidence of a death that warranted the student's absence. (Absence for longer than one day requires personal contact by a guardian explaining the circumstances).
 - e. A note of approval of the absence, preferably obtained in advance of the absence from the office. (This would reflect extreme and unusual circumstances and is not a replacement for items a-d.)
4. Head lice: NO REQUIREMENT of being checked by the health department, but checked on re-entry by school nurse or other designated school employee. ONLY 4 DAYS per year will be excused for head lice.
5. SB80 allows the principal of the school to grant an excused absence to any student who is absent from school to attend activities that have "significant educational value". A student who receives an excused absence under SB80 shall be counted as present when calculating average daily attendance for the purpose of SEEK.
6. Any student who fails to meet the above-required circumstances shall have his/her absence remain recorded as unexcused.

Classroom Teacher Responsibility

The teacher shall check the roll **at the beginning of each class period**, check it with the absentee list, and report exceptions to the office immediately. This shall be done in the first 5 to 10 minutes of every class period.

Academic and Attendance Deficiencies

Academic and attendance deficiencies for students aged sixteen (16) or seventeen (17) enrolled in regular, alternative, part-time, and special education programs shall be defined as follows:

1. They shall be deemed academically deficient if they have not received passing grades in at least four (4) courses, or the equivalent of four (4) courses, taken in the preceding semester.



2. They shall be deemed deficient in attendance when they drop out of school or accumulate nine (9) unexcused absences for the preceding semester. Suspensions shall be considered unexcused absences.

Make-up Policy

All students, after being absent from school (whether for one period, one day, one week, etc.), must check into the office upon their return to school. All work due to absences, excused or unexcused, may be made up within an equal time frame of reasonability.

1. It is the student's responsibility to contact and collect work from the teacher. **Teachers ARE NOT responsible for contacting students regarding missing work due to absences.**
2. The student will have the number of days absent plus one day from the return date to school to complete missing work unless otherwise extended by the assigning teacher.
3. Students' grades cannot be changed because of completed make-up work after the semester grades have been reported to the office unless the teacher has submitted an incomplete or an error has been made.
4. Projects or homework assigned prior to suspension shall be accepted for credit. Students shall be responsible for submitting assignments due during the suspension time upon their return to school.
5. Long-term projects assigned during the suspension and due at a later date shall be accepted.

Guidelines for Distribution of Medication to Students

Student Self-Medication

Pupils may take medicine which is brought from home once a completed authorization form from the parent/guardian is on file.

Prescription Medications

Parents/guardians and health care providers shall complete the required forms before any person administers prescription medication to a student or before a student self-medicates. Authorization forms are only valid for one school year or until treatment changes. A new authorization for medication administration must be completed if there is a change in medication, dosage, time and/or frequency, and a new prescription bottle (or medication label, if applicable) from the pharmacy indicating the prescription change should be provided.

Prescription medications shall be administered only as prescribed on the physician/health care provider's written authorization. If there is a discrepancy between the information on the parent/guardian authorization form and the prescription label, then, either, a new authorization form must be completed by the parent/guardian, or a new prescription bottle or label issued by the dispensing pharmacy. Prescription medications shall be sent to school in one (1) week increments unless otherwise approved by the Principal or designee. Prescription medications shall not be given beyond the date specified on the authorization form or beyond the expiration date on the label. Parent/guardian shall have the ultimate responsibility to provide the school with an adequate supply of medication to enable the orders to be followed.



All prescription medication, original or refill, should be sent to school in a pharmacy labeled container that includes the student's name, date dispensed, medication, dosage, strength, date of expiration, and directions for use including frequency, duration, and route of administration, prescriber's name, and pharmacy name, address, and phone number. Labels that have been altered in any way will not be accepted. Per KRS 218A.210, "A person to whom or for whose use any controlled substance has been prescribed, sold, or dispensed by a practitioner or other persons authorized under this chapter, may lawfully possess it only in the container in which it was delivered to him by the person selling or dispensing the same."

Changes in the dosage and/or times of administration must be received in the form of a written order from the physician/health care provider OR a new prescription bottle from the pharmacy indicating the change and a note from the student's parent/guardian.

Nonprescription Medications

Over the counter (OTC) medications should not be administered in a school setting without a medical practitioner's order as well as signed parental consent. OTC medications are permitted to be administered when part of standing order or protocols signed by a medical practitioner.

Self Administration

Student self-administration is allowed in certain situations with a written health care provider's authorization which permits a student to responsibly carry self-administered medication. The authorization form must be completed by the parent/guardian and health care provider and be on file in the student's school. The authorization must be renewed each school year and the health care provider shall include the following information:

- The student is capable of administering the prescribed medication;
- The name and purpose of the medication;
- The prescribed dosage of the medication;
- The times in which, or circumstances under which, the medication may be given; and
- The period of time for which the medication is prescribed.

The parent/guardian shall be notified if the student uses the medication inappropriately or more often than prescribed.

Provided the parent/guardian and health care practitioner files a completed authorization form each year as required by law, a student under treatment for asthma, diabetes, or at risk of having anaphylaxis shall be permitted to self-administer medication.²

Students with a documented life-threatening allergy or designated staff shall be permitted to carry an injectable epinephrine device in all school environments. The injectable epinephrine device shall be provided by the student's parent/guardian, and a written individual health care plan shall be in place for the student.³

Students with serious allergies or other serious health conditions may be permitted to self-administer medication as provided in an individualized education program, Section 504 Plan or Health Plan.

Students shall not share any prescription or over-the counter medication with another student. Each year, the District shall notify students in writing of this prohibition and that violations shall result in appropriate disciplinary action, including but not limited to suspension or expulsion.



All Other Medications

1. Medication should be given at home when possible. If school personnel are giving medications, they should receive appropriate training and monitoring. Training can be provided by personnel such as, but not limited to: registered nurses, physicians, pharmacists, and/or dentists. (Medical personnel should adhere to the practice standards for their profession as governed by the appropriate licensing authority.)
2. School personnel who dispense medications shall keep the medication in a safe, secure place accessible only to the responsible authorized school personnel and arrange for the child to take the medication at the proper time.
3. Unless otherwise approved, students are to be supervised by a qualified individual with training in first aid when taking medication. The person supervising the administration of medication must keep a written record.

Requirements for Admission

Students being admitted to Russellville Middle School who have previously been enrolled in the system and who are residents of the RISD district will be admitted upon presentation of a valid transcript from Russellville Middle School and an up-to-date immunization certificate.

Students who wish to enroll from another school district will be admitted only after the following documentation is presented to the principal, assistant principal, or guidance counselor.

1. Birth Certificate: All out-of-state students enrolling at Russellville Middle School for the first time shall present a birth certificate in order that accurate recording of the date and place of birth may be on the school record. Students previously enrolled in a Kentucky school are not required to submit a birth certificate.
2. Immunizations: Except as otherwise provided in KRS 214.036: All parents, guardians, and other persons having care, custody, or control of any child shall have the child immunized against diphtheria, tetanus, polio, pertussis, measles, mumps, hepatitis B, and Haemophilus influenza disease in accordance with testing and immunization schedules established by regulations of the Cabinet for Human Resources. Students shall also have booster immunizations administered to the child in accordance with the regulations of the Cabinet for Human Resources. Students shall present the immunization certificate prior to enrollment or within 2 weeks after enrollment.
3. Medical Examination: Students not previously enrolled in a Kentucky school must have a physical exam either prior to or within 30 days of enrollment.
4. Eye Examination: Students not previously enrolled in a Kentucky school must have an eye exam either prior to or within 30 days of enrollment.
5. Residency and Guardianship: Any pupil attending Russellville Schools shall be through the courts, and a copy of the guardianship papers must be filed while living with his/her parents or legal guardian. Guardianship must be established at the school before enrollment occurs.
6. Out of District Students: Following RISD Policy 9.12 Nonresident pupils may be admitted to the District upon approval of the Superintendent or Superintendent's designee. Upon approval, the nonresident student(s) will be eligible to enroll in public schools located within the District that has capacity.

Nonresident students are accepted in the District for one school year term. Students are automatically renewed each year thereafter as long as the student remains in good standing. During the school year, the student is



expected to abide by all school rules, the student code of conduct, and is subject to the disciplinary procedures as set forth therein.

During each school year, the Board may remove or dismiss a nonresident student for misconduct pursuant to KRS 158.150 following applicable due process procedures.

At the end of the school year, the Superintendent or Superintendent's designee may remove or dismiss a nonresident student upon notice to the student's parent/guardian. Factors that may lead to removal or dismissal shall include, but are not limited to:

- Poor attendance (10 or more days of unexcused absences or tardies)
- Behavior issues
- Poor academic effort (failure to demonstrate a desire to learn and/or failure to follow academic direction)
- Chronic disruption of the school environment by the student

Student Evaluation

Grades are based on daily work, homework, quizzes, and formative/summative assessments. All Grades will be broken down into the following numerical categories:

The grading scale for grades 6-8 is as follows:

A = 90-100

B = 80-89

C = 70-79

D = 60-69

F = 59 and below

I = Incomplete

Progress Reports and Report Cards Progress reports are made available on Infinite Campus at the 4 ½ week time period of each quarter. Report cards are made available on Infinite Campus at the end of each 9-week grading period.

Per KRS 159.010, the compulsory age requirement for all students in Kentucky is from 6 – 18 years of age. A student may not drop out of school until he/she has reached his/her 18th birthday. Students will be withdrawn from the district once a records request from another district has been received.

School Code of Conduct

RMS Dress Code Policy

- No clothing that is distracting to the learning environment, offensive to any particular group, or depicts inappropriate themes/subjects will be permitted. Subject to administrative discretion.
- Shoes must be worn at all times.
- No hats, hoods, or head coverings while in the building.



- Inappropriate symbols/pictures/advertisements on any article of clothing of the body are prohibited. This includes but is not limited to the promotion of violence, alcohol, drugs, tobacco, vulgarity, and sexually explicit or racially inappropriate materials. Tattoos that promote any of the following will have to be covered while on campus.
- Shirts/blouses must be appropriately cut to cover the chest area and must extend below the waist of the skirt or pants. Shirts or blouses exposing the midriff or stomach region are prohibited.
- Pants/shorts must be worn at the waist or above the hips. Undergarments (shorts, underwear, etc.) should not be visible. Pants should remain in place during normal, regular activity.
- No holes are allowed in clothing above the fingertips with arms extended naturally at your side. Pants with holes in them are subject to reasonable scrutiny and requests for modification, changing.
- Shorts/skirts/dresses must be fingertip length within reason. Extremes should be avoided—shortness, tightness, oversized, etc.
- No pajama pants (this includes flannel/fleece bottoms) of any kind are permitted at any time unless designated by the school administration.
- Piercings/jewelry will be permitted using the following guidelines:
 - Safety—chains that are studded or could be used as a weapon (heavy chains) are not allowed.
 - Student piercings of the lip, nose, or eyebrow should not serve as a distraction or impediment to normal school-day activities (i.e. Physical Education, Lab projects, etc.).

*The administrative staff reserves the right to deny any attire or adornment that they determine to be inappropriate for school or a safety hazard.

The student may:

1. Be asked to call home to have appropriate clothes brought to school OR be offered an opportunity to correct the issue using the RMS Youth Services Center;

A Dress Code Violation becomes a Discipline Referral When:

1. The Student has multiple offenses, or;
2. The student refuses the opportunity to change the clothing via the above-mentioned methods.

A student who leaves school to correct a dress code violation will be counted as an unexcused absence during their time from sign out to sign back in, or the beginning of the following day present.

10-10 Rule

No student will be allowed to leave the classroom during the first and last 10 minutes of class within reason. The teacher has the right to determine if it is an emergency and may allow the student into the hallway ONLY with a valid Smart Pass.



RMS Tardy Policy

A Tardy is defined as not being physically in the designated area a student is expected to be in at the sound of the school bell signals that students are expected to be correctly located. Teachers DO have the discretion to expand the rigor of this policy (i.e. Must be in seats).

Once the bell has rung, a student will need to get a Tardy Slip in order to enter class.

A Tardy Sweep teacher will be in the hall for **three minutes** following the bell. After that, you will need a slip from the school Administration (Principal, AP, or School Counselor).

Cumulative Unexcused Tardy Consequences

- **3rd Tardy** – Meeting with RMS Principal or principal designee
- **4th Tardy** – Placement in ISS, 1 Full Day, Parent Contacted
- **5th Tardy** – Placement in ISS, 3 Full Days, Parent Contacted, Referred to School Counselor
- **6th Tardy** – Consideration of Alternative Placement

Student Telecommunications

While on school property or while attending school-sponsored or school-related activities, whether on or off school property, students shall be permitted to possess personal telecommunications devices and other related electronic devices. Devices must be powered off during instructional time. Students are prohibited from using a personal telecommunication device during instructional time.

Students shall observe the following conditions:

Student shall power off all devices and place into a YONDR pouch upon entry into the school building. The pouch will remain with the individual for the entirety of their time in the school building .

Devices shall not be used in a manner that disrupts the educational process, including, but not limited to, use that:

- Poses a threat to academic integrity, such as cheating;
- Violates confidentiality or privacy rights of another individual or school-related activities. This includes, but is not limited to, taking photographs, video, or audio recordings of others without the permission of the Principal/designee and the affected individual(s). An exception may be made for events considered to be in the public arena (e.g. sporting events, academic competitions, or performances to which the general public is admitted) where the activity does not materially disrupt the event, prevent others from observing the event, or otherwise violate legal rights. School social events for students, activities sponsored by student clubs, and activities during the school day that are not open to the public are not considered to be in the public arena;
- Is profane, indecent, or obscene;
- Constitutes or promotes illegal activity or activity in violation of school rules; or
- 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.

Students shall not utilize a telecommunication or similar electronic device in a manner that would violate the District's Acceptable Use Policy (AUP) or procedures or The Student Discipline Guidelines. A violation also may result in a report being made to law enforcement.

1. Personal electronic devices, such as cell phones, watches, iPads, personal earbuds/headphones, and personal computers, may not be utilized at any time during scheduled instructional time. Any use of devices during this time period is strictly prohibited.
2. Consequences for using/possessing an electronic device during instructional time:
 - a. 1st Offense: Student device is taken for the remainder of the day then a parent/guardian is notified that the device must be picked up.
 - b. 2nd Offense: Student device is taken for the remainder of the day then a parent/guardian is notified that the device must be picked up, student receives 1 days of ISS.
 - c. 3rd Offense: Student device is taken for the remainder of the day then a parent/guardian is notified that the device must be picked up, student receives 3 days of ISS.
 - d. 4th Offense: Student device is taken for the remainder of the day, parent/guardian is notified, device must be picked up, device is not allowed at school for the remainder of the school year.
3. Students utilizing cell phones for cheating on any type of school assignment shall be in violation of this policy and the honor code and shall receive disciplinary action for both infractions.

Staff Telecommunications

Staff members, except with prior permission from the Principal or immediate supervisor, are prohibited from using personal cell phones during instructional time. This includes space where student supervision and engagement is expected. Personal cell phone use should be limited to non-instructional time, such as planning periods, lunch breaks, or designated office spaces.

Staff may use cell phones in urgent situations affecting student or staff safety. Staff members with documented medical conditions requiring phone access should consult with the administration for accommodations.

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



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

Inappropriate Public Display of Affection

Public displays of affection are allowed but limited to hand holding in the school building OR on school grounds. No other forms of affection are permitted in the school building OR on school grounds.

Assemblies

At all times, the student's behavior should be refined and courteous. An indication of the cultural level of the school is the conduct of its student body at an assembly. Whether guests are present or not, each student is personally responsible for the impression made by the school as a whole. Unacceptable conduct would include whistling, uncalled-for clapping, boisterousness noises, and talking during a program. Students will be removed from the program and may be barred from further assemblies for inappropriate behavior.

Disciplinary Definitions

In the event that it becomes necessary to administer discipline to control the conduct of the student in the educational environment, ensure reasonable progress of the student in the environment or to ensure that the educational environment remains conducive to learning, any and/or all of the following disciplinary means may be applied within the guidelines of the Russellville Independent Board of Education policies, rules, and regulations.

In-School Suspension (ISS)

In the case of continual (continued) discipline problems or serious breaches of the rules and regulations of RMS, a student may be placed in ISS. Students will be provided an opportunity to correct behavior that has interfered with their educational progress and that of others.

ISS will provide a chance to continue the educational process unimpeded while being removed from the normal day-to-day routines of the school day. This placement will be made by the principal or his/her designee. If this type of placement is necessary, the principal or his/her designee will confer with the parents/guardians of the student being assigned. STUDENTS WHO DO NOT COMPLY WITH ISS RULES MAY BE ASSIGNED ADDITIONAL DAYS

Suspension

Parents are notified in the event of a suspension and this method of discipline is to be considered extremely serious and may result in interruptions to the student's normal academic progress.

Suspension shall mean a denial of attendance at a single subject or class, or any full schedule of subjects or classes, or at any other type of activity conducted by or on behalf of the particular school for the stated period of time.



In the event the discipline of a student is to deny attendance from a single class or any portion of a school day or for one or more days, not exceeding ten (10) days, a conference with the school principal or his/her teacher shall first be conducted with the student as follows:

1. An oral notice of the rule that has been violated (including the specific act committed shall be provided to the student.
2. An explanation of the evidence in support of the charge shall be provided to the student;
3. The student shall be provided the opportunity to present his/her explanation and rebut the evidence;
4. An oral explanation of the consequences, which shall include the dates and duration of the suspension that may be imposed, shall be provided to the student, and
5. In the event the student is denied attendance, the parents or guardians of the student shall, as soon as reasonably possible, be notified in written form of the reason for the student's suspension and the duration of the suspension.

Alternative School Placement

Students who commit serious violations may be recommended for placement in the Alternative School. Other considerations for placement include:

- Three ISS placements in the same semester
- Major behavior infractions
- Failing 3 of 4 core courses without motivation to complete assignments
- A total of 10 or more days absent from the classroom due to ISS placements

Students placed in the alternative school will receive a placement of a minimum of 10 days. A longer placement may take place at the discretion of the school administration. Recommendations must come from the RMS Principal.

Expulsion

In cases where expulsion has been recommended, the same procedure as that outlined above must be adhered to. In addition:

1. The hearing must be held before the Board of Education and must precede the expulsion;
2. Notice of the hearing should be given five (5) days before it is held, and
3. The student may be represented at the hearing by any person of his/her parent's/guardian's choice.

Expulsion shall mean a denial of the following:

1. Attendance at any single subject or class;
2. Attendance at any full schedule of subjects or classes;
3. Any other type of activity conducted by or on behalf of the Russellville Independent Schools, and/or;



4. Admission or entry upon real or personal property owned, leased, rented, or controlled by the Russellville Independent Board of Education.

Suspension, Expulsion, and Due Process

For certain violations, administrators, such as the Superintendent and/or 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 student may be temporarily suspended without the full extent of Due Process if deemed by the administrator that removal of the student from the school/situation is in the best interest of the school environment and student. Due Process **MUST** be afforded to the student when the situation has stabilized to a degree that both the student and learning environment are operating within a reasonable degree of stability.

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

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 of the pupil has had an opportunity for hearing before the Board.

A student expelled from school shall not participate in school-sponsored extracurricular or interscholastic activities during the period of expulsion.

For students in grades six (6) through twelve (12), when required by KRS 158.150, physical assault, battery, or abuse of school personnel may result in expulsion for at least twelve (12) months. The Board/Superintendent may modify the requirement on a case-by-case basis where permitted by law.

Regulations for special education students will be followed by school personnel.



Drug and Alcohol Suspension/Expulsion Procedure

The Russellville Independent Board of Education believes that there is no responsible use of any controlled substance/alcohol at Russellville Middle School, on its campus, or at any of its activities. Any use, possession, sale, or being under the influence of controlled substances or alcohol warrants the following consequence.

1. A student who violates the drug/alcohol rule may be suspended for 1- 3 school days and receive a PTA assignment for an additional 10-20 days. Appropriate legal authorities will be notified when laws governing possession or sale of controlled substances/alcohol are violated. Five days of the suspension penalty may be waived if the family:
 - a. Decides to seek an evaluation of the student's alcohol/drug use from a chemical dependency counselor acceptable to the principal;
 - b. Completes any and all treatment as recommended in the evaluation.
 - c. A student who violates the drug/alcohol rule a second time may be suspended until the Board meets and recommended to the Board for expulsion from Russellville Middle School.

District Code of Conduct (Approved: July 21, 2026, by RISD Board of Education)

Introduction

The 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
- 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 or when they engage in activities that affect the educational process and disrupt the learning environment. The Superintendent/designee is responsible for its implementation and application throughout the District. The Principal is responsible for the administration and implementation of this Code within his/her school in a uniform and fair manner without partiality or discrimination.

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. Under the Kentucky Guidelines for School-Based Decision-Making Councils, schools have the authority to establish additional policies and discipline procedures within the framework of Board established rules and regulations. Please check with your child's school for specific rules and regulations.

Each year, the SBDM will review the Code in preparation for the coming school year. It welcomes suggestions as to how to improve this document. Individuals may send written comments to the school principal who will forward them to the SBDM. Information should be submitted by May of each school year. The Student Code of Conduct has been developed and is reviewed and approved annually by the RMS School Council and adopted by the Board of Education. Students review and sign that they have gone over the specifics to the Code during the first week of school in their classes. Students are given a requested copy if needed at the beginning of the school year and are asked to sign a statement that they have read and understood what was presented in the student handbook. Students are responsible for taking the handbook home to their parents/guardians and/or reviewing it on the Russellville Middle School Webpage.

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.

Examples:

- Other Board of Education policies
- The District's Safety Plan
- Student records information (FERPA)
- The District's Special Education policy and procedures manual
- Kentucky Revised Statutes and Administrative Regulations
- Council policies
- School handbooks

Each school shall develop an effective distribution and orientation process by which students, parents, teachers, and administrators may become fully familiar with the code. This code is a supplement to broad discretionary powers already in place to maintain safety, order, and discipline in the schools. Schools distribute copies (either paper or electronic) of the Code to all students and employees of the district and to parents of students, including those who enroll after the beginning of the school year. The Superintendent has directed that the Code be made

readily available in each school, with the Principal being responsible for guidance counselors and other personnel to discuss its contents with students in a timely and age-appropriate manner the first week of the school year. In addition, each school will reference the Code in the school's handbook. On request, the Principal shall provide help for non-English speaking, blind, deaf, or non-reading students and parents so that they can have access to the information contained in this Code.

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



The Code of Acceptable Behavior and Positive Behavior Interventions and Supports

The Russellville Independent School District is committed to providing quality education for all students by promoting the use of Positive Behavioral Interventions and Supports (PBIS). PBIS recognizes the need to educate students on behavioral as well as academic expectations and focuses on a system's approach for establishing the social culture and individualized behavioral supports needed for schools to achieve both social and academic success for all students. This code was adopted by the Russellville Independent Board of Education to help schools create a safe, positive, and respectful learning environment for all students and school personnel. We recognize that a school's learning climate and student behaviors improve when students:

- Know what is expected of them at school;
- Believe they have the academic and social skills to achieve;
- Receive recognition and praise for doing good work and behaving appropriately; and
- Feel there is someone at school who cares about them and encourages their development.

Students enrolled in Russellville Independent School District have the responsibility to respect the rights of all others. Respect of others' rights requires behavior that does not threaten, interfere with, or deprive others of educational opportunities.

Parents and students should also be aware that all District policies and procedures can be found online at

<http://policy.ksba.org/Chapter.aspx?distid=119>

RISD Student, Parent, and Educator Rights and Responsibilities

Schools must prepare students for their responsibilities as adults in a democratic society. Rules that establish discipline guidelines for students are necessary and basic to their growth and development. To accomplish this goal there must be respect and mutual trust among students, parents, and teachers. It is the responsibility of the local school district to have a discipline code, which reflects the community's standards and expectations for student behavior. Therefore, the discipline code should be consistent and reasonable and should strive to facilitate the development of students' self-control and self-discipline. In this regard, the student discipline code becomes an integral component of the education process and a symbol of the commitment of parents, students, and educators to the maintenance of an effective learning environment. The code will be enforced fairly and equitably without discrimination. Students are responsible for following the code from the time they leave home for school until they return home after school, whenever they are on school property or on the school bus, or at any school-sponsored event. Under the United States Constitution, certain individual rights are provided for the protection and safeguard of all people. Individual responsibilities are inherent in all rights.

Students Have The Right:

1. To a free and appropriate public education preparing the Student, within the limit of abilities, to reach maximum potential for contributing to the individual's welfare and that of society.
2. To a reasonable and timely notice of all rules, regulations, policies, and penalties to which they may be subject as cited in the RISD Code of Acceptable Behavior and Discipline
3. To request a conference, present complaints or grievances of disciplinary action or other matters to school authorities, and receive replies from such matters in a reasonable length of time.
4. To freedom of speech and expression.



5. To protection of person and property (personal, board-owned technology).
6. To the respect of other students, personnel, and property (faculty, staff, students, and adults).
7. To participate in any school-related program and activity with the limits of capabilities without regard to race, creed, or sex.
8. To confidentiality of all personal school records.
9. To academic integrity with respect to spoken or written assignments.
10. To "due process" in regard to disciplinary action including the right to hear charges and state his/ her side and appeal decisions to higher authority.
11. To be secure from unreasonable searches of personal property and from unreasonable seizure of property and adhere to due process and other constitutional standards.
12. To receive academic evaluation solely on academic performance.
13. To be represented by students in the decision-making process on matters, which relate to standards of achievement, conduct, elections, and participation where system-wide committees are appointed to address those matters.

Students Have the Responsibility:

1. To show respect for the educational process by attending school regularly and taking advantage of every opportunity offered to further his/her education and not to interfere with the rights of fellow students to an education.
2. To obey the rules and regulations of the Board of Education and/or school.
3. To exercise courtesy and reason at all times, to accept just punishment, to avoid unreasonable appeals, and to refrain from making false accusations.
4. To refrain from libel, slanderous remarks, and obscenity in verbal and written expressions including but not limited to bullying, harassment, and cyberbullying.
5. To establish and maintain a culture of positivity where care and concern for others and their property is a priority.
6. To respect the human dignity and worth of every individual.
7. To make the best contribution possible, within individual abilities, to support the school in all phases of the program or activity; and to behave in such a way that participation will be a contribution and not a detriment, to be punctual and present regularly in the program or the activity.
8. To follow established procedures in requesting release of personal records.
9. To represent the truth in all school matters, to complete all assignments in accordance with teachers' instructions, and to refrain from cheating and plagiarism on all school activities.

Parent/Guardian Has The Right:

1. To send their child to a school with a positive educational climate.



2. To expect that disruptions will be dealt with fairly, firmly, and quickly.
3. To enroll their child in regularly scheduled classes based on individual needs and with minimal interruption.
4. To expect the school to maintain high academic Standards.
5. To be informed of and to review the student's academic progress and other pertinent information which may or may not be contained in the student's personal records.

Parent/Guardian Has The Responsibility:

1. To prepare their child both physically and mentally to be receptive to a quality education. This includes informing the child of the value of an education and a sense of respect for educators.
2. To familiarize themselves and their child about the rules and disciplinary procedures of the school and emphasize the importance of following the same as cited in the RISD Code of Acceptable Behavior and Discipline.
3. To acknowledge and understand unnecessary interruptions in the school are detrimental to the educational process for all students and to ensure that their child attends regularly and promptly.
4. To familiarize themselves with the educational process and school procedures.
5. To initiate requests for a conference with the teacher, counselor, or principal to review academic progress or other matters.

Educators Have The Right:

1. To work in an environment free from excessive disruptions.
2. To implement appropriate disciplinary procedures within administrative guidelines.
3. To expect all assignments to be completed and turned in within acceptable time limits.
4. To take disciplinary and/or legal action against physical harm or verbal abuse on school property or in attendance at school functions.
5. To provide input in the formulation of policies related to students and school personnel.
6. To expect and exhibit professionalism in the workplace and community.
7. To expect the support and respect of fellow educators, students, and parents.

Educators Have The Responsibility:

1. To maintain a positive learning atmosphere.
2. To assist in the administration of such discipline as necessary to maintain order throughout the school and to be aware of disciplinary policies and laws.
3. To make the assignments clearly understood by the students and to evaluate and return student assignments within reasonable time limits.
4. To practice appropriate de-escalation strategies in a confrontation.



5. To support and administer the district, school, and school-based decision policies.
6. To show a good example of conduct, neatness, cleanliness, personal dress, and hygiene.
7. To exhibit an attitude of respect for students and to develop and demonstrate professional competency.

Grievances

Any student who wishes 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.

The order of appeal shall not be construed to mean that students are not free to confer with the Superintendent or Board whenever they so wish. However, if the grievance concerns the discipline of an individual student, the Board may, on a case-by-case basis, determine if it will hear the grievance based on whether the facts presented in the written grievance fall within its discretion or authority. If there is a question as to whether the grievance is within the Board's discretion or authority, the Board will consult with legal counsel.

Grievance procedures shall address, but not be limited to, the conditions for filing a grievance, time limitations for the filing and the appeal of a grievance, and a process for the orderly review and appeal of each individual grievance.

Harassment/Discrimination allegations shall be governed by Policy 09.42811.

Federal law requires the District to implement separate and specific processes for responding to complaints/grievances about Title I programs and to those alleging discrimination in the delivery of benefits or services in the District's school nutrition program.

Positive Behavior Intervention & Support (PBIS) and Multi-tiered Systems of Support (MTSS)

Russellville Independent School District has embraced Positive Behavioral Intervention & Support (PBIS) to enhance school climate and culture across the district. PBIS is a research-based model that studies have shown to improve student academic and behavior outcomes. Our schools strive to ensure all students have access to effective behavioral practices and interventions. PBIS provides a framework for analyzing school-wide behavior referrals to make decisions and solve problems based on their individual school needs. Successful PBIS implementation will help us: In addition, our schools use the multi-tiered system of support (MTSS) framework using a multi-tiered level of interventions based on student behavior, and academic and mental health needs.

- Have more engaging, responsive, preventative, and productive learning environments.
- Improve classroom management and address disciplinary issues based on data analysis.
- Improve support for students whose behaviors require more specialized assistance.
- Maximize academic engagement and achievement for all students. PBIS is the behavior component of a Multi-Tiered System of Support (MTSS) that provides schools with a framework for utilizing high-quality,



evidence-based instruction, intervention, and assessment practices to provide all students with a level of instruction and support that is matched to their academic and behavioral needs.

Three Levels of Intervention

Level 1 – All Students (Primary Prevention)

•Includes prevention in the general curriculum enhanced by acknowledgments of positive behaviors, and clearly stated expectations that are applied to all students

Level 2 – Selected Interventions (Secondary Prevention)

Focuses on:

- Specific Interventions for students who do not respond to universal efforts
- Targeted groups of students who require more support
- Interventions that are part of a continuum of behavior supports needed in schools

Level 3 – Individualized Interventions (Tertiary Prevention)

Focuses on:

- The needs of individual students who exhibit a pattern of problem behaviors
- Diminishing problem behavior assessments and increasing the student's social skill and/or functioning

Trauma-Informed Approach Plan

"Trauma-Informed Approach" means incorporating principles of trauma awareness and trauma-informed practices, as recommended by the federal Substance Abuse and Mental Health Services Administration, in a school in order to foster a safe, stable, and understanding learning environment for all students and staff and ensuring that all students are known well by at least one (1) adult in the school setting.

The Board shall develop a plan for implementing a trauma-informed approach in the District. The plan shall be based on the Trauma-Informed Toolkit from KDE and include but not be limited to:

- a. Strategies for enhancing trauma awareness throughout the school community;
- b. Conducting an assessment of the school climate including but not limited to inclusiveness and respect for diversity;
- c. Develop trauma-informed discipline policies;
- d. Collaborating with the Department of Kentucky State Police, the local sheriff, and the local chief of police to create procedures for notification of trauma-exposed students; and
- e. Providing services and programs designed to reduce the negative impact of trauma, support critical learning, and foster a positive, safe school environment for every student.

Required Standards

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. The following are examples of student misconduct and responses thereto. However, in a document of this nature, it is impossible to list all



examples. Therefore, student misconduct and responses thereto are not limited to only those examples and responses that are listed herein.

Attendance

Regular and punctual school attendance is both a privilege and a responsibility of the student. Good attendance is necessary for satisfactory progress and high academic achievement. Refer to RISD Policy 9.123. Examples of attendance violations include, but are not limited to:

- Absence from school without valid excuse
- Tardy without valid excuse
- Truancy will not be tolerated. Truancy will result in appropriate action including court appearance

Self-Control

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

- Insubordination (disobedient or defiant behaviors)
- Fighting and physical attacks
- Possession of a weapon
- Threats by verbal or written statements, including via social media, or gestures with intent to harm or demean others or any act of bullying
- Use of alcohol or prohibited drugs
- Use of prohibited tobacco products

School Property

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:

- Theft of school property or personal property of employees or other students
- Abuse of school or personal property to include intentional or careless damage or destruction
- Extortion of money or property
- Prohibited use of electronic media and other District technological resources
- Littering

Schools 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 detract from a safe and orderly learning environment include, but are not limited to:

- Making abusive and harassing statements regarding race, gender, disability, religion, or nationality;
- Use of profanity;
- Lying;



- Cheating;
- Ignoring or breaking rules and procedures established to maintain order;
- Otherwise behaving in a manner disrespectful of others including bullying

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

Prohibited Conduct

Examples of conduct and/or actions prohibited under this policy include, but are not limited to:

1. Name-calling, stories, jokes, pictures, or objects that are offensive to one's sex, race, color, national origin, religion, or disability;
2. Unwanted touching, sexual advances, requests for sexual favors, and spreading sexual rumors;
3. Being subjected to unwelcome sexual remarks in the context of the classroom;
4. Impeding the progress of a student in class by questioning the student's ability to do the required class work based on the sex, race, color, religion, national origin, or disability of the student;
5. Limiting student access to educational tools, such as computers, based on the student's sex, race, color, religion, national origin, or disability; and
6. Teasing a student's subject choice or assignment based on the sex, race, color, religion, national origin, or disability of the student



Disciplinary Action

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

Guidelines

Students who believe they have been a victim of an act of harassment/discrimination or who have observed other students being victimized shall, as soon as reasonably practicable, inform the administration.

Employees who observe prohibited behaviors or with whom students share a complaint shall notify the administration, who shall immediately forward the information to the Superintendent when necessary.

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

The Superintendent, when notified and taking steps beyond the actions of the school administration, shall provide the following:

1. Investigation of allegations of harassment/discrimination to commence as soon as circumstances allow, but not later than three (3) school days of submission of the original written complaint.
2. A written report of all findings of the investigation shall be completed within thirty (30) calendar days unless additional time is necessary due to the matter being investigated by a law enforcement or governmental agency.

The Superintendent/designee, when notified and taking steps beyond the actions of the school administration, may take interim measures to protect complaints during the investigation.

1. A process to identify and implement, within three (3) school days of the submission of the written investigation report, methods to correct and prevent the reoccurrence of harassment/discrimination. If corrective action is not required, an explanation shall be included in the report.
2. Annual dissemination of written policy to all staff and students.
3. Age-appropriate training during the first month of school to include an explanation of prohibited behavior and the necessity for prompt reporting of alleged harassment/discrimination; and
4. 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.

Notification of Parents

Within twenty-four (24) hours of receiving a serious allegation of harassment/ discrimination, District personnel shall attempt to notify parents of both student victims and students who have been accused of harassment/discrimination.



Confidentiality

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

Appeal

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

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

Retaliation Prohibited

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

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

False Complaints

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.

Daily Operations

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. The following are necessary to maintain a high level of functionality and order in our day.

Pledge of Allegiance & Moment of Silence or Reflection

A moment of silence or reflection is required in all schools and notification of such is required by KRS 158.175.

The moment of silence or reflection shall occur at the commencement of the first class of each day with the following guidelines included in the statute and Policy 08.1351:

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



3. District personnel shall not provide instruction to any student regarding the nature of any reflection that a student may engage in during the moment of silence or reflection.

Parents will be encouraged to review these guidelines and provide guidance regarding the moment of silence or reflection..

References: KRS 158.175(2) & OAG 80456

Visitors

The Council encourages parents, professional educators, and others who have legitimate interests to visit the schools in the Russellville Independent School District. To ensure that school personnel are aware of the presence of visitors, all visitors shall report immediately to the Front office upon entering the school, identify themselves, and state their purpose for visiting. The principal or his/her designee shall have the authority to grant, deny, and/or limit the visit. Professional educators and citizens who are from other communities and who wish to observe the schools are also welcome. Access by visitors to school premises or to school personnel or students where prior arrangements have not been made will be dependent upon whether interference with the daily operation of the school program will likely result. Students are not allowed to bring friends to school at any time.

Volunteers

The School-Based Decision-Making Council endorses the concept of volunteerism in schools. Volunteer personnel shall be recommended by the principal to the superintendent, who in turn will present those individuals to the Board for approval to perform volunteer work. The principal, superintendent, and/or Board reserves the right to accept or refuse the assistance of any individual desiring to volunteer work in the Russellville Independent Schools. Additional information regarding qualifications, job descriptions, duties, etc. may be obtained in the superintendent's office.

School Announcements

Announcements related to school activities will be made each day. Students who need announcements made may request that this be done via any RMS administrator.

Office Telephone Use

Students should not ask to use the office or classroom phones unless an emergency exists. Students should inform friends and parents that they will not be called out of class to answer the phone unless an emergency exists.

Breakfast and Lunch

All students in the Russellville Independent School District will get a free breakfast and free lunch under the USDA's Community Eligibility Provision. When the new school year begins, each student will receive a Household Income Form. All families, including those who would not have qualified for free and reduced meals in previous school years, are being asked to submit the form. Only one form will need to be completed per family. Those families who believe that their student(s) will be directly certified will need to provide their SNAP or KTAP case number on the form. All information will be kept confidential.



Adult meals, including meals for teachers, will be \$4.85 (Lunch), \$3.15 (Breakfast). A la carte items will still be sold to students who wish to bring extra money for such purchases. Students who have a positive balance left in their lunch accounts from the previous school year may use that money for a la carte purchases or parents may apply to the cafeteria director of their child's school for a refund

The weekly menu will be posted each Monday and announced daily on the local radio station. Students may also bring their lunch to school if desired. **Having lunch delivered to school is not an option.** All complete meals must be eaten in the cafeteria.

No carbonated drinks are allowed in the lunchroom.

No fast food may be brought into the cafeteria or dropped off for the student in the front office. Students may bring drink containers into the building provided it is a plastic bottle with a resealable lid/cap.

Russellville Middle School

Lunch Schedule

2026-2027

Lunch	Time
6th grade	11:15-11:40
7th grade	10:45-11:10
8th grade	11:45-12:10

School After Hours

Students not involved in after-school activities, such as ESS, sports, or club meetings are required to leave the building by 3:15 p.m. unless supervised by a member of the staff. No team or group practices may be held on school property without proper supervision. Once students leave the school premises, Russellville Independent Schools is not liable for any disciplinary events or injuries.

Publications

Publications that are not officially sanctioned by the school shall not be circulated or posted without the review of school authorities and then only at such time and places designated. In the case of official publications, i.e., where the paper or magazine is described as "published" by the school, and/or the school provides a faculty advisor and/or the funds for printing and distributing, the school, the student authors, and the student editors, are liable and accountable



for whatever is published. Accordingly, the school has a paramount right to ensure that, whatever is published observes the strictures against malicious injury, defamation, obscenity, and incitement to disorder, injury, or illegal acts.

Non-School Day Events/Trips

Students must be aware that any extra-curricular activities such as field trips, ball games, etc., are an extension of the school day, and students have the same responsibility for behavior as during the regular school day. Teachers and administrators have authority over the student at any and all extra-curricular activities. A student present at a school function falls under all of the same rules of conduct and behavior as during the school day. Misconduct on out-of-town trips will be handled in accordance with school procedures. Also, refer to the school attendance policy for participation.

Inclement Weather Procedure

When school must be closed for inclement weather, announcement of closure will be made on Russellville Independent Schools website, WRUS radio station, Russellville Middle School Facebook Page, and WBKO Channel 13 television before 7:00 a.m. Also, both students and parents should check email for announcements and directions regarding NTI days. Some inclement weather days may be deemed as NTI days and students must complete work from home. If school is in session and it begins to snow, parents may go to their child's school, follow the sign-out procedure in the front office, and take their children home.

Emergency Drills

Fire, earthquake, and tornado drills will be held according to state regulations, and each room has a specific pattern of action to follow. Every student and teacher should be familiar with any room they occupy. All alarms are to be followed unless the office indicates otherwise by the public address system.

Russellville Middle School also has procedures in place to deal with other emergencies such as hostile situations. These procedures are reviewed with all staff at the first faculty meeting of the year.

School Services

Counseling Services

The RMS School Counseling team offers services to all students in the areas of social and personal counseling, career information, educational counseling, character education, test result interpretation, and record clarification. Students and their parents are invited to talk with the School Counselor at any time concerning the student's academic and personal growth.

The School Counseling team at RMS is not one School Counselor. Every staff member is a mentor to a group of students. The role of the teacher mentor is to guide and direct small group discussions and activities that will help students build self-confidence, understand themselves and others, evaluate their own progress, and develop Individual Learning Plans (ILPs) to enhance future success. Mentors meet with their groups regularly during the school year. RMS also has access to outside counseling agencies that will provide services to students during the school day. Mountain View Counseling is one of our partner agencies.

ILP Development

The 2006-07 school year was the first in which middle and high school students in Kentucky had a new online education planning tool at their fingertips. The new web-enabled Individual Learning Plan (ILP) helps students better focus their coursework on individual goals as they prepare for high school studies and careers. The new ILP system replaces the old paper IGP document used for career planning.



Extended School Services

Extended School Services may be available for all RMS students who meet referral guidelines. ESS is dependent on funding and or need on a yearly basis. Referrals may be made based on standardized test results, teacher referrals, or student grades. Times and dates will be established within the first weeks of school and communicated to all students and parents who have been referred to the program. The parent or student desiring to appeal selection or non-selection for the ESS program may request a meeting with the school ESS committee which includes the principal or designee, the counselor, and the referring teacher. If the matter is not satisfactorily resolved in this way, the parent or student may appeal to the school council who will appoint an appeals board to resolve the issue.

Youth Service Center

The Youth Service Center provides many health and social services to Russellville Middle School families. Some of the services provided by the Youth Service Center include employment counseling and training, summer and part-time job development, substance abuse services, family crisis services, and parenting workshops.

The YSC provides scholarships for various camps, assists with vision, hearing, and scoliosis screenings, provides holiday assistance and school supplies to families in need, and offers pregnancy counseling. Youth Service Center funds are used to provide drug and alcohol prevention speakers, to purchase needed educational videos on topics such as violence prevention, conflict resolution, and anger management, and to assist families with clothing, health, and hygiene needs. The Youth Service Center's phone number is (270) 726-4799. A Directory of Service Agencies link may be found on the Russellville Independent Schools website.

Homebound Service

A teacher for the homebound is available for students anticipating absence from school for extended periods for medical reasons. It is the responsibility of the parent to notify the school principal and to obtain a homebound form to be completed and signed by a licensed physician stating that the student's condition renders attendance at school inadvisable. A student cannot be enrolled in the homebound program until the form is returned to the school. **Pursuant to 707 KAR/1:055, Section 9, the condition of pregnancy is not to be considered a physical or health impairment in and of itself.** Homebound instruction will include a minimum of two visits per week with one hour of instruction per visit. A student placed on home/hospital instruction may carry all appropriate credits during the first school term of placement. Credits carried during the second term of placement shall be limited to two unless there is verification that the student will be returned to regular school within 20 days of the beginning of the term.

When students are placed on homebound for 20 days or less, the homebound teacher will act as a liaison between the regular teachers and the student – getting assignments, providing assistance, and returning assignments to the regular teacher.

If the homebound period is more than 20 days, the homebound teacher will become the primary teacher. He or she will make assignments according to the course syllabus. He or she will grade all assignments and will submit the grades to the guidance office according to the grade reporting schedule.



Library Media Center

The Library Media Center (LMC) attempts to provide current, accurate, and appropriate resources and accessibility to all services and resources for every student and teacher. In order to do this, two simple rules exist:

1. Everyone may use the LMC.
2. All materials, equipment, facilities, and proper behavior will be maintained so that maximum learning can occur.

Textbooks/Library Books

If a student loses or damages a book, they will be charged the full cost of the book. Grade cards may be held until all books are returned or paid for in full.

Lockers

Lockers are assigned at the beginning of each school year. Students are expected to keep their lockers in good condition. Decals are not to be placed inside or on lockers. Under no circumstances should students leave money or valuables in their locker. Lockers are the property of the school and may be inspected at any time.

Lockers will be repaired and reconditioned over the summer as time permits. The cost of time/parts will be assessed to the students to whom the locker was assigned. Students should report any damages at the beginning of school so he/she will not be charged at the end of the year.

Extra-Curricular & Co-Curricular Activities

All co-curricular and extra-curricular activities are open to any student enrolled at Russellville Middle School. Although there is no limit on the number of activities in which a student may participate, students are encouraged not to spread themselves so thin that they cannot carry their share of the load in the activities in which they are members. Activities available to students outside, but related to the regular curriculum are as follows:

Organizations	Sponsor
Student Advisory Council	Conrad Reding
Academic Team	Shannon Pendleton
Band	Jennifer Gordon, Brian Elliot
BETA Club	Keenan Moran, Katie Paul
Drama Club	Jeremy Cloyd
Leading Ladies	Emilee Bevil & Kathleen Hart
STLP (Tech)	Tina Shoemake
STEAM	Cameron Kisselbaugh
Yearbook	Heather Mericle-Sherburne



RMS Panther Athletic Teams

Sport	Coach
Athletic Director	Trent Milby
Archery	Danii Gibson
Baseball	Jackson Hampton
Boys Basketball	Ryan Davenport
Girls Basketball	
Cheerleading	Derek Johnson
Football	Daniel Elliott
Golf	
Boys Soccer	
Girls Soccer	
Softball	Chris Penrod
Swimming	
Tennis	
Boys Track	
Girls Track	Cortez Reeder
Volleyball	Emilee Bevil and Kathleen Hart

Russellville Middle School Athletic/Extra Curricular Mission Statement and Philosophy

Athletics and extra curriculars are an integral part of the total educational process of Russellville Independent Schools. Being involved in these provides our students with opportunities to develop leadership skills and to learn the ideals of fair play, competition, and ethical behavior, which are necessary for competition and cooperation in our society. It should also provide our students with unique opportunities for self-discipline, self-sacrifice, and loyalty to the community, the school, and the team or activity.

Russellville Independent Schools encourages all students to participate in athletics and extra curriculars by offering a well-rounded program of interscholastic opportunities for both young men and women. Competition and cooperation are highly valued in our culture, and both are effectively fostered by a well-conducted program under competent leadership. Athletics and extra curriculars, which are regulated to meet educational objectives, can provide a major contribution to the physical and moral development of students.

These programs are voluntary programs. Students are not obligated to participate, and participation is not required. Thus, competition in Russellville athletics and extra curriculars is a privilege and not a right. Accompanying this privilege



is the responsibility to conform to standards established for the programs. This privilege may be revoked if the student participating fails or refuses to comply with the rules. Students, coaches, sponsors, and parents are called upon to work together in a true spirit of sportsmanship to assist in creating an environment in which positive values can be revealed, tested, and proven relevant to both the participants and the school community.

Conduct of A Program Member

The conduct of a program member is closely observed in many areas of life. Your behavior must be above reproach in all the following areas:

- On the field/court/competition: in the area of competition, you will be gracious in defeat and modest in victory.
- In the classroom: a member cannot fail in the classroom and be an outstanding participant. If you are lazy in the classroom, you will be lazy on the field of competition and practice. Proper time management is vital so that you can have sufficient time to complete your studies to ensure acceptable grades. In addition, student-athletes will show respect to other students and faculty at all times.

Grades and Eligibility of Program Members

Any student who is ineligible academically will be suspended from the team/program until such ineligibility is corrected the following week. All grades will be checked on Mondays or the first day of a school week only on the weeks for scheduled games. A student shall maintain a letter grade no lower than a "60/D" in all classes to be academically eligible to participate in interscholastic activities.

Any member with a letter grade of 59/F or below will be eligible to practice and travel; however, he/she cannot participate in the competition.

Any member who is ineligible for three weeks during that specific season will be declared ineligible for the remainder of that season. Supervising coaches/sponsors and the athletic director will be responsible for ensuring that ineligible players do not participate in competition. Coaches are encouraged to discuss the situation with their members and arrange for tutoring or study hall sessions to help the members with their academics. If after-school tutoring is offered, members with failing grades must attend these sessions until the grade is raised and he/she has been reinstated to the team/program.

Attendance

Regular attendance is expected of all members. Members must be in attendance for at least half of the school day to participate or compete in a competition or practice. The administration reserves the right to review all absences and allow the member to participate if there is, in the administration's judgment, a valid reason for an absence. Attendance at all games and practices is mandatory unless excused by the coach/sponsor before the competition or practice. Please refer to the RMS SBDM School Attendance Policy.

Physical Exams

All participants in athletics must provide evidence of a medical exam (pre-participation physical) that certifies the athlete is physically capable of participating in athletic activities. Please note that documentation of the completed exam must be



provided to the coach and athletic director before the student-athlete may participate. The school does not provide funds for the pre-participation exam, as this is the family's responsibility. The exams are valid for one calendar year.

Dropping A Sport/Program

Occasionally, a member may find it necessary to drop a sport/program for a good reason. If a member decides to drop, the following procedure must be followed:

The student must talk to his/her head coach/sponsor

The student and the head coach/sponsor must report the situation to the athletic director and principal.

Students must turn in all equipment in all equipment issued or pay to have it replaced.

If a member quits for any reason other than medical reasons, he/she will not be allowed to compete, practice, or train in another activity or sport for the remainder of that sport's season. Those individuals selected to any program shall be considered a member of that team/program through the regular season and postseason unless they are removed for disciplinary reasons, ineligibility, or mutual agreement between player and coach/sponsor.

Equipment

All equipment and uniforms belong to the school, unless the student purchases them. Students may not keep or give away any item that has been purchased by RMS. Students may not use any school equipment or uniforms for other teams or organizations for any reason at any time. All equipment and uniforms must be accounted for at all times. Student-athletes are responsible for all school equipment and uniforms they receive. The student-athlete is expected to keep the equipment and uniform clean, in good condition, and wear them properly at all times. Players have the responsibility to report any equipment or uniform problems to their coach. No player should play or practice with defective equipment. Any piece of equipment or uniform lost by the student-athlete will be replaced by the student-athlete at Russellville Independent Schools' bid price. All players must return equipment and uniforms to the head coach after the conclusion of their season. Failure to do so will result in the student-athlete not being allowed to go to another sport.

Return to Play

If a member is injured or has medical issues that affect his/her participation in a program, that student must be cleared by the Russellville Independent School District's athletic trainer and or consulting team physician to return to play.

Drugs and Alcohol

The General Assembly of the Commonwealth of Kentucky has deemed that usage by a minor (those under the age of 21) of alcohol and non-prescription narcotics is illegal. Disciplinary action for use, sale, or transfer of these items will be as follows (NOTE: Coaches may impose more serious consequences as well as no-tolerance-first-offense dismissal policies):

Drugs	1st Offense – loss of 50% of season with assessment before reinstatement.
	2nd offense – expulsion from the program.



- Alcohol**
- 1st Offense – loss of 50% of season with assessment before reinstatement
 - 2nd offense – expulsion from the program.

Members may practice during the suspension, but may not travel or attend any games. Suspensions may carry over to the next season if the offense occurs at the end of the season. Students may also face other disciplinary action from Russellville Middle School. The program suspension will be in addition to what the administration decides in regard to school discipline. The program suspension will begin immediately after school discipline has ended.

ISS/Suspension:

If a member is placed in ISS for any of the following offenses, he/she will be suspended from competition for any games that occur during the time served. If no games occur during the time served, the student will be suspended based on the criteria listed below, after time has been served.

- A. Disrespect/disruption in the classroom
- B. Fighting (during school or during school-related events on or off campus)
 - a. Note: Discipline will be assessed in addition to KHSAA penalties
- C. Excessive tardies
- D. Skipping school/class
- E. Tobacco
 - a. 1 game suspension– baseball, softball, basketball, soccer, volleyball, cheerleading
 - b. 1 nine-hole match – golf
 - c. First half of the next game – football
 - d. 1 meet – track and field, swimming, tennis, and wrestling
 - e. 1 tournament – archery

All other ISS and discipline issues will be handled by the coaching staff/sponsor. Coaches and sponsors have the discretion to add additional penalties as they deem necessary in instances regarding severity, habitual offenders, etc.

Any member suspended from school or placed in ACE will be suspended from play and practice for the duration of their ACE assignment or out-of-school suspension.

If a student is removed (by official or coach) from an extracurricular sporting event (player or spectator) for any of the following offenses, then KHSAA penalties will be followed along with 3 days of ISS assignment. (Note: Any player that is removed will have additional consequences based on the listed criteria above.)

- A. Using profanity



- B. Disrespect to officials
- C. Fighting

ISS – 1st Offense– We will follow the criteria listed above

ISS – 2nd Offense –Time served and double the suspension listed above

ISS – 3rd Offense – Removal of participation in sports for the remainder of the school year

SCHOOL CLIMATE AND SAFETY

Social Media Guidelines for Students

Facebook, Twitter, Snapchat, TikTok, Instagram, and other social media sites have increased in popularity globally, and are used by the majority of students in America in one form or another.

Students should be aware that third parties –including the media, faculty, future employers, and colleges—could easily access your profiles and view all personal information. This includes all pictures, videos, comments, and posters. Inappropriate material found by third parties affects the perception of the student and our school. This can also be detrimental to a student's future options (i.e. college, profession). Examples of inappropriate and offensive behaviors concerning participation in online communities may include depictions of presentations of the following:

- Photos, videos, comments, or posters showing the personal use of alcohol, drugs, and tobacco.
- Photos, videos, and comments that are of a sexual nature. This includes links to websites of a pornographic nature and other inappropriate material.
- Pictures, videos, comments, or posters that condone drug-related activity. This includes but is not limited to images that portray underage drinking, selling, possessing, or using controlled substances or drug paraphernalia.
- Content online that is unsportsmanlike, derogatory, demeaning, or threatening toward any other individual or entity (examples: derogatory comments regarding another school, classmates, teachers, or coaches; taunting comments aimed at a student, adult, or organization and/or derogatory comments against race and/or gender). No posts should depict or encourage unacceptable, violent, or illegal activities (examples: hazing, bullying, sexual harassment/assault, gambling, discrimination, fighting, vandalism, academic dishonesty, underage drinking, and illegal drug use).
- Russellville Middle School Administration reserves the right to address any situation that is not covered in these guidelines.
- Social media activity that impacts the learning environment of Russellville Middle School is subject to disciplinary action

If you are ever in doubt of the appropriateness of your online public material, consider whether it upholds and positively reflects your own values and ethics as well as those of Russellville Middle School. Remember, always present a positive image and do not do anything to embarrass yourself, the team, your family, and Russellville Middle School.

Social Events

Russellville Middle School's social events are open only to Russellville Middle School students. Students not enrolled at Russellville Middle School are not permitted to attend social events hosted by RMS. Any student having 3 or more



documented disciplinary referrals to the office, or has been suspended from school in one school term may be denied participation in social events or school assemblies/trips by the trip/event sponsor OR RMS Administration. Violation of school policy during social events will result in disciplinary action.

Building Surveillance & Video Recording

Russellville Middle School is monitored throughout by video cameras. All individuals need to be aware that they are subject to being videotaped whenever they are in the building or on campus.

Abuse of Teacher/Administrator/Staff Prohibited

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

Major Discipline Incidents

Conduct Warranting Administrative Intervention

- Major disciplinary incidents will be handled in the office by the principal or assistant principal;
- Misbehavior that is determined by teachers or other staff members to be severe in nature will be written up on a discipline form and sent to the office for determination of administrative consequences.

Aggression Towards any 2nd Party

- Physical contact or threat of physical contact towards any 2nd Party with the intention or implied intent of doing bodily harm by a student or group of students.

Alcohol/Illegal or Controlled Substances

1. Use of, in any manner or to any extent, sale of, possession of, or under the influence of alcoholic beverages.
2. Use of, in any manner or to any extent, sale of, possession of, or under the influence of drugs illegal, controlled, or dangerous substances.
3. Illegal substances include glue, dangerous drugs, narcotics, marijuana, barbiturates, amphetamines, and any other material that has a harmful or unnatural effect on the person using them. Controlled/prescribed substances in the students; current medication is not a violation of this offense.
4. Use of, in any manner or to any extent, sale of, possession of vanilla flavorings, vitamins, saccharin, caffeine, or other pills or substances appearing or represented to be controlled or other drug substances such as "speed" or any other commonly used name to designate a controlled or other drug substance.
5. The use of any type of vaporized device, un-prescribed inhaler, or e-cigarette device, regardless of content will be considered a tobacco product by RMS.

Arson or Attempted Arson

Starting a fire within the school or on the school grounds, for any purpose that results in destruction or disruption.

Bomb Threat

Making a threat that a bomb has been placed, or is about to explode in the school.



Burglary

A person is guilty of burglary when:

- With the intent to commit a crime, he/she knowingly enters or remains unlawfully:
- In a dwelling;
- In a building, and when in effecting entry or while in the building or in the immediate flight there from, he/she or another participant in the crime:
- With the intent to commit a crime, he/she knowingly enters or remains unlawfully in an inhabited building.
- With the intent to commit a crime, he/she knowingly enters or remains unlawfully in an uninhabited building.

Criminal Trespass

A person is guilty of criminal trespass when:

1. He/she knowingly enters or remains unlawfully in a dwelling;
2. He/she knowingly enters or remains unlawfully in a building or upon premises on which notice against trespass is given by fencing of other enclosure;
3. He/she knowingly enters or remains unlawfully in or upon premises.

Criminal Use of Noxious Substance

A person is guilty of criminal use of a noxious substance when he/she lawfully deposits on the land or in the building of another any stink bomb, device, or irritant with the intent to interfere with another's use of the land, building, or vehicle.

Defamation

Harming another person's character or reputation by saying things which are untrue and which are intended to bring harm.

Defiance of Authority

Refusal to comply with reasonable requests of school personnel or purposely disobeying any general rule of school conduct.

Disrespect of Authority

Disrespectful language or gestures towards any school personnel or adults in charge.

Extortion

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

False Fire Alarm

Falsely alerting the Fire Department, or school, to a non-existent fire.

Fighting

- A. Students who willingly engage in physical contact for the purpose of inflicting harm on the other person AND/OR students who perpetuate such behaviors through verbal or gesture-based taunting or exchanges.
- B. A person who finds himself the victim of an assault has the right to defend himself against the attack and use such force in defense as to be reasonably necessary. This DOES NOT excuse the attacker from consequences IF it is determined that the attacker had a reasonable opportunity to seek adult (teacher, staff, administration) intervention and did not do so.



Gambling

Participating in games of chance for the express purpose of exchanging money.

Gang/Cult-Related Activities

A student is guilty of gang/cult-related activities if observed or involved in any of the following as related to gang membership:

1. Self-proclamation of gang membership;
2. Display of a common name, insignia, flag, or means of recognition;
3. Use of common identifying hand or body signs, signals or codes;
4. Engages in a common identifying mode, style or color of dress;
5. Possesses an identifying tattoo or body marking;
6. Is known to have satisfied membership qualifications;
7. Is known to be a part of an organizational or command structure;
8. Makes a de facto claim to territory or jurisdiction;
9. Participates in an intentional ritual;
10. Is involved in a method of criminal operation or enterprise.

Harassment/Intimidation/Bullying

1. "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.
2. 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.
3. 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.
4. 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).
5. 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.
6. 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.
7. Repeat offenders may be recommended to the Board of Education for expulsion from school, or assigned to an alternative school.
8. Students are encouraged to report such activity to teachers or administrators as soon as it occurs.

Intimidation of Witness

Any physical or verbal intimidation of any witness to any school violation.

Loitering by Unauthorized Students



Being on school grounds or in the school without authority or permission of school personnel. This would include students on shortened programs, suspended students, and students that have been expelled. A petition/warrant will be signed.

Malicious Remarks

To willfully intimidate, insult, or in other manner abuse verbally or in writing any member of the school's staff or student body.

Misrepresenting Facts

Knowingly deceiving school administrators and/or staff.

Non-School Day Violations/Criminal Offenses

Students will be subject to school discipline for any violation of this code or criminal offenses with regard to school personnel, students, and property during non-school time if committed in conjunction within reason of a school-based activity.

Other Malicious Behavior

Any misconduct or malicious behavior that significantly disrupts the educational process or that could potentially cause harm to self or others.

Possession of And/Or Use of Weapons on School Property

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.

Profanity

Cursing and the use of excessively vulgar, suggestive, or offensive language is prohibited.

Repeated Multiple Violations

Repeatedly failing to comply with the directives of school personnel or having multiple violations of the code of conduct.

Robbery

A person is guilty of robbery when, in the course of committing theft, he/ she uses or threatens the immediate use of physical force upon another person with intent to accomplish the theft.

Sexual Activity on School Property or at a School-Related Event

Indecent exposure, masturbation, and/or sexual relations will not be tolerated on school property before, during, or after school hours or at school-related events.

Skippping School/Truancy

Purposefully missing a day or portion of a day of school when a student is thought to be attending school.

Terroristic Threatening

A person is guilty of terroristic threatening when:

1. He/she threatens to commit any crime likely to result in death or serious physical injury of another person, or
2. He/she intentionally makes false statements for the purpose of causing evacuation of a building, place of assembly, or facility of public transportation.



Theft and Related Offenses

The taking of property of others (students, teachers, visitors, etc.) without their consent. Possession of stolen property.

Unlawful Assembly

A person is guilty of unlawful assembly when:

1. He/she assembles with five or more persons for the purpose of engaging or preparing to engage with them in disorderly behavior beyond the scope of those rights to peacefully assemble as protected by the Constitution, and/or
2. Being present at an assembly which either has or develops such a purpose, he/ she remains there with the intent to advance that purpose.

Use/Possession of Tobacco Products

Students are not to possess, use, sell, or distribute tobacco products on school property, including buses and all school-sponsored activities.

Vandalism

The unprovoked or willful destruction, defacing, or marring of property located on school premises.

1. Negligent: With restitution
2. Intentional: With restitution

Wanton Endangerment

A person is guilty of wanton endangerment when he/she wantonly engages in conduct which creates a substantial danger of physical injury to another person.

Cheating

Cheating involves one or more of the following actions:

1. To use or attempt to gain credit for the work of another person as your own
2. To copy information from another student's homework, test, theme, book report, term paper, or class work or provide your work to another student for the purpose of cheating.
3. To plagiarize which means to use another person's words or expressions without giving the original author credit.
4. To prepare for cheating in advance, such as having a copy of a test to be given or having been given by a teacher; or using the test or notes during a test.
5. Failing to follow test procedures or instructions announced by the teacher, such as no talking, not leaving/turning around in your seat, or raising your hand to speak.

Cheating will result in the student receiving a zero on the homework, test, theme, research paper, project, or other graded item. Circumstances may warrant additional consequences as determined by the teacher or administration.

In cases of suspected cheating, the administration will support the professional opinions of faculty and staff when evidence is presented in support of these suspicions.

For repeated 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)

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.

Per KRS 158.155, any school employee who knows or has reasonable cause to believe that a person has made threats or plans of violence which are intended to target a school or students or who knows that a firearm is present on school property in violation of KRS 527.070, shall immediately cause a report to be made to the District's law enforcement agency and either to the local law enforcement agency or to the Kentucky State Police.

Any school employee shall immediately report to the District's law enforcement agency and to either the local law enforcement agency or to the Kentucky State Police any act which the employee has a reasonable cause to believe has occurred on school property or at a school-sponsored or sanctioned event involving:

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
2. A Sexual Offense;
3. Kidnapping
4. Assault involving the use of a weapon;
5. Possession of a firearm or deadly weapon in violation of the law;
6. The use, possession, or sale of a controlled substance in violation of the law; or
7. Damage to property

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

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.

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

The communication of telecommunication and other related electronic devices shall not be used in a manner that disrupts the educational process, including, but not limited to, use that:

- a. Poses a threat to academic integrity, such as cheating;
- b. Violates confidentiality or privacy rights of another individual or school-related activities. This includes, but is not limited to, taking photographs, video, or audio recordings of others without the permission of the Principal/designee and the affected individual(s). An exception may be made for events considered to be in the public arena (e.g. sporting events, academic competitions, or performances to which the general public is admitted) where the activity does not materially disrupt the event, prevent others from observing the event, or otherwise violate legal rights. School social events for students, activities sponsored by student clubs, and activities during the school day that are not open to the public are not considered to be in the public arena;
- 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.

When students violate prohibitions of this policy, they shall be subject to disciplinary action, including losing the privilege of bringing the device onto school property and being reported to their parent/guardian. A violation also may result in a report being made to law enforcement. In addition, an administrator may confiscate the device, which shall only be returned to the student's parent/guardian.

The District/school shall not be responsible for loss, theft, or destruction of devices brought onto school property.

Students shall comply with all rules developed by the school concerning appropriate use of telecommunication or other electronic devices. Rules shall be published in the student handbook of each school.

Students shall not utilize a telecommunication or similar electronic device in a manner that would violate the District's Acceptable Use Policy or procedures or its Code of Acceptable Behavior and Discipline.

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 not 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, and 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.

Annual Notifications

Student Directory Information

The Principal or Superintendent is authorized to release Board approved directory information. Approved "directory information" shall be: student names and addresses, telephone numbers, date and place of birth, student's school email address, major field of study, participation in officially recognized activities and sports, photograph/picture, grade level, weight and height of members of athletic teams, dates of attendance, degrees, honors and awards received, and most recent educational institution attended by student.

Any eligible student, parent, or guardian who does not wish to have directory information released shall notify the Superintendent in writing within thirty (30) calendar days after receiving notification of FERPA rights.



Information about the living situation of a student designated as homeless is not to be treated as directory information and is not to be disclosed unless prior written consent is given or unless the information meets one of FERPA's exceptions to required consent. The living situation is not considered directory information.

The District allows for disclosure of directory information only to specific parties for specific purposes. Such limitations are specified in the student directory information notification. Unless the parent/guardian or secondary school student requests in writing that the District not release such information, the student's name, address, and telephone number (if listed) shall be released to Armed Forces recruiters upon their request.

Annual Notice to Parents of Special Education Students

The Russellville Independent School District is pleased to provide qualifying students with the special education and related services specified and developed in an Individual Education Plan (IEP). A law has been passed which allows school districts to be Medicaid service providers. The Russellville Independent School District has been approved to be a Medicaid provider. This means we can obtain Medicaid federal funds for school-based health services specified in an IEP and provided to your child. Billing Medicaid for this service will not change your child's IEP services or your right to receive Medicaid services, as long as your child continues to be eligible for Medicaid services.

The Russellville Independent School District cannot bill Medicaid for school-based health services to your child if you do not want us to do so. If you do not contact the school or return the form included with the enrollment material, we will submit claims. **If you are not sure about this request, please call Dr. Kelly Davis at (270) 726-8405 to discuss it.** The Russellville Independent School District hopes that you will help us access these Medicaid funds.

Notification of Rights Under the Family Education Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) affords parents and eligible students (students over 18 years of age, who are married, or who are attending a postsecondary institution) the following rights with respect to the student's education records.

1. **The right to inspect and review the student's education record within forty-five (45) days of the day the district receives a request for access.** Parents or eligible students should submit to the school principal/designee a written request that identifies the record(s) they wish to inspect. The Principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. **The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or in violation of the student's privacy or other rights.** Parents or eligible students may ask the District to amend a record that they believe is inaccurate, misleading, or in violation of privacy or other rights. The parent writes to the school principal, clearly identifying the part of the record they want changed, and specifying why it is inaccurate, misleading, or in violation of their privacy or other rights. If the district decides not to amend the record as requested by the parent or eligible student, the district notifies the parent or eligible student of the decision and advises them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. **The right to consent to disclosures of personally identifiable information contained in the student's education records,** except to the extent the FERPA authorizes disclosure without consent. The district may disclose records to school officials with legitimate educational interests. A school official is a person employed by the District as an



administrator, supervisor, instructor, or support staff member (including health or medical staff member and law enforcement unit personnel); a person serving a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record on order to fulfill his or her professional responsibility. Upon request, the District shall disclose education records without consent to officials of another school district in which a student seeks or intends to enroll or to entities authorized by law.

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

Family Policy Compliance Office

U.S. Department of Education

600 Independence Avenue, SW

Washington, DC 20202-4605

5. The Superintendent or the Superintendent's designee is authorized to release board-approved directory information. Directory Information is information contained in an educational record that would not generally be considered harmful or an invasion of privacy if disclosed. This information may be released without consent. This information may include the student's name, address, telephone number, 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 most recent educational agency or institution attended. Any eligible student, parent, or guardian who does not wish to have directory information released notifies the Superintendent in writing on or before September 30 or each school year within thirty (30) calendar days after the Annual FERPA Notice has been distributed. The written request must specifically state what information may not be classified as "Directory Information".
6. The district keeps educational records in a secure location in each school and Board office.
7. The district obtains written consent from a parent or eligible student before disclosing personally identifiable information to an entity or individual not authorized to receive it under FERPA.
8. For students who have been determined eligible for special education, education records are destroyed at the request of the parent when they are no longer needed to provide educational programs or services. The district may destroy the educational records of a child without a parent's request five (5) years after they are no longer needed to provide educational programs or services. Parents are advised that data contained in the records may later be needed for Social Security benefits or other purposes. The district may retain, for an indefinite period of time, a record of the student's name, address, telephone number, grades, attendance record, classes attended, grade level completed, and year completed. Children determined eligible for special education include those children with disabilities who have a hearing impairment, visual impairment, emotional-behavioral disability, deaf-blindness, other health impairment, development delay, orthopedic impairment, autism, or traumatic brain injury, and who because of such an impairment need special education services.

Child Find System

The Child Find system is designed to locate, identify, and evaluate any child, age three

(3) to twenty-one (21) years, who resides in a home, facility, or residence within its geographical boundaries, who may have a disability and be in need of special education. This includes children who are not in school; those who are in



public, private, or home-school; those who are highly mobile such as children who are migrant or homeless; and those who are advancing from grade to grade, who may need but are not receiving special education.

The district makes sure any child enrolled in the district who has a disability, regardless of how severe the disability, is provided an appropriate education at no cost to the parents of the child.

Parents, relatives, public and private agency employees, and concerned citizens are urged to help the district find any child who may have a disability and need special education services. The district needs to know the name and age, or date of birth of the child; the name, address, and phone number of the parent or guardian; the possible disability; and other information to determine if special education is needed. Letters and phone calls are some of the ways the district collects the information needed. The information the district collects will be used to contact the parents of the child and find out if the child needs to be evaluated or referred for special education services. If you know of a child who lives in the district who may have a disability, and may need but is not receiving special education services, please contact:

*Director of Special Education
Russellville Independent School
355 South Summer Street
Russellville, KY 42276
270-726-8405*

Child Find activities continue throughout the school year. As part of these efforts, the district uses screening information, student records, and basic assessment information collected on all children in the district to help locate those children who have a disability and need special education. Any information the district collects through Child Find is maintained confidentially. Written Policies and Procedures are on file that describes the district's requirements regarding the confidentiality of personally identifiable information and Child Find activities. Copies are maintained in each school, and in the Board of Education office. Copies of these Policies and Procedures may be obtained by contacting:

*Director of Special Education
Russellville Independent School
355 South Summer Street
Russellville, KY 42276
270-726-8405*

The district office is open Monday through Friday from 8:00 a.m. to 4:00 p.m.

The district provides a public notice in the native language or other mode of communication of the various populations in the geographical boundaries of the district to the extent feasible. If you know of someone who may need this notice translated to another language, given orally, or delivered in some other manner, please contact the Director of Special Education at the address or phone number above.



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*

AHERA Annual Notice

To: Parents, Guardians, Teachers, and School Employees

From: Danny Perry, LEA Designee

Subject: Asbestos Management Plan for Russellville Independent Schools

2026-2027 Academic School Year

Date: 7/1/2026

This notice informs you that Russellville 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 me if you would like to view this Plan. A copy of the Plan is also available at each school.

You may also download a copy of the AHERA Notice at the Russellville Independent School District's website, <https://www.russellville.kyschools.us/>

Mr. Danny Perry

Contact #: 270-726-8405



Terroristic Threatening

Russellville Middle Schools Notice:

Terroristic Threatening in the Second Degree (and Potential Penalties)

To: Parents/Guardians and Students of Russellville Middle School

From: Russellville Independent School District

RE: Provisions of KRS 508.078 and Potential Penalties Under KRS 532.060 and KRS 534.030

Our highest priority at Russellville Middle School is to provide a safe learning environment for students and staff. Unfortunately, in recent years schools across the country have experienced an escalation of statements made by students and other individuals threatening widespread harm to students and/or staff. Such threats can result in considerable concern across the school community and total disruption to the educational process. These threatening statements are unacceptable and will not be tolerated at any school.

As required by KRS 158.1559, the purpose of this statement is to notify parents, guardians, and students that in addition to school disciplinary action, school district officials (in cooperation with law enforcement agencies) will pursue legal charges for felony terroristic threatening in the second degree against anyone who makes such threats, including students. Terroristic threatening in the second degree is defined by KY state law KRS 508.078. In summary, a person is guilty of terroristic threatening in the second degree when he or she intentionally:

- (a) With respect to any school function, threatens to commit any act likely to result in death or serious physical injury to any person, student group, teacher, volunteer worker, or employee of a school, or to any other person reasonably expected to lawfully be on school property or at a school-sanctioned activity. A threat directed at a person or persons at a school does not need to identify a specific person or persons or school in order for a violation of this section to occur;
- (b) Makes false statements by any means, including by electronic communication, for the purpose of: 1. Causing evacuation of a school building, school property, or school-sanctioned activity; 2. Causing cancellation of school classes or school-sanctioned activity; or 3. Creating fear of serious bodily harm among students, parents, or school personnel

***Please read the complete text and details of KRS 508.078, including penalties, on the following page.**

Our approach to eliminating terroristic threats in schools is unwavering. Please help ensure that your child never becomes a party to such an offense by discussing this important matter with him/her, including the seriousness of its consequences. Together we can help keep our school safe.

Terroristic Threatening in the Second Degree (KRS 508.078)

Definition (1) A person is guilty of terroristic threatening in the second degree when, other than as provided in KRS 508.075, he or she intentionally:

- (a) With respect to any scheduled, publicly advertised event open to the public, any place of worship, or any school function, threatens to commit any act likely to result in death or serious physical injury to any person at a scheduled, publicly advertised event open to the public, any person at a place of worship, or any student group, teacher, volunteer worker, or employee of a public or private elementary or secondary school, vocational school, or institution of postsecondary education, or to any other person reasonably expected to lawfully be on school property or at a school-sanctioned activity, if the threat is related to their employment by a school, or work or attendance at school, or a school function. A threat directed at a person or persons at a scheduled, publicly advertised event open to the public, place of worship, or school does not need to identify a specific person or persons or school in order for a violation of this section to occur;
- (b) Makes false statements by any means, including by electronic communication, for the purpose of: 1. Causing evacuation of a school building, school property, or school-sanctioned activity; 2. Causing cancellation of school classes or school-sanctioned activity; or 3. Creating fear of serious bodily harm among students, parents, or school personnel;



- (c) Makes false statements that he or she has placed a weapon of mass destruction at any location other than one specified in KRS 508.075; or
- (d) Without lawful authority places a counterfeit weapon of mass destruction at any location other than one specified in KRS 508.075.
- (2) A counterfeit weapon of mass destruction is placed with lawful authority if it is placed as part of an official training exercise by a public servant, as defined in KRS 522.010.
- (3) A person is not guilty of commission of an offense under this section if he or she, innocently and believing the information to be true, communicates a threat made by another person to school personnel, a peace officer, a law enforcement agency, a public agency involved in emergency response, or a public safety answering point and identifies the person from whom the threat was communicated if known.
- (4) Except as provided in subsection (5) of this section, terroristic threatening in the second degree is a Class D felony.
- (5) Terroristic threatening in the second degree is a Class C felony when, in addition to violating subsection (1) of this section, the person intentionally engages in substantial conduct required to prepare for or carry out the threatened act, including but not limited to gathering weapons, ammunition, body armor, vehicles, or materials required to manufacture a weapon of mass destruction. Penalties (KRS 532.020, KRS 532.060, KRS 534.030, KRS 635.085)
- Violating a Class D Felony (adult): 1-5 years imprisonment and/or \$1,000-\$10,000 fine.
 - Violating a Class C Felony (adult): 5-10 years imprisonment and/or \$1,000-\$10,000 fine.
 - Violating a Felony (juvenile): Commitment to the Department of Juvenile Justice. In lieu of commitment to the Department of Juvenile Justice, the court may in its discretion impose a fine (not to exceed \$500).

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 Kelly Jones by phone at 270-726-8405 or by email at Kelly.Jones@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.

Person	Role	Email	Phone/Fax
Kyle Estes	Superintendent	Kyle.Estes@russellville.kyschools.us	270-726-8405 270-726-4036(fax)
William Griffin	Chief Operations Officer	William.Griffin@russellville.kyschools.us	270-726-8405 270-726-4036(fax)
Kelly Davis	Director of Exceptional Children	Kelly.Davis@russellville.kyschools.us	270-726-8405 270-726-4036(fax)
Jennifer Pope	Director of Pupil Personnel	Jennifer.Pope@russellville.kyschools.us	270-726-8405 270-726-4036(fax)
Danny Perry	Director of Maintenance	Danny.Perry@russellville.kyschools.us	270-726-8405 270-726-4036(fax)
Ryan Davenport	Director of Transportation	Ryan.Davenport@russellville.kyschools.us	270-726-8405 270-726-4036(fax)

Board of Education Address:

Russellville Independent School District

355 S. Summer St, Russellville, KY 42276

(270) 726-8405

(270) 726-4036



Review of the RISD Code of Acceptable Behavior and Discipline

by Parents/Guardians and Students

Student's Name: _____ Grade: _____

Homeroom/Advisory 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.

Student Signature: _____

Parent/Guardian Signature: _____

If you would like a printed copy of the entire handbook or a version in your native language, please contact the school for assistance.