

**RUSSELL COUNTY PUBLIC SCHOOLS
STUDENT CONDUCT CODE
2025-2026**



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RUSSELL COUNTY PUBLIC SCHOOLS

STUDENT CONDUCT CODE

INTRODUCTION

The principals and teachers in the Russell County Schools want students to have room for growth and individualism. We also want the schools to operate effectively. Because students will sometimes have problems that keep the schools from operating effectively, rules are needed. The rules listed in this Conduct Code have been adopted by the Russell County School Board. The principals, teachers, and other staff will firmly follow these rules. RCPS staff will document incidents and handle misbehavior as quickly as possible. Furthermore, school crisis teams are in place to deal with crises.

Students who do not obey the rules in this Conduct Code will be disciplined. Students who break the law will also be reported to law officers. Students learn about proper behavior from their parents. Parents are expected to make sure their children receive good behavior training. Often when students have behavior problems, the school principal will ask parents for their help. Working together, the principal and parents can do a better job of helping the student to improve. It is very important that parents cooperate with school officials in enforcing the rules in this Conduct Code.

Copies of this Conduct Code will be given annually to each enrolled student. Parents are asked to sign the Parental Statement of Receipt, the Internet Acceptable Use Agreement, the Acceptable Use Policy Photograph or Work Publication, and the Bring Your Own Device Policy, and return these documents to the school. Principals will review the Conduct Code with parents of students who violate it.

Teachers will annually review with students the provisions of the Conduct Code. Schools will provide guidance services and/or alternative programs for students who are at-risk for bad behavior or for dropping out of school. Parents who feel their children are in need of such services should call their school principals.

The Virginia Standards of Accreditation (2000), Section 8 VAC 20-131-210.A, states that the principal “is recognized as the instructional leader of the school and is responsible for effective school management that promotes positive student achievement, a safe and secure environment in which to teach and learn, and efficient use of resources.” Section B.2 specifies that the principal shall “ensure that the school division’s student code of conduct is enforced and seek to maintain a safe and secure school environment.” Section 8 VAC 20-131-260.C.3., requires school administration to ensure “a written procedure, in accordance with guidelines established by the local board for responding to violent, disruptive or illegal activities by students on school property or during a school-sponsored activity.”

The 1995 Virginia General Assembly passed House Bill 2542, the Virginia Omnibus Educational Act of 1995, which contains provisions addressing parental responsibility and involvement that are intended to promote proper student conduct. The provisions of this act are summarized in the following notice, and a copy of the Code section is included in the Code sections following the introduction. It is very important that parents become familiar with the implication of this act.

ACCEPTABLE/UNACCEPTABLE BEHAVIOR

Students and their parents should remember that behaving in a courteous and respectful manner toward others is to be desired in all areas of life. Students who are rude and disrespectful to school employees or other students will be punished. Problems caused by violence are the most serious in this conduct code. It is extremely important that violent students be controlled. Behavior involving weapons and injury, or possible injury, to other students will be severely punished. The Virginia State Attorney General has ruled that school boards “may subject pupils to punishment for acts committed away from school property and outside of school hours which are detrimental to the interests of the school or adversely affect school discipline,” depending upon the situation, students may be assigned one or a combination of the following corrective actions:

- Counseling
- Admonition
- Reprimand
- Loss of privileges, including access to the school division’s computer system
- Parental conferences
- Tasks or restrictions assigned by the principal or designee
- After school detention
- Suspension from school sponsored activities or events before, after, or during the regular school day
- In-school suspension
- Out of school suspension/Saturday School
- Referral to an alternative education program
- Notify legal authority where appropriate
- Recommendation for expulsion
- Mandatory expulsion for firearm possession or use or possession of a controlled substance or marijuana, as defined by 18.2-247 of the Code of Virginia, on school property or at a school sponsored activity
- Evaluation for drug or alcohol abuse
- Participation in a drug, alcohol, or violence intervention, prevention, or treatment program

(22.1-279.1) Corporal punishment may not be used as a means of discipline. However, this does not prevent teachers and principals from using “reasonable and necessary force” when necessary to maintain a safe school environment.

APPROPRIATE DRESS

Student Dress

Appropriate Student Attire

Students must wear clothing that is appropriate to a K-12 educational environment and does not or is not likely to cause a substantial disruption and includes the following specifics:

1. Clothing should not contain language that is profane or images that depict, advertise, or advocate illegal, violent, or lewd conduct, weapons, drugs, drug paraphernalia, alcohol, tobacco, marijuana, or other controlled substances.
2. Clothing must cover the midriff.
3. Clothing that has the appearance of undergarments.
4. Clothing should cover all private areas when standing or sitting without showing undergarments.
5. Clothing should be suitable for all scheduled classroom activities where unique hazards exist.
6. Hats, bandannas, and other headpieces (clothing hoods, etc) will not be worn within the school. Head gear must be removed upon entering the building.
7. From the standpoint of safety, students will not be allowed to bring/wear blanket at school or other school sponsored activities, other than outside sporting events.
8. Holes in clothing cannot reveal any undergarments.
9. Students shall, at all times, wear some kind of shoes or sandals.

Consequences of Breaking Dress code

A student who violates the dress code will be asked to

- A. Cover the offending item(s) or change clothes,
- B. If student does not have clothing to change into, parents/guardians will be called to bring a change of clothing,
- C. If parents/guardians are unable to bring a change of clothes, the student will visit the school nurse to obtain an appropriate change of clothing,
- D. If this is not possible, then the student will complete his or her schoolwork for the day in in-school suspension.

What This Means for Parents

Although school dress code may seem unimportant and even somewhat petty, it is important to realize that in a school setting, even small issues (like a shirt with an offensive or hateful slogan, for example) can lead to major schoolwide disruptions and potential safety/security issues. It may cause a disruption between student or the instructional environment.

It is your responsibility to ensure that your student comes to school wearing appropriate attire. Please be diligent in making sure that your student is properly dressed before he or she leaves for school.

Remember: if your student breaks the dress code, you may have to sacrifice your time to come to the school to help with the issue.

ARSON (18.2-79)

Setting fire to school property or the personal property of someone else is against the law. Students who do this will be severely punished and will be reported to the law officers for prosecution.

CELL PHONES (22.1-279.6)/OTHER ELECTRONIC DEVICES

Cell phones, I-Pods, I-Phones, Wi-Fi, or other similar devices (such as cameras, CD players, MP3 players, walkie-talkies, hand-held electronic games, head phones, but not limited to these devices) are allowed to be used, in accordance with the Bring Your Own Device Policy (BYOD).

Violation of cell phones and BYOD policy will result in disciplinary action in coordination with policies set forth by division School Board or by school administrators. This may include but is not limited to removal of all access rights to the division network. Network access rights may be removed by School principals or by the District Technology Department.

Technology devices may not be used to record, transmit or post unauthorized photographic images or videos of a person(s) on school property, or during school activities. This includes all students and personnel in Russell County Public Schools.

Students using cell phones or other electronic devices to record or take pictures of anything or anyone without authorization on school property or at school events is strictly prohibited.

Failure to adhere to this rule will result in a minimum consequence of the device being confiscated and used as evidence. Other consequences may apply pending the investigation as to the intent and reason for the willful disregard of the rule.

CELL PHONE POLICY:

PURPOSE: To establish a focused and engaging learning environment, free from electronic distractions. The intent is to minimize distractions, enhance student engagement, and maintain an atmosphere conducive to effective teaching and learning.

The Russell County School Board establishes age-appropriate and developmentally appropriate restrictions for student use and possession of cell phones and smart devices on school property from bell-to-bell.

The superintendent issues regulations setting forth the restrictions and procedures to be followed to effectuate this policy. Any regulations issued in accordance with this policy may include additional exemptions, including procedures for emergency communications with students.

Student Cell Phones and Smart Devices on School Property

Students are permitted to use and possess cell phones and smart devices on school property before or after bell to bell, subject to additional regulations as may be issued. Such permitted use must not result in distractions or disruptions to the learning environment, disruptive behavior, bullying, harassment, crime, or any other behavior that violates other policies, regulations or laws.

From bell to bell, students are restricted from using or possessing cell phones on school property in accordance with this policy, issued regulations, and applicable laws.

Restrictions by Age Group

Elementary Schools (Kindergarten through Grade 5):

- Elementary school students will not be allowed to bring a cell phone/personal electronic communication device to the school building unless the parent/guardian files a request to the principal based on legitimate reasons such as safety or well-being of the student. If the request is approved, the principal will give directions for housing the cell phone during the school day.
- This privilege can be revoked if a student does not follow cell phone guidelines.

Middle Schools (Grades 6 through 8):

- Middle school students will be allowed to bring a cell phone/personal electronic communication device to the school building. However, students will be required to power off and store their cell phone/communication device in their book bags when they enter the school building in the morning. Cell phones will remain out-of-sight during morning bus duty.
- Student will store their cell/communication device in their lockers or back packs during the instructional day.
- Students will be allowed to use their cell phone/communication device after the school day has ended.

High/Secondary Schools (Grade 9 through 12):

- High school students will not be allowed to use their cell phone/communication device from “bell-to-bell” during the instructional day.

- If cell phone/communication devices are brought to school, they must be stored and powered off.
- During “bell-to-bell” instructional time, students must use school-based communication tools and platforms to communicate non-emergency needs with parents.
- Parents should use school-based communication tools and channels to communicate emergencies during “bell-to-bell” instructional time.

Exemptions

Any student who, pursuant to an Individualized Education Plan, Section 504 Plan, individualized health care plan, or Limited English Proficiency plan, is permitted to possess and use a cell phone or smart device on school property, including in the classroom, from bell to bell to monitor or address a health concern or as an accommodation or assistive technology support.

Implementation and Enforcement

The superintendent and the school administration of each elementary and secondary school in the division are responsible for implementing and enforcing this policy. Any implementation and enforcement of this policy minimizes, to the extent possible, any conflict with the instructional responsibilities of teachers or any disturbance to instructional time and does not involve any school resource officer employed in any school in the division.

Discipline of Students

No student will be suspended or expelled solely for a violation of this policy. Any violation of this policy that involves, coincides with, or results in an instance of disruptive behavior, bullying, harassment, crime, or any other behavior that violates other policies, regulations or laws, is subject to discipline, addressed in accordance with the Standards of Student Conduct and applicable policies and regulations.

If a student refuses to follow this Communication Device Policy, and administrator will be notified, and consequences will be given. The following specific actions may be taken should a student fail to comply with this policy.

- **1st Offense:** The communication device will be confiscated until the end of the instructional day. The parent/guardian will be notified as soon as is reasonably possible and the device will be returned to the student at the end of the school day. This infraction will be documented and will result in a warning.
- **2nd Offense:** The communication device will be confiscated and returned during a meeting with the parent/guardian. This infraction will be documented as a second offense.
- **3rd Offense:** The communication device will be confiscated and returned during a meeting with the parent/guardian. This infraction will be documented, and disciplinary action will be taken in the form of a before or after-school detention.
- **4th Offense:** The communication device will be confiscated and returned during a meeting with the parent/guardian. The infraction will be documented, and the student will lose the privilege of having a cell phone on school property during the instructional day for the remainder of the school year. Disciplinary action will increase in severity with any additional offense.

DAMAGE TO SCHOOL PROPERTY

Students should treat all school property with respect. Students and their parents must pay for any damage to school

property, including textbooks.

DISMISSAL OF STUDENTS DURING THE SCHOOL DAY

A formal check-out system shall be maintained in the office of each school. A current emergency contact list must be kept on file in the school office. It is the custodial parent's/guardian's responsibility to keep the contacts up to date.

1. Students will not be dismissed into the custody of a non-custodial parent, guardian, or designee without prior permission from custodial parent/guardian. If questions arise, the custodial parent/guardian must be contacted by phone.
2. A written or verbal notice is necessary if the parent/guardians make a request for the student to ride a different bus or go to a different location.
3. In divorce cases in which joint custody is granted, the school will release students to either of the custodial parents. It is the responsibility of the custodial parent to notify the school of any changes in custody agreements.
4. In the event that any other adult arrives to pick up the child at school during school hours the principal shall require a written note signed by the enrolling or other custodial parent giving permission to release the student.
5. In the event of an emergency, school personnel shall attempt to contact the enrolling parent first, and then the other custodial parent, if any. The designated contact(s) on the emergency care information form shall be called if the enrolling parent cannot be reached. The enrolling parent should ensure that all individuals authorized to make emergency decisions regarding the student (including issues of release from school) are listed on the emergency care information form.
6. Although concerned about the health and safety of all students, the school cannot assume responsibility for students brought to school prior to the announced arrival time for staff.
7. Principals shall exercise discretionary judgment in excusing students.

DISRUPTION

Students shall not disturb other students by violence, force, threat, language, or any other action at school, on the bus, at school sponsored events, or while under school supervision.

DRUG AND ALCOHOL ABUSE (22.1-277.08)

School boards shall expel from school attendance any student whom such school board has determined, in accordance with the procedures set forth in this article, to have brought a controlled substance, imitation controlled substance, marijuana as defined in 18.2-247, or synthetic cannabinoids as defined in 18.2-248.1:1 onto school property or to a school-sponsored activity. A school board may, however, determine, based on the facts of the particular case that special circumstances exist and another disciplinary action is appropriate. In addition, a school board may, by regulation, authorize the division superintendent or his designee to conduct a preliminary review of such cases to determine whether a disciplinary action other than expulsion is appropriate. Such regulations shall ensure that, if a determination is made that another disciplinary action is appropriate, any such subsequent disciplinary action is to be taken in accordance with the procedures set forth in this article.

RULES

1. Students shall not use, possess, distribute, intend to sell/buy, or try to sell/to buy drugs or alcohol or any item that is portrayed to be drugs or alcohol by the student.
2. Students will not be allowed to take drugs, drink alcohol at school, or be at school after taking drugs or drinking alcohol.
3. Students will not be allowed to have, sell/buy, or give away at school items that are used to take drugs, or items that look like they are used to take drugs.
4. Students who inhale unconventional inhalants i.e. gasoline, paint thinner, crushed candy, etc. will be in violation of this Drug Abuse Policy.
5. Violations of the Drug and Alcohol policy are cumulative for the academic career of the student.

CONSEQUENCES OF BREAKING THE DRUG RULES:

Involving alcohol, scheduled V, VI, Marijuana (possession), non-scheduled drugs, and imitation drugs

Virginia Code

Schedule III [§ 54.1-3450](#)

Schedule IV [§ 54.1-3452](#)

Schedule V [§ 54.1-3454](#)

Schedule VI [§ 54.1-3455](#)

1. The student will be reported to the Russell County Sheriff's Department/local law enforcement agency.
 - a. **First Offense**
 - i. The student will:
 1. Be suspended from school for ten days.
 2. Be suspended from all after-school activities for thirty (30) calendar days.
 3. The student will be required to participate in a drug abuse treatment program.
 - ii. The student's parent/guardian will be notified and required to attend a meeting with the principal, SRO, and the student to discuss any needed intervention and the consequences for any further offences.
 - iii. SRO/Law Enforcement will be notified.
 - b. **Second Offense**
 - i. The student will:
 1. Be suspended from school for ten days.
 2. Be suspended from all after school activities for 365 calendar days
 3. After completion of suspension, the student may be placed in an alternative education program.
 - ii. The principal may ask the School Board to suspend a student additional school days or to expel a student.
 - iii. In addition, the parent/student will be required to have a hearing with the superintendent or designee.
 - iv. SRO/Law Enforcement will be notified.
 - c. **Third Offense**
 - i. The student will immediately be suspended until further notice.
 - ii. The superintendent will recommend expulsion for the student to the Russell County School Board.
 - iii. SRO/Law Enforcement will be notified.
2. Any student caught **distributing, selling, intending to sell, or attempting to sell** alcohol, steroids, or items used in the use of drugs or alcohol will warrant the following disciplinary plan:
 - a. The student will:

- i. Immediately be suspended for ten days.
 - ii. Be suspended from all after school activities for 365 calendar days.
- b. The principal will ask the School Board to expel the student or place the student in an alternative education program to be evaluated by administration at the end of the marking period.
 - i. SRO/Law Enforcement will be notified.

CONSEQUENCES OF BREAKING THE DRUG RULES:
Involving scheduled I, II, III, IV drugs, and Marijuana (distribution)
Virginia Code
Schedule I [§ 54.1-3446](#)
Schedule II [§ 54.1-3448](#)

- I. The student will be reported to the Russell County Sheriff's Department/local law enforcement agency.
 - a. **First Offense:**
 - i. The student will:
 - 1. Be suspended for 90 school days.
 - 2. Be suspended from all after-school activities for 365 calendar days.
 - 3. Not be allowed on Russell County Public School property during this suspension.
 - 4. After completion of suspension, the student may be placed in an alternative education program.
 - 5. The student will be required to participate in a drug abuse treatment program.
 - ii. SRO/Law Enforcement will be notified.
 - b. **Second Offense:**
 - i. The student will:
 - 1. Be immediately suspended until further notice.
 - 2. The superintendent will recommend expulsion for the student to the Russell County School Board.
 - ii. SRO/Law Enforcement will be notified.

ENERGY DRINKS

Energy drink possession is prohibited in Russell County Public Schools. Energy drinks are beverages containing carbohydrates and caffeine/herbal ingredients acting as a stimulant. These include, but are not limited to, Red Bull, Rock Star, and Monster. There is growing concern that consumption of energy drinks may be unsafe for adolescents. The high level of caffeine elevates blood pressure and pulse rates to, in some cases, dangerous levels. Since these drinks act as a central nervous system stimulant, the potential for significant medical and behavioral consequences exists. These may lead to adverse side effects and potentially harmful interactions with prescription medication (particularly with stimulant medications used to treat ADHD). These drinks are often consumed with some over the counter medications, such as diet supplements, and mixed with alcohol. They can also lead to a positive drug test. There is no regulatory control over energy drinks, thus their content and purity cannot be insured. All such drinks will be confiscated and destroyed when a student possesses energy drinks at school.

EXTORTION

Tricking or scaring another student in order to take money or other property from him or her is a dishonest practice. Students who do this will be punished and they or their parents will be expected to restore the money or property to its owner.

FALSE ALARMS, BOMB THREATS, SMOKE BOMBS, PEPPER SPRAY, AND FIREWORKS (18.2-212)

Calling in a bomb threat, misusing 911 services, making a false fire alarm, or any other false alarm is against the law. Students who make false alarms will be punished by the school system and will be referred to the courts for prosecution:

- May be considered criminal offense.
- False Fire Alarms (18.2-212—class 1 misdemeanor if any person who without just cause calls or summons by telephone or otherwise any ambulance or fire-fighting apparatus or maliciously activates a manual or automatic fire alarm in a building used for public assembly or for a public purpose, including public school, regardless of whether the fire department responds).
- Bomb threats (18.2-83—class 6 felony if 15 or over, class 1 misdemeanor if under 15). As previously noted, this is now a reportable offense.
- Smoke bombs (18.2-87.1—a person who willfully and intentionally sets off or causes to be set off any chemical bomb capable of producing smoke in any building used for public assembly or regularly used by the public could be guilty of a class 2 misdemeanor).

Students will not be allowed to have in their possession or use Pepper Spray.

FIGHTING AND PHYSICAL INJURY

1. Students and parents need to be aware that attacking another student, school staff member, or anyone else is a criminal offense. All fights will be investigated. Students who purposely attack or hurt someone will be punished by the school system.
2. Students are expected to tell teachers or administrators about problems before a fight occurs.
3. Any person who commits battery against a full-time or part-time teacher, principal, assistant principal, teacher aide, school bus driver, school bus aide, or guidance counselor engaged in the performance of his duties may be prosecuted and receive a minimum of 15 days in jail.

GANG RELATED ACTIVITIES (22.1-279.6)

Gang-related activity will not be tolerated. A “gang” is defined as “any ongoing organization, association, or group of three or more persons, whether formal or informal, (i) which has as one of its primary objectives or activities the commission of one or more criminal activities, (ii) which has an identifiable name or identifying sign or symbol, and (iii) whose members individually or collectively have engaged in the commission of, attempt to commit, conspiracy to commit, or solicitation of two or more predicate criminal acts, at least one of which is an act of violence, provided such acts were not part of a common act or transaction.

Symbols of gang membership are expressly prohibited (i.e., clothing that symbolizes association, rituals associated with, or activities by an identified group of students).

HAZING (22.1-279.6.b)

Hazing, recklessly or intentionally endangering the health or safety of a student or students or to inflict bodily injury on a student or students in connection with or for the purpose of initiation admission into an affiliation with or as a condition for continued membership in a club, organization, association, fraternity, sorority, or student body regardless of whether the student or students so endangered or injured participated voluntarily in the activity, is not allowed and must be reported to the Russell County Sheriff's Office.

Hazing is a Class 1 misdemeanor—which may be punished by confinement in jail for up to 12 months and a fine of \$2,500, or both, in addition to any disciplinary action which may be imposed.

LOSS OF PROPERTY/STEALING

Students are expected to take care of school property and the property of other students. Students who steal, damage, or destroy property will be punished and they or their parents will be required to pay for the damage. Students who steal, damage, or destroy property, or take money may be punished by detention, in-school suspension, suspension, placement in an alternative education program, or expulsion. The student may be subject to criminal charges. **Neither the school system nor the school will be held responsible for replacing items/money, which may be lost, stolen, or damaged.**

PROFANITY (18.2-416)

State law and local school policy prohibit the use of profanity or obscene language at school, on the bus, or at school sponsored activities. The school administration will be the judge of what constitutes profane or obscene language. Profanity is a Class 3 misdemeanor.

SEXUAL HARASSMENT

Sexual harassment is hurtful and harmful to its targets. It shows disrespect for its victims, whether they are male or female. It is also against federal law. Students who participate in sexual harassment will be punished in the same way they are punished for other harmful and illegal acts.

1. What is Sexual Harassment?

Sexual harassment is a kind of discrimination. It means that someone is treated differently because of his or her sex. It is behavior or words that are directed at a person because of gender. The behavior and words are uninvited, unwanted, and unwelcome. They cause a person to feel uncomfortable or offended. They create an environment that makes learning difficult. The behavior and words may happen on a one-time basis or they may be repeated.

2. Complaint Procedure

Students who think they are being sexually harassed should tell a teacher, a guidance counselor, an assistant principal or the principal.

3. Investigation of Sexual Harassment

All complaints will be investigated following the procedure in Policy GBA of the Russell County School Board Policy Manual. Complaining students will be given a copy of this policy. Any other parent or student wishing a copy of this policy may ask the school principal, school librarian, public librarian or the School Board Office to provide one. Absolute confidentiality cannot be guaranteed, but information on sexual harassment complaints will be kept confidential as possible, and only shared with those who absolutely have to know.

4. Consequences of Sexual Harassment

Students who are guilty of sexual harassment may be punished by detention, in-school suspension, suspension, placement in an alternative education program, or expulsion.

5. Retaliation

School officials will see that students who report sexual harassment are protected from retaliation and anyone who does anything to harass a complaining student will be disciplined.

6. False Complaints

A sexual harassment accusation is very damaging to the person it is made against. Filing of false complaints may result in criminal charges being filed.

THREATS AND BULLYING (18.2-60)

Students, either individually or as a part of a group, shall not harass or bully others. The following conduct is illustrative of bullying:

- Physical intimidation, taunting, name calling, and insults;
- Comments regarding the race, gender, religion, physical abilities or characteristics of associates of the targeted person;
- Falsifying statements about other persons; or,
- Use of technology, such as e-mail, text messages, or Web sites to defame or harm others.

Students who attempt to intimidate or bully other students by mode of dress, body decorations, verbal threats or physical threats may be suspended, expelled, or placed in an alternative education program. Students who threaten other students may also be reported to law enforcement officers and charged with assault. If the threat is written, signed or unsigned, and contains a threat to kill or to do bodily injury to an individual or member of his family, it is a Class 6 felony. If the communication is oral and contains a threat to kill or do bodily harm to any employee and occurs on a school bus, school property, or during a school-sponsored activity, it is a Class 1 misdemeanor.

Bullying Is Not:

- Not liking someone
- Being excluded
- Accidentally bumping into someone
- Making other kids play things a certain way
- A single act of telling a joke about someone
- Arguments
- Expression of unpleasant thoughts or feelings regarding others
- Isolated acts of harassment, aggressive behavior, intimidation or meanness

All Bullying Incidents should be reported to school personnel immediately. Russell County Public Schools has established Policies and Reporting Procedures that will be followed with all complaints

Electronic Cigarettes/Vape/Nicotine Products (18.2-371.2) (22.1-79.5)

Students will not be allowed to possess or use electronic cigarettes/vape/nicotine products on a school bus, on school property, or at a school-sponsored activity. In addition, the use of electronic cigarettes/vape/nicotine products by any individual is prohibited on a school bus, on school property, or at a school-sponsored activity.

TOBACCO/Vape

Students and parents should be aware that as of July 1, 2019, it is against the law for students under twenty-one (21) to have or use any form of tobacco.

Students under twenty-one (21) having or using tobacco products on school property, in school buildings, on school buses, or at school sponsored events will be reported to the school resource officer or any other law enforcement agent and may be prosecuted in court.

Any student smoking in a Russell County School building will be reported to the school resource officer or any other law enforcement agent and will be charged.

Any student violating the tobacco policy by using, distributing or possessing any form of tobacco will be disciplined accordingly:

CONSEQUENCES OF BREAKING THE TOBACCO/ELECTRONIC CIGARETTES/VAPE/Nicotine Products RULES

Lighters, matches, or similar products will not be permitted on school property.

Any student possessing or using Electronic Cigarettes/Vape/Nicotine product on school property or at school-sponsored activity will be disciplined accordingly:

First Offense

1. SRO/Law Enforcement will be notified.
2. Student will be placed in In-School Suspension (ISS) for three (3) days
3. Parent will be notified.
4. Student will be required to successfully complete a tobacco cessation program while serving ISS.

Second Offense

1. SRO/Law Enforcement will be notified.
2. Student will receive Out of School suspension (OSS) for three (3) days.

All Additional Offenses

A meeting will be arranged with parent/guardian, principal, SRO and student to create an appropriate plan of intervention. The Principal has discretion to provide additional consequences for repeated offences.

TRESPASSING (18.2-128)

Students must have permission from a school official to enter school property after school hours. Students who enter without permission are trespassing. If a student is asked by a school official to leave and he does not do so, he can be guilty of a Class 1 Misdemeanor and can be prosecuted through the courts. Students who have been suspended or expelled are not allowed to come on school property during school hours or to attend any school activity unless otherwise specifically stated. Suspended or expelled students who do come on school property may be prosecuted for trespassing.

WEAPONS

Students shall not have on their persons, in their lockers, in a vehicle, or among their possessions dangerous objects that may be used as weapons or for the destruction of property. Students shall not have weapons on school property, at any school-sponsored function or extracurricular activity, or on any school bus. Weapons include, but are not limited to:

- any pistol, shotgun, stun weapon, revolver, or other firearm listed in section 22.1-277.07(E), of the Code of Virginia, designed or intended to propel a projectile of any kind, including a rifle,
- unloaded firearms in closed containers,
- any air rifle or BB gun,
- toy guns and look-alike guns,
- any dirk, bowie knife, switchblade knife, ballistic knife, machete, knife or razor,
- slingshots,
- spring sticks,
- brass or metal knuckles, blackjacks,
- any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as a nun chahka, nun chuck, nunchaku, shuriken, or fighting chain,
- any disc, of whatever configuration, having at least two points or pointed blades, and which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart,
- explosives, and
- destructive devices as defined in section 22.1-277.07(E), of the Code of Virginia, or other dangerous articles.

The 1995 Virginia General Assembly enacted *Gun Free Schools* legislation, 22.1-277.07, which requires expulsion from school for not less than 365 calendar days (if exceptional circumstances exist as determined by the local school board, alternative placements may be considered), of any student who possesses a firearm or destructive device, a firearm muffler or firearm silencer, or a pneumatic gun, whether it is capable of being fired or not. Students possessing firearms on school property will be reported to law enforcement officials.

Any person violating this law shall also be guilty of a Class 6 felony.

1. Students shall not give or sell such objects to other students.
2. Students shall not buy or accept such objects from other students.
3. In regard to eating utensils/grooming devices, disciplinary action by the principal will be based on the facts of each incident.

HEALTH AND SAFETY

Russell County Public Schools follows OSHA Rules and Regulations and School Health Guidelines.

PRESCRIPTION MEDICATIONS

Russell County Public School personnel may give prescription medication to students only pursuant to the written order of a physician, physician assistant, or nurse practitioner and with written permission from the student's parent or guardian. Such medicine must be in the original container and delivered to the principal, school nurse or school division designee by the parent/guardian of the student.

NONPRESCRIPTION MEDICATIONS

Russell County Public School personnel may give nonprescription medication to students only with the written permission of the parent or guardian. Such permission shall include the name of the medication, the required dosage of the medication, and the time the medicine is to be given. Such medicine must be in the original container and delivered to the principal, school nurse or school division designee by the parent/guardian of the student. Students may receive over the counter medication (Ibuprofen/Tylenol) for no more than 3 consecutive school days unless written notification from a Doctor states otherwise.

SELF-ADMINISTRATION OF MEDICATION

Self-administration of any medication with the exception of asthma medication and auto-injectable epinephrine, as discussed below, is prohibited for students in grades kindergarten through eight.

Students in grades nine through twelve may be allowed to possess and self-administer non-prescription medicine if:

- written parental permission for self-administration of specific non-prescription medication is on file with the school;
- the non-prescription medication is in the original container and appropriately labeled with the manufacturer's directions;
- the student's name is affixed to the container; and
- the student possesses only the amount of non-prescription medicine needed for one school day/activity.

Sharing, borrowing, distributing, manufacturing or selling any medication is prohibited. Permission to self-administer non-prescription medication may be revoked if the student violates this policy and the student may be subject to disciplinary action in accordance with the Standards of Student Conduct.

Self-Administration of Asthma Medications and Auto-Injectable Epinephrine

Students with a diagnosis of asthma or anaphylaxis, or both, are permitted to possess and self-administer inhaled asthma medications or auto-injectable epinephrine, or both, as the case may be, in accordance with this policy during the school day, at school-sponsored activities, or while on a school bus or other school property. In order for a student to possess and self-administer asthma medication, or auto-injectable epinephrine, or both, the following conditions must be met:

- Written parental consent that the student may self-administer inhaled asthma medications or auto-injectable epinephrine, or both, is on file with the school.
- Written notice from the student's health care provider is on file with the school, indicating the identity of the student, stating the diagnosis of asthma or anaphylaxis, or both, and approving self-administration of inhaled asthma medications or auto-injectable epinephrine, or both, that have been prescribed for the student; specifying the name and dosage of the medication, the frequency in which it is to be administered and the

circumstances which may warrant its use; and attesting to the student's demonstrated ability to safely and effectively self-administer the medication.

- An individualized health care plan is prepared, including emergency procedures for any life-threatening conditions.
- There is a consultation with the student's parent before any limitations or restrictions are imposed on a student's possession and self-administration of inhaled asthma medications and auto-injectable epinephrine and before the permission to possess and self-administer inhaled asthma medications and auto-injectable epinephrine at any point during the school year is revoked.
- Self-administration of inhaled asthma medications and auto-injectable epinephrine is consistent with the purposes of the Virginia School Health Guidelines and the Guidelines for Specialized Health Care Procedure Manual, which are jointly issued by the Virginia Department of Education and the Virginia Department of Health.
- Information regarding the health condition of the student may be disclosed to school board employees in accordance with state and federal law governing the disclosure of information contained in student scholastic records.

Permission granted to a student to possess and self-administer asthma medications or auto-injectable epinephrine, or both, will be effective for a period of 365 calendar days, and must be renewed annually. However, a student's right to possess and self-administer inhaled asthma medication or auto-injectable epinephrine, or both, may be limited or revoked after appropriate school personnel consult with the student's parents. Self-administration of inhaled asthma medications and auto-injectable epinephrine is consistent with the purposes of the Virginia School Health Guidelines and the Guidelines for Specialized Health Care Procedure Manual, which are jointly issued by the Virginia Department of Education and the Virginia Department of Health.

Epinephrine

Pursuant to an order or standing protocol issued by the prescriber within the course of his professional practice, a school nurse or any school board employee who is authorized and trained in the administration of epinephrine may possess epinephrine and may administer it to any student believed to be having an anaphylactic reaction.

Storage of Medication

Medication is stored in a locked cabinet or room at each school. Nurses or appropriately trained staff can treat or administer prescription medication medications. All nurse and trained staff abide by HIPPA and FERPA guidelines and confidentiality. Staff is trained on a yearly basis or when doctor's orders are received by the school. Each student is treated individually, and emergency treatment plans are addressed in Health Care Plans as appropriate.

DIABETIC STUDENTS

Students with diabetes are permitted to carry and use supplies for immediate treatment of high and low blood glucose levels. Students must have written parental consent and written approval from the medical prescriber. Va. Code § 22.1-274.1; HB 134

ALLERGIES

Students with allergies may qualify for a Health Care Plan. The Plan is determined by the child's physician is presented to the school nurse by the parent/guardian . If your child has an allergy (peanuts, bee sting, etc.), please contact the school and the school nurse.

CHILD ABUSE AND NEGLECT REPORTING

Reporting Requirement

Every employee of Russell County Schools who, in his professional or official capacity, has reason to suspect that a child is an abused or neglected child, in compliance with the Code of Virginia 63.2-1509 et seq. shall immediately report the matter to:

- the local department of social services where the child resides or where the abuse or neglect is believed to have occurred;
- the Virginia Department of Social Services' toll-free child abuse and neglect hotline; or

- the person in charge of the school or department, or his designee, who shall make the report forthwith. The person making the report to the local or state agency must notify the person making the initial report when the report of suspected abuse or neglect is made to the local or state agency, and of the name of the individual receiving the report, and must forward any communication resulting from the report, including any information about any actions taken regarding the report, to the person who made the initial report.

Notice of Reporting Requirement

The school board shall post in each school a notice that:

- any teacher or other person employed there who has reason to suspect that a child is an abused or neglected child, including any child who may be abandoned, is required to report such suspected cases of child abuse or neglect to local or state social services agencies or the person in charge of the relevant school or his designee; and
- all persons required to report cases of suspected child abuse or neglect are immune from civil or criminal liability or administrative penalty or sanction on account of such reports unless such person has acted in bad faith or with malicious purpose. The notice shall also include the Virginia Department of Social Services' toll-free child abuse and neglect hotline: 1-800-552-7096.

COMMUNICABLE DISEASES

The Russell County School Board recognizes the importance of protecting its students and employees from the transmission of communicable diseases which present a threat to their health and safety, while also protecting the legitimate interests and rights of students and employees with communicable diseases. In carrying out this responsibility, the Board directs the superintendent to act in compliance with applicable law to exclude from school attendance or work in the school setting any person who has a communicable disease. Both the decision to remove the student or employee and the decision to readmit the student or to permit the employee to return to work shall be made by the superintendent based upon consultation with the local health department, the student's or employee's physician, physician assistant, nurse practitioner, and/or other medical authorities. (See policy JHCCA-E).

The identity of a student who has a communicable disease will be kept confidential and will be revealed only in accordance with state law. An alternative educational program should be made available to any student whose removal pursuant to this policy is expected to result in a prolonged absence from school or where otherwise required by law.

Administrative procedures concerning the exclusion of employees and students with communicable diseases will be consistent with the requirements of law, including the policies of the Virginia Department of Education, and should reflect current medical knowledge and research.

HUMAN RESEARCH

Surveys, analyses or evaluations conducted as part of any program which is funded by the United States Department of Education or is otherwise subject to policies and regulations promulgated by any agency of the federal government shall be conducted in accordance with Policy KFB Administration of Surveys and Questionnaires, 20 U.S.C. 1232h, and the applicable federal regulations. All instructional materials, including teacher's manuals, films, tapes, or other supplementary material which will be used in connection with any such survey, analysis, or evaluation will be available for inspection by the parents or guardians of the students involved.

Any other human research involving students must be approved and conducted under the review of a human research committee established by the school division or the school conducting the research. Such research will be conducted or authorized only after the student and the student's parents or legally authorized representative give their informed consent, as evidenced by a signed and witnessed informed consent form in accordance with Va. Code 32.1-162.18. The human research committee will submit to the Governor, the General Assembly, and the Superintendent of Public Instruction or his designee at least annually a report on the human research projects reviewed and approved by the committee. The report will state any significant deviations from the proposals as approved.

The human research committee will be composed of representatives of varied backgrounds to ensure the competent, complete, and professional review of human research activities. No member of the committee may be directly involved in the proposed human research or have administrative approval authority over the proposed human research except in connection with his responsibilities as a member of the committee. In deciding whether to approve proposed human research, the committee will consider the factors listed in Va. Code 32.1-162.19.

Research or student learning outcomes assessments conducted in educational settings involving regular or special education instructional strategies, the effectiveness of or the comparison among instructional techniques, curricula, or classroom management methods, or the use of educational tests, whether cognitive, diagnostic, aptitude, or achievement, if the data from such tests are recorded in a manner so that subjects cannot be identified, directly or indirectly, are exempt from the requirements of this policy.

Definition: as used in this policy, “human research” means any systematic investigation, including research development, testing and evaluation, utilizing human subjects, that is designed to develop or contribute to generalized knowledge. “Human research” does not include research exempt from federal research regulation pursuant to 45 C.F.R. 46.101(b).

ILLNESS OR INJURY

If you should become ill while at school, contact the nearest teacher or principal’s office. The school will notify your parents of the illness or injury if necessary. The school is **NOT** authorized to dispense medicines of any type without a medication request signed by the parent.

SCHOOL SAFETY AND CRISIS MANAGEMENT

The Russell County School Division is committed to providing a safe and a secure learning and working environment for all students and staff. To fulfill that commitment to safety, the Superintendent or his designee shall develop and implement a comprehensive school safety and crisis management plan which shall comply with and enforce all applicable State and federal laws, rules, and regulations.

The plan shall include the following elements:

Prevention plan. The prevention plan shall include measures designed to:

- Raise student and staff awareness about school safety and provide appropriate means for reporting concerns about safety. Written procedures to follow in emergencies such as fire, injury, illness, and violent or threatening behavior shall be outlined in the student handbook and discussed with students and staff during the first week of each school year. Students and staff should also be clearly informed of all disciplinary rules, with particular emphasis on those bearing on safety.
- Train professional staff to recognize the warning signs that may precede violent conduct and provide a process for referring students in need of help.
- Make use of community resources, including parents and the local police department, in developing strategies for keeping the school and community safe.
- Identify and respond to potential safety concerns.

Each school within the division shall conduct a school safety audit using the item-list developed by the Superintendent of Public Instruction. A “safety audit” means a written assessment of the safety conditions in each public school to (i) identify and, if necessary, develop solutions for physical safety concerns, including building security issues and (ii) identify and evaluate any patterns of student safety concerns occurring on school property or at school- sponsored events. Solutions and responses may include recommendations for structural adjustments, changes in school safety procedures, and revisions to the School Board’s standards for student conduct. The Superintendent shall maintain a list of division schools, which have completed the safety audit. Each school shall maintain a copy of the school safety audit within the office of the school principal and shall make a copy of such report available for review upon written request.

Each school shall maintain records of regular safety, health, and fire inspections that have been conducted and certified by local health and fire departments. The frequency of such inspections shall be determined by the local school board in consultation with the local health and fire departments. Russell County Schools shall:

- Equip all exit doors with panic hardware as required by the Uniform Statewide Building Code.
- Have space available for the proper care of students who become ill.

Response plan. The response plan shall ensure immediate and effective action in a crisis or potential crisis situation.

- The School Board shall ensure that every school within the division develops a written school crisis and emergency management plan, consisting of the essential procedures, operations, and assignments required to prevent, manage, and respond to a critical event or emergency, including the following:

- natural disasters involving fire, flood, or severe weather;
- loss or disruption of power, water, communications or shelter;
- bus or other accidents;
- medical emergencies;
- student or staff member deaths;
- explosions;
- bomb threats;
- gun, knife or other weapons threats;
- spills or exposures to hazardous substances;
- the presence of unauthorized persons or trespassers;
- the loss, disappearance, or kidnapping of a student;
- hostage situations;
- violence on school property or at school activities;
- other incidents posing a serious threat of harm to students, personnel or facilities;
- incidents involving acts of terrorism; or
- imminent risk of suicide by students.

This plan shall be developed and fully operational by July 1, 2015. In developing this plan, schools may consult the model school crisis and emergency management plan developed by the Board of Education.

- All schools must have contingency plans for emergencies that include staff certified in Cardiopulmonary Resuscitation, the Heimlich maneuver, and emergency first aid. In addition, the school administration shall ensure that the school has:
- Written procedures for responding to emergencies, including outside threats to safety and security such as bomb threats or threatening conduct by persons not part of the school community.
- Written procedures, in accordance with guidelines established by the local school board, for responding to violent, disruptive or illegal activities by students or others within the school community while on school property or during a school-sponsored activity. Specific procedures shall be established for responding to verbal or physical threats and other forms of threatening conduct.
- Procedures for responding to medical emergencies.

Crisis communication plan. The crisis communication plan shall ensure effective communication during a crisis. It shall require that the following elements be made a part of each school's written safety and crisis management plan:

- A process by which employees can notify the principal or other administrator of an existing emergency.
- A process by which the principal or other administrator can notify the school community of an existing emergency and of immediate action to be taken, if any.
- Designation of a person or persons to handle immediate emergency tasks, including calling 911 and disabling school bells.
- Protocol for notifying persons outside the school of an existing emergency, and for fielding incoming inquiries and visits during and following an emergency.

SCREENINGS

RNs, LPNs, Speech therapists, and a vision specialist may perform screenings for: speech, language and voice; hearing and vision; and fine and gross motor skills within 60 administrative working days of initial enrollment and may be screened after 60 business days if original results are not considered valid. This serves as notice to parents and students of the screenings. Parental permission not required for screenings; however, parents may opt their child out of the screening with a written note to the school within the first 2 weeks of enrollment. All procedural safeguards are followed during the screening process, including written notice to parents when children fail two screenings and are being referred for further testing, confidentiality of child information, and maintenance of information in each child's scholastic record. Screenings reported on a child's preschool physical exam might be acceptable if all necessary information is available. The following is a list of those areas to be screened and more specific information.

SPEECH, LANGUAGE, and VOICE SCREENINGS – Will be screened within 60 administrative days of the opening of school for all new enrollees, including those in Pre-K, kindergarten and those who transfer into the school division for the first time.

HEARING & VISION SCREENING (Grades K, 3, 7, 10)

SCOLIOSIS SCREENING – Scoliosis information will be provided to parents of all students in grades 5 through 10.

Scoliosis is defined as a lateral curvature of the spine. In most cases, the scoliosis is idiopathic (80% of cases), meaning that it is not known what has caused the curvature to occur. It is not caused by having poor posture or carrying a heavy book bag and in most cases, if detected early it can be treated and does not cause any permanent problems or disabilities.

Scoliosis is usually discovered during routine screening with the forward bend test (Adam's test). During this exam, the child stands up straight, with feet together. The examiner will first check that the shoulders, scapulae (shoulder blades), and hips are level (uneven shoulders can be a sign of scoliosis) and the spine is straight. Next the child will bend forward at the hips, with the arms loosely extended and the palms held together. In children with scoliosis, bending forward will reveal an asymmetry of the back or posterior chest wall causing an elevation of one side of the back, or a rib hump. The child needs to wear a light-weight shirt or t-shirt for this exam. Screening can either be accomplished at school or from the child's medical doctor.

FINE AND GROSS MOTOR – All children (through grade 3) will be screened within 60 administrative days of the opening of school for all new enrollees including those in kindergarten and those who transfer into the school division for the first time.

Students may be referred for a special education evaluation through the screening process if the student failed any of the screenings which would affect educational and/or behavioral needs.

STUDENT HEALTH SERVICES AND REQUIREMENTS

The Russell County School Board may employ school nurses, Nurse Practitioners, physical therapists, occupational therapists and speech therapists who meet such standards as may be determined by the Board of Education. Subject to the approval of the local appropriating body, a local health department may provide personnel for health services for the school division.

With the exception of school administrative personnel and employees who have the specific duty to deliver health-related services, no licensed instructional employee, instructional aide, or clerical employee shall be disciplined, placed on probation, or dismissed on the basis of such employee's refusal to (i) perform nonemergency health-related services for students or (ii) obtain training in the administration of insulin and glucagon. However, instructional aides and clerical employees may not refuse to dispense oral medications.

For the purposes of this policy, "health-related services" means those activities which, when performed in a health care facility, must be delivered by or under the supervision of a licensed or certified professional.

ACCIDENT/INJURIES/ILLNESS

Any accident, injury, or illness which occurs on school property must be immediately reported to the principal. This is essential for medical and insurance purposes. Every effort shall be made to immediately contact the parent or guardian. If they cannot be reached, the student will be transported by the most appropriate means to emergency treatment. Under no circumstances shall the student be permitted to start home alone. The principal shall report serious incidents to the office of the Superintendent.

ACCIDENTS AND INJURIES: EMERGENCY CARE

School Personnel:

1. Shall render emergency care to students who are injured at school.
2. Shall proceed on the assumption of maximum disability in the event the severity of an injury cannot be determined.
3. Shall under no circumstances stipulate or imply to anyone that they or the school are responsible or liable for an accident. Responsibility or cause and payment of doctor bills are to be decided by the insurance carrier.

4. Shall notify the parent before a physician is contacted except in cases of extreme emergency. This must be a matter of judgment. The decision to contact a physician immediately should be made if it is in the best interest of the student.
5. Shall file a report of the accident on forms provided for that purpose.

STUDENT IMMUNIZATIONS

No student shall be admitted by a school unless at the time of admission the student or his parent submits documentary proof of immunization as required by Va. Code 22.1-271.2 and 32.1-46 to the admitting official of the school or unless the student is exempted from immunization as described below or is a homeless child or youth as defined in Va. Code 22.1-3.

If a student does not have documentary proof of immunization, the school will notify the student or his parent

- that it has no documentary proof of immunization for the student;
- that it may not admit the student without proof unless the student is exempted, including any homeless child or youth as defined in Va. Code 22.1-3;
- that the student may be immunized and receive certification by a licensed physician, physician assistant, nurse practitioner, registered nurse or an employee of a local health department; and
- how to contact the local health department to learn where and when it performs these services.

Any parent, guardian, or other person having control or charge of a child being home instructed or exempted or excused from school attendance shall comply with immunization requirements provided in Va. Code 22.1-32.1-46 in the same manner and to the same extent as if the child has been enrolled in and is attending school.

Conditional Enrollment

Any student whose immunizations are incomplete may be admitted conditionally if he provides documentary proof at the time of enrollment of having received at least one dose of the required immunizations accompanied by a schedule for completion of the required doses within 90 calendar days. If the student requires more than two doses of hepatitis B Vaccine, the conditional enrollment will be 180 calendar days. The immunization record of each student admitted conditionally will be reviewed periodically until the required immunizations have been received. Any student admitted conditionally who fails to comply with his schedule for completion of the required immunizations will be excluded from school until his immunizations are resumed.

Exemptions

No certificate of immunization is required for the admission to school of any student if

- the student or his parent submits an affidavit to the admitting official stating that the administration of immunizing agents conflicts with the student's religious tenets or practices; or
- the school has written certification from a licensed physician, physician assistant, nurse practitioner, or local health department that one or more of the required immunizations may be detrimental to the student's health, indicating the specific nature and probable duration of the medical condition or circumstance that contraindicates immunization.

Homeless Pupils

If a student is a homeless child or youth as defined in VA. Code 22.1 -3 and

- does not have documentary proof of necessary immunizations or has incomplete immunizations and
- is not exempted from immunization,

the school division will immediately admit such student and will immediately refer the student to the local school division homeless liaison who will assist in obtaining the documentary proof of, or completing immunization.

Students in Foster Care

If a student is in foster care, the sending school shall expedite the transfer of the student's record (22.1-289 of the Code of VA). If the documents required by the school to enroll the child are not immediately available, a representative (LDSS) shall obtain and produce, or otherwise ensure compliance with these requirements, within thirty (30) days after enrollment of the child (§ 63.2-900.D of the Code of Va.) including the child's:

- Proof of Immunization (22.1-271.2 Code of Va.)
- Preschool Physical Examination, as appropriate (22.1-270 Code of Va.)

Immunization Record

Every school records each student's immunizations on the school immunization record. The school immunization record is a standardized form provided by the State Department of Health, which will be a part of the mandatory permanent student record. Such record is open to inspection by officials of the State Department of Health and the local health departments.

The school immunization record will be transferred by the school whenever the school transfers any student's permanent academic or scholastic records.

Within 30 calendar days after the beginning of each school year or entrance of a student, each admitting official will file a report with the local health department. The report will be filed on forms prepared by the State Department of Health and will state the number of students admitted to school with documentary proof of immunization, the number of students who have been admitted with a medical or religious exemption and the number of students who have been conditionally admitted, including those students who are homeless children or youths as defined in Va. Code 22.1-3.

USE OF ESSENTIAL OILS IN SCHOOLS ARE PROHIBITED

These products are widely marketed, readily available to consumers, and often sold as supplements. Essential oils are fragrant essences found in many plants, each with a different chemical composition that affects how it smells, how it is absorbed and how it is used by the body. Unlike pharmaceutical preparations, dietary supplements and essential oils can be marketed without proven safety or efficacy. A manufacturer does not have to provide the Food and Drug Administration (FDA) with the evidence for safety, purity or effectiveness of the product or report any data on adverse events.

The American Academy of Pediatrics (AAP) state in their policy statement, Guidance for the Administration of Medication in School, that a lack of safety information for these medications limits their appropriate use at schools. The AAP also stresses that because these products are not regulated, there are concerns about purity and potency of the products. They may pose a risk of unintentional allergic reaction for students.

KINSHIP CAREGIVER

A kinship caregiver is a relative (other than the parent) who has been placed in the role of caregiver for a child. This may be a grandparent, aunt, uncle, etc. If you are looking for information about issues such as custody, where to file for medical insurance, SNAP benefits (food stamps), child support, counseling, etc. there is now a program that can help. This program helps caregivers locate available community resources. **For more information, contact Cassie Quinn at (276)926-1661 or contact us on Facebook ([Kinship Navigator Program](#))**

STUDENT SAFETY

The primary consideration of the Russell County School Board in all student activities shall be the safety of the student. The Division Superintendent shall implement the provisions of state law and the regulations of the Board of Education concerning student safety.

Students shall be instructed properly in accident prevention including proper conduct on streets and highways, the operation of motor vehicles, and fire prevention. Students shall be carefully supervised at all times and caution shall be exercised in these classes where machinery or chemicals are used or are in use. Protective eye devices shall be worn where there could be damage to the student. Care shall be taken that all equipment or grounds used by students shall be kept free from hazardous conditions.

Any employee, volunteer, student, or other individual becoming aware of a threat by any individual to do serious bodily harm to any person or facilities must report same immediately to the principal. The principal shall report immediately the threat to the Division Superintendent and police officials. The individual(s) making the threat(s) is/are to be removed immediately from school grounds.

In an effort to make our schools as safe as possible, the following precautions will be taken:

- Students, faculty, and staff will notify the office of any strangers they see on school property.

- Visitors sign in
- Hall/Visitor pass
- Make available to teachers a list of students suspended or expelled
- Be alert to the presence of any students who have been suspended or expelled from school and immediately notify the office
- Limit access to the building by closing and locking all outside doors except those leading to the main entrance. (Only lock those doors equipped with panic bars that allow students to exit safely.)
- Periodic locker search
- Discuss safety with students the first day of each school year and ask for their help concerning school safety.

RUSSELL COUNTY PUBLIC SCHOOL LICE PROTOCOLS AND PROCEDURES

[View Policy on RCPS Website](#)

STANDARD EVACUATION/ REUNIFICATION METHOD

Evacuation

A critical ingredient in the safe school recipe is the uniform classroom response to any incident. Weather events, fires, accidents, intruders and other threats to student safety are all scenarios that may require the school to instigate the evacuation of students to a relocation site. This procedure will require the reunification of students to their parents or guardian.

Student/Parent Reunification

Circumstances may occur at the school that require parents to pick up their students in a formalized, controlled release. The process of controlled release is called a reunification and may be necessary due to weather, a power outage, and hazmat or if a crisis occurs at the school. The Standard Reunification Method is a protocol that makes this process more predictable and less chaotic for all involved. Because a controlled release is not a typical end of school day event, a reunification may occur at a different location than the school a student attends. If this location is another school, then those students may be subject to a controlled release as well.

Notification

Parents may be notified in a number of ways. The school or district may use its broadcast phone system. In some cases the students may be asked to send a text message to their parents. A reunification text message from a student may look something like this: “The school has closed, please pick me up at 2:45 at the main entrance. Bring your ID”.

Parent/Guardian Expectations

If a parent or guardian is notified that a controlled release and reunification is needed, there are some expectations that parents or guardians should be aware of. First, bring identification. That will streamline things during reunification. Second, be patient. Reunification is a process that protects both the safety of the student and provides for an accountable change of custody from the school to a recognized custodial parent or guardian.

What if a Parent Can’t Pick-up Their Student?

When a parent can’t immediately go to the reunification site, students will only be released to individuals previously identified as a student’s emergency contact. Otherwise, the school will hold students until parents can pick up their student.

What if the Students Drove to School?

There may be instances where a student may not be allowed to remove a vehicle from the parking lot. In this case, parents are advised to recover the student. In some circumstances, high school students may be released on their own.

How it Works

For students, the school asks that students be orderly and quiet while waiting. Students may be asked to text a message to their parents or guardians. Students are also asked not to send other text messages either in or out of the school or

reunification area. Keeping the cellular network usage at a minimum may be important during a reunification.

Reunification Form

For parents, there are a couple of steps. If a parent is driving to the school greater awareness of traffic and emergency vehicles is advised. Parent should park where indicated and not abandon vehicles. Parents are asked to go to the Reunification “Check In” area and form lines based on the first letter of their student’s last name. While in line, parents are asked to fill out a reunification form. In the case of multiple students being reunified, a separate form for each student needs to be completed.

Bring ID to Check In

During check in, the arriving adults will complete the first section of the Student Release Form. Staff will confirm the identity of the adult and confirm that the adult is authorized to pick up the student. The adult will be asked to move to the “Student Release Point”. A staff member will complete the second section of the form and hand it to a “Runner” who will carry it to the Student Holding Area.

A staff member in the Student Holding Area will complete the third section of the form. The student will be sent to the student release point with the runner and the completed form for reunification with the adult. At the Student Release Point the last section of the Student Release Form will be completed, completing documentation for student accounting.

Interviews and Counseling

In some cases, parents may be advised that a law enforcement investigation is underway and may be advised that interviews are necessary. In extreme cases, parents may be pulled aside for emergency or medical information.

SCHOOL NUTRITION PROGRAM PROCEDURES

The **National School Lunch Program** (NSLP) and the School Breakfast Program (SBP) are U.S. Department of Agriculture (USDA) assisted meal programs that provide nutritionally balanced meals to school-aged children. VDOE administers the NSLP and the SBP at the state level, and the school division operates the program at the local level through agreements with VDOE. Currently, Russell County operates under the Community Eligibility Provision (CEP) for all schools. All students may eat breakfast and lunch free of charge.

Division Wide School Nutrition Charge Policy/Collection Procedures

The United State Department of Agriculture’s regulations for School Nutrition states that no free meals may be served unless the school division operates under the Community Eligibility Provision (CEP). Russell County Schools operates under the CEP program.

In order to ensure compliance with these regulations the following policies and practices are in effect:

1. Students will always be served a reimbursable meal (breakfast and lunch). No student will be denied a meal.
2. Students may not charge ala a carte items.

MySchoolBucks

Russell County Public Schools added **MySchoolBucks** to the cafeteria program.

How It Works:

- MySchoolBucks is an online portal to allow parents to see cafeteria information and pay their child’s school related fees such as placing money on their account for ala a carte items.
- First, parents will access an account on MySchoolBucks and add their children. If they have multiple children, they can make multiple deposits for each child during the transaction.
- Next, make a payment. The deposit amount can be placed against a credit card, debit card, or your checking account. All payments are securely processed using a highly secure website and encryption. All payments are quickly credited to the students account.

- Features and Benefits for Parents:
 - Securely fund the student’s account via credit card, debit card, or their checking account.
 - Customer Support to help answer any questions.
 - Low balance alerts, recurring payment option, review purchase history.
 - Create a payment schedule to automatically add money to the account when it hits a certain balance.
 - Set up a recurring payment which automatically funds the account on the day/week/month specified by parent.

ATTENDANCE

The Russell County Public School System recognizes that a positive correlation exists between regular attendance and achievement. Not attending school is cited by most educators as the primary reason students do not achieve in their educational endeavors. Therefore, the Russell County School System maintains that regular school attendance will be required.

Further, the Russell County School System recognizes that regular school attendance is the primary responsibility of the student and his parents. To support and encourage this premise, the Russell County School System is implementing the following policy:

STATE ATTENDANCE LAWS

22.1-254. Compulsory attendance required; excuses and waivers; alternative education program attendance; exemptions from article.

- A. Except as otherwise provided in this article, every parent, guardian, or other person in the Commonwealth having control or charge of any child who will have reached the fifth birthday on or before September 30 of any school year and who has not passed the eighteenth birthday shall, during the period of each year the public schools are in session and for the same number of days and hours per day as the public schools, send such child to a public school or to a private, denominational or parochial school or have such child taught by a tutor or teacher of qualifications prescribed by the Board of Education and approved by the division superintendent or provide for home instruction of such child as described in 22.1-254.1.

As prescribed in the regulations of the Board of Education, the requirements of this section may also be satisfied by sending a child to an alternative program of study or work/study offered by a public, private, denominational or parochial school or by a public or private degree-granting institution of higher education. Further, in the case of any five-year-old child who is subject to the provisions of this subsection, the requirements of this section may be alternatively satisfied by sending the child to any public educational pre-kindergarten program, including a Head Start program, or in a private, denominational or parochial educational pre-kindergarten program.

Instruction in the home of a child or children by the parent, guardian or other person having control or charge of such child or children shall not be classified or defined as a private, denominational or parochial school. The requirements of this section shall apply to (i) any child in the custody of the Department of Juvenile Justice or the Department of Corrections who has not passed his eighteenth birthday and (ii) any child whom the division Superintendent has required to take a special program of prevention, intervention, or remediation as provided in subsection C of 22.1-253.13:1 and in 22.1-254.01. The requirements of this section shall not apply to (a) any person 16 through 18 years of age who is housed in an adult correctional facility when such person is actively pursuing a general educational development (GED) certificate but is not enrolled in an individual student alternative education plan pursuant to subsection E, and (b) any child who has obtained a high school diploma or its equivalent, a certificate of completion, or a GED certificate, or who has otherwise complied with compulsory school attendance requirements as set forth in this article.

- B. A school board shall excuse from attendance at school:

1. Any pupil who, together with his parents, by reason of bona fide religious training or belief is conscientiously opposed to attendance at school. For purposes of this subdivision, “bona fide religious training or belief” does

not include essentially political, sociological or philosophical views or a merely personal moral code; and,

2. On the recommendation of the juvenile and domestic relations district court of the county or city in which the pupil resides and for such period of time as the court deems appropriate, any pupil who, together with his parents, is opposed to attendance at a school by reason of concern for such pupil's health, as verified by competent medical evidence, or by reason of such pupil's reasonable apprehension for personal safety when such concern or apprehension in that pupil's specific case is determined by the court, upon consideration of the recommendation of the principal and division superintendent, to be justified.
- C. Each local school board shall develop policies for excusing students who are absent by reason of observance of a religious holiday. Such policies shall ensure that a student shall not be deprived of any award or of eligibility or opportunity to compete for any award, or of the right to take an alternate test or examination, for any which he missed by reason of such absence, if the absence is verified in a manner acceptable to the school board.
- D. A school board may excuse from attendance at school:
1. On recommendation of the principal and the division superintendent and with the written consent of the parent or guardian, any pupil who the school board determines, in accordance with regulations of the Board of Education, cannot benefit from education at such school; or,
 2. On recommendation of the juvenile and domestic relations district court of the county or city in which the pupil resides, any pupil who, in the judgment of such court, cannot benefit from education at such school.
- E. Local school boards may allow the requirements of subsection A to be met under the following conditions:

For a student who is at least sixteen years of age, there shall be a meeting of the student, the student's parents, and the principal or his designee of the school in which the student is enrolled in which an individual student alternative education plan shall be developed in conformity with guidelines prescribed by the Board, which plan must include:

- c. Career guidance counseling;
- d. Mandatory enrollment and attendance in a general educational development preparatory program or other alternative education program approved by the local school board with attendance requirements that provide for reporting of student attendance by the chief administrator of such GED preparatory program or approved alternative education program to such principal or his designee;
- e. Mandatory enrollment in a program to earn a Board of Education approved career and technical education credential, such as the successful completion of an industry certification, a state licensure examination, a national occupational competency assessment, or the Virginia workplace readiness skills assessment;
- f. Successful completion of the course in economics and personal finance required to earn a Board of Education approved high school diploma;
- g. Counseling on the economic impact of failing to complete high school; and
- h. Procedures for re-enrollment to comply with the requirements of subsection A.

A student for whom an individual student alternative education plan has been granted pursuant to this subsection and who fails to comply with the conditions of such plan shall be in violation of the compulsory school attendance law, and the division superintendent or attendance officer of the school division in which such student was last enrolled shall seek immediate compliance with the compulsory school attendance law as set forth in this article. Students enrolled with an individual student alternative education plan shall be counted in the average daily membership of the school division.

- F. A school board may, in accordance with the procedures set forth in Article 3 (22.1-276.01 et seq) of Chapter 14 and upon a finding that a school-age child has been (i) charged with an offense relating to the Commonwealth's laws, or with a violation of school board policies on weapons, alcohol or drugs, or intentional injury to another person; (ii) found guilty or not innocent of a crime that resulted in or could have resulted in injury to others, or of an offense that is required to be disclosed to the superintendent of the school division pursuant to subsection G of 16.1-260; (iii) suspended pursuant to 22.1-277.05; or (iv) expelled from school attendance pursuant to 22.1-277.06 or 22.1-277.07 or subsection B of 22.1-277, require the child to attend an alternative education program as provided in 22.1-209.1:2

or 22.1-277.2:1.

- G. Whenever a court orders any pupil into an alternative education program including a program of general educational development, offered in the public schools, the local school board of the school division in which the program is offered shall determine the appropriate alternative education placement of the pupil, regardless of whether the pupil attends the public schools it supervises or resides within its school division.

The juvenile and domestic relations district court of the county or city in which a pupil resides or in which charges are pending against a pupil, or any court in which charges are pending against a pupil, may require the pupil who has been charged with (i) a crime that resulted in or could have resulted in injury to others, (ii) a violation of Article 1 (18.2-77 et seq.) of Chapter 5 of Title 18.2 or (iii) any offense related to possession or distribution of any Schedule I, II, or III controlled substances to attend an alternative education program, including, but not limited to, night school, adult education, or any other education program designed to offer instruction to students for whom the regular program of instruction may be inappropriate.

This subsection shall not be construed to limit the authority of school boards to expel, suspend, or exclude students, as provided in 22.1-277.04, 22.1-277.05, 22.1-277.06, 22.1-277.07, and 22.1-277.2. As used in this subsection, the term “charged” means that a petition or warrant has been filed or is pending against a pupil.

- H. Within one calendar month of the opening of school, each school board shall send to the parents or guardian of each student enrolled in the school division a copy of the compulsory school attendance law and the enforcement procedures and policies established by the school board.
- I. The provisions of this article shall not apply to:
1. Children suffering from contagious or infectious diseases while suffering from such diseases;
 2. Children whose immunizations against communicable diseases have not been completed as provided in 22.1-271.2;
 3. Children under ten years of age who live more than two miles from a public school unless public transportation is provided within one mile of the place where such children live;
 4. Children between the ages of ten and seventeen, inclusive, who live more than 2.5 miles from a public school unless public transportation is provided within 1.5 miles of the place where such children live; and,
 5. Children excused pursuant to subsections B and C of this section.

Further, any child who will not have reached his sixth birthday on or before September 30 of each school year whose parent or guardian notifies the appropriate school board that he does not wish the child to attend school until the following year because the child, in the opinion of the parent or guardian, is not mentally, physically or emotionally prepared to attend school, may delay the child’s attendance for one year.

The distance specified in subdivisions 3 and 4 of this subsection shall be measured or determined from the child’s residence to the entrance to the school grounds or to the school bus stop nearest the entrance to the residence of such children by the nearest practical routes which are usable for walking or riding. Disease shall be established by the certificate of a reputable practicing physician in accordance with regulations adopted by the Board of Education. (Code 1950 22-275.1: 1952, c.279; 1959, Ex.Sess., c. 72; 1968, c.178; 1974, c. 199; 1976, cc.681, 713; 1978, c. 518; 1980, c. 559; 1984, c. 436; 1989, c. 515; 1990, c. 797; 1991, c. 295; 1993, c. 903; 1996, cc. 163, 916, 964; 1997, c. 828; 1999, cc. 488, 552;; 2000, c. 184; 2001, cc. 688, 820; 2003, c. 119; 2004, c. 251; 2006, c. 335; 2010, c. 605; 2012, cc. 454, 642.)

22.1-258. Appointment of attendance officers, notification when pupil fails to report to school

Every school board shall have power to appoint one or more attendance officers, who shall be charged with the enforcement of the provisions of this article. Where no attendance officer is appointed by the school board, the division superintendent or his designee shall act as attendance officer. Whenever any pupil fails to report to school on a regularly scheduled school day and no indication has been received by school personnel that the pupil’s parent is aware of and supports the pupil’s absence, a reasonable effort to notify by telephone the parent to obtain an explanation for the pupil’s absence shall be made by either the school principal or his designee, the attendance officer, other school personnel, or volunteers organized by the school administration for this purpose. Any such volunteers shall not be liable for any civil damages for any acts or omissions resulting from making such reasonable efforts to notify parents

and obtain such explanation when such acts or omissions are taken in good faith, unless such acts or omissions were the result of gross negligence or willful misconduct. This subsection shall not be construed to limit, withdraw, or overturn any defense or immunity already existing in statutory or common law or to affect any claim occurring prior to the effective date of this law. School divisions are encouraged to use non-instructional personnel for this notice.

Whenever any pupil fails to report to school for a total of 5 scheduled school days for the school year and no indication has been received by school personnel that the pupil's parent is aware of and supports the pupil's absence, and a reasonable effort to notify the parent has failed, the school principal or his designee or the attendance officer shall make a reasonable effort to ensure that direct contact is made with the parent, either in person or through telephone conversation, to obtain an explanation for the pupil's absence and to explain to the parent the consequences of continued nonattendance. The school principal or his designee or the attendance officer, the pupil, and the pupil's parent shall jointly develop a plan to resolve the pupil's nonattendance. Such plan shall include documentation of the reasons for the pupil's nonattendance.

If the pupil is absent an additional day after direct contact with the pupil's parent and the attendance officer has received no indication that the pupil's parent is aware of and supports the pupil's absence, either the school principal or his designee or the attendance officer shall schedule a conference within ten school days with the pupil, his parent, and school personnel, which conference may include other community service providers, to resolve issues related to the pupil's nonattendance. The conference shall be held no later than fifteen school days after the sixth absence. Upon the next absence by such pupil without indication to the attendance officer that the pupil's parent is aware of and supports the pupil's absence, the school principal or his/her designee shall notify the attendance officer or the division superintendent or his designee, as the case may be, who shall enforce the provisions of this article by either or both of the following (i) filing a complaint with the Juvenile and Domestic Relations Court alleging the pupil is a child in need of supervision as defined in 16.1-228 or (ii) instituting proceedings against the parent pursuant to 18.2-371 or 22.1-262. In filing a complaint against the student, the attendance officer shall provide written documentation of the efforts to comply with the provisions of this section. In the event that both parents have been awarded joint physical custody pursuant to 20-124.2 and the school has received notice of such order, both parents shall be notified at the last known addresses of the parents.

Nothing in this section shall be construed to limit in any way the authority of any attendance officer or division superintendent to seek immediate compliance with the compulsory school attendance law as set forth in this article.

Attendance officers, other school personnel or volunteers organized by the school administration for this purpose shall be immune from any civil or criminal liability in connection with the notice to parents of a pupil's absence or failure to give such notice as required by this section.

(Code 1950, 22-275.16; 1959, Ex. Sess., c. 72; 1980, c. 559; 1985, c. 482; 1990, c. 797; 1991, c. 295; 1996, cc. 891, 916, 964; 1998, c. 620; 1999, c. 526; 2010, c. 597.)

22.1-261. Attendance officer to make list of children not enrolled; duties of attendance officer.

The attendance officer or the division superintendent or his designee shall check the reports submitted pursuant to subsection A of 22.1-260 with reports from the State Registrar of Vital Records and Health Statistics. From these reports and from any other reliable source, the attendance officer or the division superintendent or his designee shall, within five days after receiving all reports submitted pursuant to subsection A of 22.1-260, make a list of the names of children who are not enrolled in any school and who are not exempt from school attendance. It shall be the duty of the attendance officer, on behalf of the local school board, to investigate all cases of non-enrollment and, when no valid reason is found therefore, to notify the parent, guardian or other person having control of the child to require the attendance of such child at the school within three days from the date of such notice.

(Code 1950, 22-275.10; 1969, Ex. Sess., c. 72; 1980, c. 559; 1996, cc. 891, 964; 1999, c. 526; 2010, cc. 386, 597, 629.)

22.1-262. Complaint to court when parent fails to comply with law.

A list of persons notified pursuant to 22.1-261 shall be sent by the attendance officer to the appropriate school principal. If the parent (i) fails to comply with the provisions of 22.1-261 within the time specified in the notice; or (ii) fails to comply with the provisions of 22.1-254; or (iii) refuses to participate in the development of the plan to resolve the student's nonattendance or in the conference provided for in 22.1-258, it shall be the duty of the attendance officer, with the knowledge and approval of the division superintendent, to make complaint against the pupil's parent in the name of the Commonwealth before the juvenile and domestic relations district court. If proceedings are instituted against the

parent for failure to comply with the provisions of 22.1-258, the attendance officer is to provide documentation to the court regarding the school division's compliance with 22.1-258. In addition thereto, such child may be proceeded against as a child in need of services or a child in need of supervision as provided in Chapter 11(16.1-226 et seq.) of title 16.1.

(Code 1950, 22-276.11; 1969, Ex. Sess., c. 72; 1976, c. 98; 1980, c. 559; 1990, c. 797; 1991, c. 292; 1996, cc. 891, 964; 1999, c. 526.)

22.1-266. Law-enforcement officers and truant children.

- A. Notwithstanding the provisions of 16.1-246, any law-enforcement officer as defined in 9.1-101 or any attendance officer may pick up any child who (i) is reported to be truant from a public school by a school principal or division superintendent or (ii) the law-enforcement officer or attendance officer reasonably determines to be a public school student and by reason of the child's age and circumstances is either truant from public school or has been expelled from school and has been required to attend an alternative education program pursuant to 22.1-254 or 22.1-277.2:1, and may deliver such child to the appropriate public school, alternative education program, or truancy center and personnel thereof without charging the parent or guardian of such child with a violation of any provision of law.
- B. Any such law-enforcement officer or attendance officer shall not be liable for any civil damages for any acts or omissions resulting from picking up or delivering a public school child as provided in subsection A when such acts or omissions are within the scope of the employment of such law-enforcement officer or attendance officer and are taken in good faith, unless such acts or omissions were the result of gross negligence or willful misconduct. This subsection shall not be construed to limit, withdraw or overturn any defense or immunity already existing in statutory or common law or to affect any claim occurring prior to the effective date of this law.
- C. For the purpose of this section, "truancy center" means a facility or site operated by a school division, sometimes jointly with the local law-enforcement agency, and designated for receiving children who have been retrieved by a law-enforcement officer or attendance officer for truancy from school.

(Code 1950, § 22-275.11:1; 1976, c. 692; 1978, c. 215; 1980, c. 559; 1999, cc. 395, 1023; 2001, cc. 688, 820.)

RCPS MANDATED ATTENDANCE GUIDELINES

1. For the purposes of the state mandated attendance policy, the following will be considered excused absences, tardies and checkouts:
 - a) A written excuse from the doctor or dentist must be presented to the administration.
 - b) A written excuse from a parent regarding the death of a family member or friend must be presented to the administration.
 - c) All-day appearance in court (with written excuse provided by the Truancy Supervisor or court official). Students who are in court for half days or less will be expected to attend school the remainder of the day.
 - d) Religious holidays (must be organized religion and student must provide documentation of holiday observances by that religion).
2. Parent may verify the student's inability to attend school. **No more** than six (6 parent days) will be accepted when verified by parents/guardian. Parents may call or come to the school to complete verification for the absences. This verification (documentation) should be submitted within 10 school days of each absence.
 - a) Daily phone calls are to be made to ascertain the reason for absence.
 - b) At the 5th unexcused absence, a plan to resolve the pupil's nonattendance shall be made and shall include documentation of the reasons for nonattendance.
 - c) At the 6th unexcused absence, a conference will be held with the parent, student, school attendance official and other school personnel to resolve issues related to the pupil's nonattendance.
 - d) At the 7th unexcused absence, if the student is twelve (12) years old or younger, a Parental Participation Petition will be filed with Juvenile Court. If the student is over the age of twelve (12), the student will be referred to the Truancy Prevention Team. If additional unexcused day are missed after the TPT meeting, the student will be referred to The Court Service Unit for Diversion.

Once a student is under a court order to attend school, no further parent/ill (6) days will be given
3. Tardies/Early checkouts may be filed for truancy. The following scale will be used.
 - a) 6 tardies/early checkouts-administration will meet with the student or parent
 - b) 10 tardies/early checkouts—a letter will be sent to parents/guardian

- c) 15 tardies/early checkouts—truancy may be filed

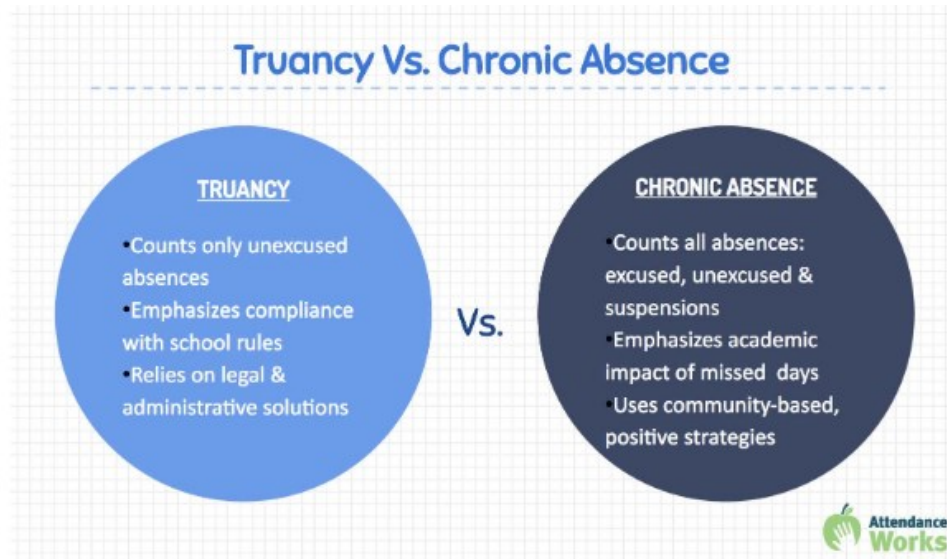
RCPS ACADEMIC ATTENDANCE GUIDELINES

The state accreditation requirements state the standard unit of credit for graduation will be based upon a minimum of 140 clock hours of instruction. Students are expected to be in class every day school is in session. A credit is given to a student upon completion of a passing grade in that class and attending 140 clock hours of that class, as documented by the teacher. A verified credit is given to a student upon completion of a passing grade in that class, passing the SOL test at the end of the course, and attending 140 clock hours of that class, as documented by the teacher.

- Academic Requirements for Absences: Students will be required to make up work for all absences. ***It will be the responsibility of the student to make arrangements for the make-up work with the teacher.*** The student will have one day (school days) longer than the number of days missed (school days) to make up the work upon the student's return to school.
- Any prolonged absence or extenuating circumstances will be evaluated on an individual basis.
- **Secondary Incentives for Regular Attendance:**
In an effort to promote regular attendance, the Russell County School System offers the following incentives for secondary students:
 1. A student maintaining an "A" average for the semester and missing no more than three (3) days in the course may be exempt from taking the final exam for that course.
 2. A student maintaining a "B" average for the semester and missing no more than two (2) days in the course may be exempt from taking the final exam for that course.
 3. A student maintaining a "C" average for the semester and missing no more than one (1) days in the course may be exempt from taking the final exam for that course.
 4. If a student passes the SOL test in grades 8-12, he is exempt from the final examination in that course.

CHRONIC ABSENTEEISM

Chronic Absenteeism, or missing 10 percent (18 days per year or two days per month) or more of school days for any reason, excused or unexcused, detracts from learning and is a proven early warning sign of academic risk and school dropout. Even the most thoughtful efforts to reduce dropout rates, address the achievement gap, and ensure all students receive a quality education are threatened by the problem of chronic absenteeism. Nationwide, a staggering number of children are chronically absent, often at a very young age and often without attracting attention or intervention. Chronic absence- due to absence for any reason...excused, unexcused absences and suspension, can translate into third graders unable to master reading, sixth grader failing subjects and ninth graders dropping out of high school. This is not simply a matter of truancy or skipping school. In fact, many of these absences, especially among our youngest students, are excused.



WHAT PARENTS CAN DO

Help your child get into the habit and learn the value of regular routines. **Teach** your child that attending school is nonnegotiable unless they are truly sick. **Build** relationships with other families and discuss how you can help each other out (e.g., drop off or pick up children, babysit, translation assistance) in times of need or emergencies. **Identify** non-academic activities (drama, art, music, etc.) that can help motivate your child's interest in school and learning and seek out schools that can offer those experiences

DISCIPLINARY ACTIONS

Corporal Punishment may not be used as a means of discipline (22.1-279.1). However, this does not prevent teachers and principals from using "reasonable and necessary force" when necessary to maintain a safe school environment.

In the opinion of the Attorney General of Virginia, school boards may adopt regulations regarding the supervision of its schools to include student "conduct going to and returning from school" (VA, Code Ann.22.1-78). The Virginia Attorney General has ruled that school boards "may subject pupils to punishment for acts committed away from school property and outside of school hours which are detrimental to the interests of the school or adversely affect school discipline." Ops. Va. Atty Gen. 274-275 (1961)

DETENTION

Students may be detained at recess or after school for discipline. If they are given detention they will be supervised. If students are detained after school, parents will be notified and will be responsible for the student's safe return home.

DISCIPLINE OF STUDENTS WITH DISABILITIES

The rules and due process procedures in this Conduct Code apply to students with disabilities. However, when the discipline of a student with a disability involves long-term suspension greater than ten days (under certain circumstances) a series of short term suspensions totaling more than ten days, or an expulsion, additional due process procedures required by Section 504 of the Rehabilitation Act of 1973 and by IDEA will be followed. An explanation of these requirements may be obtained from the Special Education Supervisor.

IN-SCHOOL SUSPENSION

Students who are given in-school suspension will be supervised and will be expected to work on their regular class assignments. Due process is not required for in-school suspension.

PHYSICAL CONTACT

School employees are allowed by law to use reasonable physical contact to maintain order and control. They are allowed by law to use reasonable and necessary force to quiet a disturbance or remove a student from the scene of a

disturbance that threatens physical injury to persons or damage to property. The law also allows them to use reasonable and necessary force to prevent a student from harming himself/herself or others. They are also allowed by law to use reasonable and necessary force to take weapons, dangerous objects, drugs or items used for drugs from students.

PLACEMENT IN AN ALTERNATIVE EDUCATION PROGRAM (22.1-277.2:1)

The principal may recommend an alternative educational program for students who continually violate school rules and regulations. The school principal, alternative administrator and parents will meet to determine the appropriate alternative program and the length of the placement. Students may or may not be allowed to participate in any of the activities in which regular students participate at their home school.

SEARCH AND SEIZURE

Students will be given their rights under the Fourth Amendment to be protected from unreasonable searches and seizures. This does not mean that searches or seizures are not allowed. School officials have the right to conduct searches if they have reason to believe that students may have drugs, weapons, alcohol, or other things that they are not allowed to possess on school property. If they have reason to believe that a student has any of the above, school officials may search a student's purse, book bag, backpacks, or other personal items. Electronic devices (such as cell phones) are also subject to search and seizure if there is reasonable suspicion that a violation of school rules has occurred.

TEACHER REMOVAL OF STUDENTS FROM CLASS (22.1-276.2)

The Code of Virginia provides for teachers to be able to remove students from their classes for disruptive behavior that violates school board regulations on student conduct and interrupts learning in the classroom. To remove students from their classes, teachers will follow policy JFCA in the Russell County School Board Policy Manual. A copy of this policy may be obtained from the school principal. Removal of the student from class must be necessary to keep the student's behavior from interfering with learning. The teacher and school administrators must have tried to correct the student's behavior.

Parents must have been notified that there are problems with the student's behavior and given a chance to meet with the teacher and/or school administrators. Parents will be notified when students are removed from teacher's classes and will be told the reason for the removal. Students who are removed from class by teachers will be assigned to alternative programs, to other classes, to the principal's office, or to study hall. Assignments will be provided by the teachers for students to complete while out of their classes. If the situation warrants it, students who are removed from classes by teachers may also be suspended or expelled.

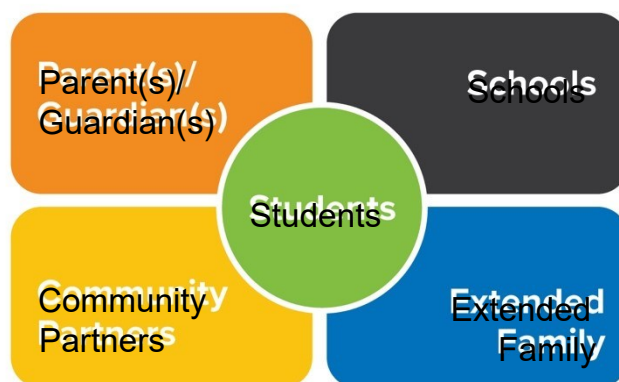
Standards of Student Conduct

To Whom, When and Where are the Standards Applied?

Students are subject to the Standards of Conduct at all times while under the jurisdiction of the school division, including, but not limited to such times as: (1) on school property, which includes any real property owned or leased by the School Board, or operated by or on behalf of the School Board; (2) waiting for the school bus at designated bus stops; (3) taking the most direct route going to and from school, including to and from the designated school bus stop; (4) on the school bus; or (5) participating in, or attending, school-sponsored /school-related activities, such as field trips, conferences and/or athletic events.

Students are also subject to the Standards of Conduct while engaged in certain after school activities, even if they are off school property. Even if a student is in violation of the code for activities occurring outside of the times and locations outlined above, that student may still be subject to appropriate consequences imposed by the school division if these actions jeopardize the safety of other students and adults.

STAKEHOLDERS RESPONSIBILITIES



All stakeholders can play a critical role in helping our students adhere to the Standards of Conduct. Groups include parents, guardians, and families. Russell County Public Schools' faculty and staff, and community partners take on pivotal roles as nurturers, role models and mentors. The information below describes each groups' role in supporting our students' in making positive behavior decisions.

Parental, Guardian and/or Family Responsibility and Involvement

Parents/guardians and family support of the Standards of Student Conduct helps to foster an educational atmosphere that focuses on student's individual rights and promotes a safe and academically rigorous learning environment that allows all students the opportunity to reach their potential.

Russell County Public Schools strongly encourage parents/guardian and families to review the Standards of Conduct and additional resources listed in the Virginia Department of Education's Parent's Guide to Understanding Discipline Policies and Practices in Virginia Schools that speaks specifically to the following: (a) ensuring safe learning environments (b) students' responsibilities and rights (c) disciplinary process and procedures (d) recommendations for parents. The Parent's Guide to Understanding Discipline Policies and Practices in Virginia Schools is located at: www.doe.virginia.gov/support/student_conduct/parents_guide_student_discipline_policies.pdf.

In addition to the parental responsibilities outlined in the Parent's Guide to Understanding Discipline Policies and Practices in Virginia Schools, Russell County Public School parents/guardians are responsible for ensuring students obtain all missed assignments during suspensions. A student, who is suspended from school, whether short-term or long-term, shall receive and complete all academic assignments (class work and homework) during the period of the suspension. Students must submit completed work to

Responsibilities of the School Based Staff

Faculty and staff are responsible for creating and maintaining a safe and loving school culture that is conducive to teaching and learning. As a result, teachers and other staff members should work alongside the administration to develop, implement and communicate procedures to students and families in a manner that is easily understood as well as assist students in making appropriate behavior decisions.

Faculty and staff are also responsible for following the referral system outlined in the Standards of Student Conduct. Teachers should employ a classroom management structure that is consistent with the interventions outlined in the Standards of Conduct. While teachers are generally responsible for handling the majority of student behaviors in the classroom, when warranted, teachers are expected to refer a student to an administrator to receive appropriate interventions. The school principal and/or designee are responsible for addressing students' behavior after receipt of a teacher/staff referral. While teachers or school-based administrators address the majority of student discipline, more severe, or repeated infractions, require the involvement of central office administration via the Superintendent or designee, and/or the School Board. Faculty and staff will consider the following factors when determining the most

appropriate disciplinary interventions /consequences: (a) the nature and seriousness of the violation (b) the student's age (c) previous disciplinary record (d) any other relevant circumstances. The Superintendent or his/her designee may deem it necessary to reassign students from their zoned schools to other comprehensive or alternative schools for a set period.

Responsibility of Community Partners

Community partners play an important role in supporting student adherence to the Standard of Conduct by addressing several fundamental needs. Russell County Public Schools has strategic partnerships with various organizations within the Russell County to provide additional support for students that addresses their physical, social, emotional, and mental health. Therefore, community partners are responsible for providing agreed upon services and support to students in order to assist them in adhering to the Standards of Conduct and to enhance their academic achievement.

Rights and Responsibilities of Students

Students have the right and responsibility to:

- Attend school and receive a quality education. It is the student's responsibility to attend school and assigned classes every day. Absences must be reported to the school, by phone, daily.
- Be informed of all school rules and the interventions/consequences in place connected to certain inappropriate behaviors. It is the responsibility of the students to know and follow all school rules, and to accept the consequences of their behavior. Students should understand the Standards of Student Conduct:
- Have all guidelines followed.
- Be informed of how grades are calculated and earned.
- Use school grounds and materials appropriately at all times.
- Respect the thoughts, beliefs and identities of others. Ideas must not offend or hurt others.
- Discuss or seek guidance regarding the lack of academic progress.
- Respect, and be respected, by other students and school staff.
- Take part in student activities and clubs for which they are permitted. Students must not be kept out of activities because of gender (except as allowed under Title IX), color, race, religion, nationality, sexual orientation, and gender identity or gender expression. It is the responsibility of the students to follow the rules of student activities and clubs. Students should cooperate and demonstrate school spirit.
- Follow the school dress code.
- Be free from bullying, name calling, harassment and avoid engaging in such behavior. It is the responsibility of students to report this type of conduct to school staff.

***Note:** Although students possess the above-mentioned rights, certain rights can be revoked in the event of violations.*

School Discipline

All students have a right to adequate and meaningful due process prior to being excluded from school for disciplinary purposes. This publication will provide guidance to ensure that students and families understand school discipline processes and their related right to due process.

Students have the right to be informed of any suspension, given specific reasons for the suspension, and offered the opportunity to tell their side of the story before being suspended.

Short-term suspensions: (§22.1-277.04 of the Code of Virginia) Students and families have the right to receive in writing a description of the incident, the date the student may return to school, and notice of their right to appeal. This letter must also be sent to the school superintendent or designee. Upon written request by the student or parent/guardian, the superintendent must review the suspension. If no alternative education program is provided, schools should make academic assignments available to students during a short-term suspension.

Long-term suspensions: (§22.1-277.05 of the Code of Virginia) Students and families have the right to written notice from the Superintendent about the conditions of a long-term suspension and their relevant due process rights. The

student has a right to the following:

- A hearing in front of the Superintendent or their designee;
- An appeal of an unfavorable decision to the School Board;
- Consideration of a variety of factors aside from the offense itself, among them: age and grade level; the student's academic and behavioral history; the availability of alternatives; mental health, substance abuse, or special education assessments; and any other relevant matters; and
- Upon appeal to the School Board, a written decision within 30 days.

Schools will provide an academically appropriate alternative education program that permits students serving a long-term suspension to maintain sufficient progress in the curriculum and allow a smooth transition back into the student's school once the suspension term concludes. Schools may provide opportunities for earlier re-admittance based on student progress.

Expulsion: (§22.1-277.06 through 277.08 of the Code of Virginia) Students have the same due process rights to hearings and appeals as with long-term suspension, except that no expulsion is effective until approved by the School Board. Students have the right to apply for re-admittance to school from an expulsion. Students also have the right to appeal a denial of re-admittance from an expulsion to the School Board.

RESPONSES TO STUDENT BEHAVIORS

This Standards of Conduct outlines behaviors that harm safe and loving school cultures. These behaviors require teachers and administrators to take the appropriate actions, which should include interventions and/or consequences. The conduct is generally descriptive of most types of inappropriate behavior, but should not be construed as an exclusive list or as a limitation upon the authority of the School Board or school officials to address other types of conduct that interfere with the proper functioning of schools.

Who Notifies the Parent/Guardian?

For each violation, a principal or principal's designee (RCPS personnel) shall notify the student's parents/guardians, and may request a conference with parents/guardians when he/she deems such a conference is appropriate. The term "conference" includes, but not limited to, informal or formal meetings with the student and/or telephone conversations with parents/guardians regarding the student's conduct.

In addition, if the student is a student with disabilities and any disciplinary action would constitute a change of the student's educational placement, a principal or designee must refer any student violating the Standards of Conduct to the IEP team for a Manifestation Determination Review.

Suspensions and Expulsions

[§ 22.1-277](#). Suspensions and expulsions of pupils generally:

- A. Students may be suspended or expelled from attendance at school for sufficient cause; however, in no cases may sufficient cause for suspensions include only instances of truancy.
- B. Except as provided in subsection C or § 22.1-277.07 or 22.1-277.08, no student in preschool through grade three shall be suspended for more than three school days or expelled from attendance at school, unless (i) the offense involves physical harm or credible threat of physical harm to others or (ii) the local school board or the division superintendent or his designee finds that aggravating circumstances exist, as defined by the Department.

Short-Term Suspensions (22.1-277)

A pupil may be suspended for not more than ten school days by either the school principal, any assistant principal. The principal, assistant principal may suspend the pupil after giving the pupil oral notice of the charges against him and, if he denies them, an explanation of the facts as known to school personnel and an opportunity to present his version of what occurred. In the case of any pupil whose presence poses a continuing

danger to persons or property, or whose presence is an ongoing threat of disruption, the pupil may be removed from school immediately and the notice, explanation of facts and opportunity to present his version shall be given as soon as is practical thereafter.

Upon suspension of any pupil, the principal, assistant principal responsible for such suspension reports the facts of the case in writing to the superintendent or superintendent's designee and the parent of the pupil suspended. The superintendent or superintendent's designee reviews forthwith the action taken by the principal, assistant principal upon a petition for such review by any party in interest and confirms or disapproves such action based on an examination of the record of the pupil's behavior.

The decision of the superintendent or superintendent's designee is final and may not be appealed.

Long-Term Suspensions (22.1-277)

A pupil may be suspended from attendance at school for 11 to 45 school days by the Superintendent (at the recommendation of the principal, or designee) after written notice is provided to the pupil and his parent of the proposed action and the reasons therefore and of the right to a hearing before the School Board.

The written notice of a suspension for 11 to 45 school days includes notification of the length of the suspension and provides information concerning the availability of community-based educational, alternative education or intervention programs. Such notice also states that the student is eligible to return to regular school attendance upon the expiration of the suspension or to attend an appropriate alternative education program approved by the School Board during or upon the expiration of the suspension. The costs of any community-based educational, alternative education, or intervention program that is not a part of the educational program offered by the school division that the student may attend during his suspension is borne by the parent of the student.

A long-term suspension may extend beyond a 45-school-day period but shall not exceed 364 calendar days if (i) the offense is one described in Va. Code §§ 22.1-277.07 or 22.1-277.08 or involves serious bodily injury or (ii) the School Board or division superintendent or superintendent's designee finds that aggravating circumstances exist, as defined by the Virginia Department of Education.

Nothing herein shall be construed to prohibit the School Board from permitting or requiring students suspended pursuant to this section to attend an alternative education program provided by the School Board for the term of such suspension.

Expulsion (22.1-277)

Pupils may be expelled from attendance at school (at the recommendation of the Superintendent) after written notice to the pupil and his parent of the proposed action and the reasons therefore and of the right to a hearing before the School Board in accordance with the regulations of the School Board. The School Board confirms or disapproves of the proposed expulsion regardless of whether the pupil has exercised the right to a hearing.

The written notice given to the pupil and his parent includes notification of the length of the expulsion and provides information to the parent of the student concerning the availability of community-based educational, training and intervention programs. The notice also states whether the student is eligible to return to regular school attendance, or to attend an appropriate alternative education program approved by the School Board, or an adult education program offered by the school division, during or upon the expiration of the expulsion, and the terms or conditions of such readmission. The costs of any community-based educational, training, or intervention program that is not a part of the educational program offered by the school division that the student may attend during his expulsion is borne by the parent of the student.

Student Due Process Rights

As provided for in Article 22.1-277 of the Virginia Code, pupils may be suspended from attendance at school for sufficient cause by the school principal, assistant principal or in their absence by any teacher. In addition, a student may be expelled from attendance at school by the School Board.

A. For a suspension of ten days or less the following procedure must be followed:

1. The pupil will be given an oral notice of the charges against him/her.
2. If the pupil denies the charges, he/she will be given an explanation of the facts, as known to school personnel, and an opportunity to present his/her version of what occurred.
3. Any pupil whose presence poses a continuing danger to persons or property or an ongoing threat of disruption may be removed from school immediately and the notice, explanation of facts and opportunity to present his/her version given as soon as practicable thereafter.
4. Immediately following notification of the suspension the principal, assistant principal responsible for the suspension will report the facts of the case in writing to the division superintendent and to the parent or guardian of the pupil.
5. Any interested party may petition the division superintendent to review the action taken by the principal, assistant principal or teacher.
6. If a petition for review is received, the superintendent or his designee will review the action and either confirm or disapprove it based upon an examination of the record of the pupil's behavior. Written notice of the confirmation or disapproval will be sent to the person responsible for the suspension and to the party requesting the review.
7. The decision of the superintendent will be final.

B. For suspension of more than ten days the following procedure must be followed:

1. The student will be informed of the charges and given an opportunity to respond. If the student denies the charges, the principal or his designee will give the student an explanation of the evidence supporting the charges and an opportunity to explain his/her version of the facts.
2. Written notice to the students and his/her parent(s) or guardian stating the proposed action and the reasons, and the length of suspension;
3. Notice in the letter that suspension can be appealed to the school board, or if permitted by board regulations, appeal can be made first to the superintendent or designee;
4. Final appeal step must be to school board.

LEVEL 1

Interventions and responses at this level are designed to help improve student behavior in the classroom and/or school. If these interventions are successfully implemented, a referral to the school administrator may not be necessary. However, documentation will be required. These responses are intended to prevent further behavioral issues while keeping the student in school.

- Warning
- Written reflection or letter of apology
- Loss of privileges
- Seat change
- Phone call/letter/conference to parent
- Teacher conference with students
- Mentoring
- Progress Monitoring Sheet
- Reteach or Modeling Desired Behavior
- Teacher and/or administrator conference
- Conflict resolution
- Recognize/ Reward Appropriate Behavior
- Check-In and Check Out System
- In-class time-out
- Time-out in another classroom setting
- Reinforcement of appropriate behaviors
- Classroom behavior contract/ Behavior Monitoring Form
- Referral to Counselor
- Referral to child find committee
- But not limited to

LEVEL 2

Interventions and responses at this level are designed to prevent further behavior issues and keep the student in school. Depending upon the severity of the behavior, short-term removal of the student from the classroom and/or school may be appropriate.

- Parent/ Guardian Contact
- Check-In and Check Out System
- Peer mediation
- Loss of privileges
- Restorative Practices
- Confiscation of Items
- Schedule/Class Change
- Referral to child find committee
- Referral to Functional Behavior Assessment/Behavioral Intervention Plan
- Referral to School-Based Support Services
- Parent/Teacher and/or Administrator conference
- Suspension (1-5 days should not exceed)(Do not suspend for truancy cases)
- Referral to Community Resources (e.g. TDT, FAPT)
- Referral to Counselor
- School/Administrator behavior contract
- Detention (Before/After school)
- Behavior Specialist Referral (elementary)
- Referral to School Base Support Services
- But not limited to

LEVEL 3

Interventions and responses at this level may require a report to the Central Office Staff. Dependent upon the severity, chronic behavior, safety concerns, and behavior may result in the removal from school.

- Loss of privileges
- Parent/Teacher/Administrator Contract
- Recommend Schedule/Class Change
- Behavior Specialist Referral
- Referral/Recommend Functional Behavior Assessment/Behavioral Intervention Plan
- Referral to child find committee
- Referral to community resources (e.g. TDT, FAPT)
- Referral to Counselor
- Restorative Practices
- Referral to an alternative learning school or program

- Referral to School-Based Support Services
- Referral to an alternative learning school or program
- But not limited to
- Short-term suspension (6-10) days

Level 4

Interventions and responses at this level may require a report to the Central Office Staff. (School Removal)

- Recommend Schedule/Class Change
- Referral to alternative learning school or program
- Restitution
- Referral to community resources (e.g. TDT, FAPT)
- Long term suspension (11-45 days)
- Police may be contacted for certain offenses
- Behavior Specialist Referral
- Recommend Functional Behavior Assessment/Behavioral Intervention Plan
- School Reassignment
- Short term suspensions
- Referral to child find committee
- But not limited to

LEVEL 5

Interventions and responses at this level may require a report to the Central Office Staff.

- Referral to child find committee
 - Referral to community resources (e.g. TDT, FAPT)
 - School Reassignment
 - Police may be contacted for certain offenses
 - Long term suspension (11-45 days)
 - Referral for expulsion
 - Alternative Placement
 - But not limited to
5. A written notice of the recommended suspension will be provided to the pupil and the parent or guardian, before the suspension is to begin. This written notice will contain the reasons for the recommended suspension and inform the pupil and the parents that they have a right to a hearing before the division superintendent.
 6. The principal will immediately report the recommended suspension to the division superintendent.
 7. The Superintendent or his designee will hear the student, the principal and the parent or guardian and will render his decision, informing them that if they are not satisfied with his decision, they have the right to appeal it to the school board.
 8. The decision of the superintendent or his designee may be appealed to the school board by filing a written notice of appeal with the superintendent.

C. For an expulsion the following procedure must be followed:

1. The student will be informed of the charges and given an opportunity to respond. If the student denies the charges, the principal or designee shall give the student an explanation of the evidence supporting the charges and an opportunity to explain his/her version of the facts.
2. A written notice of the intended expulsion will be provided to the pupil and his/her parent or guardian before the expulsion is to begin. This written notice will contain the reasons for the proposed expulsion and will inform the pupil and the parents that they have a right to a hearing before the school board.
3. The principal or his designee will immediately inform the superintendent of the recommended expulsion and send him a copy of the written notice sent to the parent or guardian.
4. The superintendent or his designee will review the recommendation of the principal or his designee and will make a decision as to whether or not the expulsion is warranted. If the decision is to not go ahead with the expulsion, the superintendent or his designee will inform the student, the parent's and the principal that the expulsion will not occur.
5. If the superintendent or his designee makes a decision to go ahead with expulsion, the student, and his/her parents or guardian will be advised in writing of the proposed action and of their right to a hearing before the School Board. The notice will contain the date, time and place of the school board meeting at which the hearing is to occur.

6. Immediately following the hearing, the student and his/her parents or guardian will be notified of the school board's decision.

D. Students with Disabilities

In cases where “identified” disabled students are recommended for suspension of more than ten days, a hearing must be held prior to the suspension to determine if there is a causal relationship between the student's disability and misbehavior.

LEVELS OF INTERVENTIONS AND RESPONSES

Elementary Schools Leveled Responses to Student Behaviors

Category A: Behaviors that Impede the Academic Progress (BAP) of the student or of other students (Elementary Schools)	Level 1	Level 2	Level 3	Level 4	Level 5
Interfering with learning in the classroom (talking, excessive noise, off-task, out of seat, possessing items that distract)	✓	✓	✓		
Interfering with learning outside of the classroom (excessive noise, interrupting a class, etc.)	✓	✓	✓		
Scholastic dishonesty (cheating, plagiarism)	✓	✓			
Unexcused tardiness to class	✓				
Unexcused tardiness to school	✓				

Category B: Behaviors related to School Operations (BSO) interfere with the daily operation of school procedures (Elementary Schools)	Level 1	Level 2	Level 3	Level 4	Level 5
Altering an official document or record	✓	✓			
Giving false information to staff	✓	✓			
Refusal to comply with requests of staff in a way that interferes with the operation of school	✓	✓			
Failure to be in one's assigned place on school grounds	✓	✓			
Failure to attend assigned disciplinary setting (detention, in-school suspension, Saturday school)	✓	✓	✓		
Bringing unauthorized persons to school or allowing unauthorized persons to enter the school building	✓	✓	✓		
Dress Code Violation	✓	✓			
Gambling (games of chance for money or profit)	✓	✓			
Unauthorized use of school electronic or other equipment	✓	✓	✓		
Violation of the Acceptable Use of Technology/internet policy	✓	✓	✓		
Violation of school board policy regarding the possession or use of portable communication devices	✓	✓	✓		
Vandalism, graffiti or other damage to school or personal property	✓	✓	✓		✓

Category C: Relationship Behaviors (RB) create a negative relationship between two or more members of the school community (No physical harm is done.) (Elementary Schools)	Level 1	Level 2	Level 3	Level 4	Level 5
Bullying with no physical injury	✓	✓			
Cyberbullying		✓	✓		✓
Posting, distributing, displaying, or sharing material or literature that is libelous, including using electronic means to post such material	✓	✓	✓		
Saying or writing either directly or through electronic communication sexually suggestive comments, innuendos, propositions, or other remarks of a sexual nature	✓	✓	✓		✓
Speaking to another in an uncivil, discourteous manner	✓	✓			
Teasing, taunting, engaging in a verbal confrontation, verbally inciting a fight	✓	✓			
Using profane or vulgar language or gestures (swearing, cursing, hate speech, gang signs or gestures)	✓	✓	✓		
Using slurs based upon the actual or perceived race, ethnicity, color, national origin, citizenship/immigration status, weight, gender, gender identity, gender expression, sexual orientation, or disability	✓	✓	✓		
Failure to respond to questions or requests by staff	✓	✓			
Inappropriate physical contact that is sexual in nature or violates school rules regarding contact	✓	✓	✓	✓	✓

Category D: Behaviors of a Safety Concern (BSC) create unsafe conditions for students, staff, and/or visitors to the school. (Elementary Schools)	Level 1	Level 2	Level 3	Level 4	Level 5	Notify Law Enforcement
Alcohol: Possessing or using alcohol	✓	✓	✓	✓		✓
Alcohol: Distributing alcohol to other students	✓	✓	✓	✓		✓
Drugs: Possessing drug paraphernalia	✓	✓	✓	✓		
Drugs: Violating school board non-prescription (Over the counter) medication policy	✓	✓	✓			
Tobacco: Possessing/Using tobacco products, electronic cigarettes, vaping equipment	✓	✓	✓	✓		✓
Bullying Behavior without physical injury that continues after intervention	✓	✓	✓			
Cyberbullying that continues after intervention	✓	✓	✓	✓		✓
Bus: Distracting the bus driver	✓	✓	✓			
Bus: Endangering the safety of others on the bus	✓	✓	✓			
Fire alarm: Falsely activating a or other disaster alarm	✓	✓	✓	✓		✓
Fire Related: Possessing items that could be used to set or cause a fire or produce large amounts of smoke	✓	✓	✓	✓		
Engaging in reckless behavior the creates a risk of injury to self or others	✓	✓	✓	✓		
Fighting that results in minor injury as determined by the administration	✓	✓	✓			✓

Category D: Behaviors of a Safety Concern (BSC) create unsafe conditions for students, staff, and/or visitors to the school. (Elementary Schools)	Level 1	Level 2	Level 3	Level 4	Level 5	Notify Law Enforcement
Inciting or causing a substantial disturbance to the operation of school or the safety of staff and/or students	✓	✓	✓	✓		
Throwing an object that has the potential to cause a disturbance, injury, or property damage	✓	✓	✓			
Shoving, pushing, striking a student with no visible injury	✓	✓	✓			
Exposing body parts, lewd or indecent public behavior	✓	✓	✓	✓		
Physical contact of a sexual nature – patting body parts, pinching, tugging clothing,	✓	✓	✓	✓		
Physical sexual aggression and/or forcing another to engage in sexual activity					✓	✓
Stealing money or property without physical force	✓	✓				
Stealing money or property using physical force (no weapon involved)			✓	✓		✓
Stealing money or property using weapons or dangerous instruments				✓	✓	✓
Leaving school grounds without permission	✓	✓	✓			
Trespassing	✓	✓	✓			
Weapons: Possessing any weapon as defined by school board policy , not including firearms				✓		✓
Weapons: Possession of a knife with a blade of more than 3 inches				✓		✓

Category E: Behaviors that Endanger Self or Others (BESO) These behaviors endanger the health, safety, or welfare of either the student or others in the school community. (Elementary Schools)	Level 1	Level 2	Level 3	Level 4	Level 5	Notify Law Enforcement
Assault: Intending to cause physical injury to another person		✓	✓	✓		✓
Assault and Battery: Causing physical injury to another person			✓	✓	✓	✓
Fighting: The use of physical violence between students or on another person where there is no injury as determined by the school administration	✓	✓	✓			
Striking Staff: The use of force against a staff member when no injury is caused		✓	✓	✓	✓	✓
Drugs: Possessing controlled substances, illegal drugs or synthetic hallucinogens or unauthorized prescription medications			✓	✓	✓	✓
Drugs: Being under the influence of controlled substances, illegal drugs, or synthetic hallucinogens or unauthorized prescription medications			✓	✓	✓	✓
Drugs: Using controlled substances or using illegal			✓	✓	✓	✓

Category E: Behaviors that Endanger Self or Others (BESO) These behaviors endanger the health, safety, or welfare of either the student or others in the school community. (Elementary Schools)	Level 1	Level 2	Level 3	Level 4	Level 5	Notify Law Enforcement
drugs or synthetic hallucinogens or unauthorized prescription medications						
Drugs: Distributing controlled substances or prescription medications or illegal drugs or synthetic hallucinogens or alcohol to another student(s)			✓	✓	✓	✓
Fire: Attempting to set, aiding in setting, or setting a fire			✓	✓	✓	✓
Gang-Related Behavior: Engaging in threatening or dangerous behavior that is gang-related as defined in §18.2-46.1	✓	✓	✓	✓		
Hazing as defined in §18.2-56 and noted in § 22.1-279.6.		✓	✓	✓	✓	
Threatening or instigating violence, injury or harm to a staff member	✓	✓	✓	✓		
Threatening or instigating violence, injury or harm to another student	✓	✓	✓	✓		
Possession of a firearm or destructive device as defined in 22.1-277.07					✓	✓
Using any weapon to threaten or attempt to injure school personnel,					✓	✓
Using any weapon to threaten or attempt to injure students or others					✓	
Bomb threat –Making a bomb threat						✓

Secondary Schools Leveled Responses to Student Behaviors

Category A: Behaviors that impede the Academic Progress (BAP) of the student or of other students (Secondary Schools)	Level 1	Level 2	Level 3	Level 4	Level 5	Notify Law Enforcement
Interfering with learning in the classroom (talking, excessive noise, off-task, out of seat, possessing items that distract)	✓	✓	✓			
Interfering with learning outside of the classroom (excessive noise, interrupting a class, etc.)	✓	✓	✓			
Scholastic dishonest (cheating, plagiarism)	✓	✓				
Unexcused tardiness to class	✓	✓				
Unexcused tardiness to school	✓	✓				

Category B: Behaviors related to School Operations (BSO) interfere with the daily operation of school procedures (Secondary Schools)	Level 1	Level 2	Level 3	Level 4	Level 5	Notify Law Enforcement
Altering an official document or record	✓	✓				✓
Giving false information to staff	✓	✓	✓			
Refusal to comply with requests of staff in a way that interferes with the operation of school	✓	✓	✓			
Failure to be in one's assigned place on school grounds	✓	✓				
Failure to attend assigned disciplinary setting (detention, in-school suspension, Saturday school)	✓	✓	✓			
Bringing unauthorized persons to school or allowing unauthorized persons to enter the school building	✓	✓	✓			
Dress Code Violation	✓	✓				
Gambling (games of chance for money or profit)	✓	✓				
Unauthorized use of school electronic or other equipment	✓	✓				
Violation of the Acceptable Use of Technology/internet policy	✓	✓	✓			
Violation of school board policy regarding the possession or use of portable communication devices	✓	✓	✓			
Vandalism, graffiti or other damage to school or personal property	✓	✓	✓			

Category C: Relationship Behaviors (RB) create a negative relationship between two or more members of the school community (No physical harm is done.) Secondary Schools	Level 1	Level 2	Level 3	Level 4	Level 5	Notify Law Enforcement
Bullying with no physical injury (See Model Policy to Addressing Bullying in Virginia's Public Schools)	✓	✓				
Cyberbullying (See Model Policy to Addressing Bullying in Virginia's Public Schools)		✓	✓			✓
Posting, distributing, displaying, or sharing material or literature that is libelous, including using electronic means to post such material		✓	✓	✓		✓
Saying or writing either directly or through electronic communication sexually suggestive comments, innuendos, propositions, or other remarks of a sexual nature	✓	✓	✓			✓
Speaking to another in an uncivil, discourteous manner	✓	✓				
Teasing, taunting, engaging in a verbal confrontation, verbally inciting a fight	✓	✓	✓			
Using profane or vulgar language or gestures (swearing, cursing, hate speech, gang signs or gestures)	✓	✓	✓			
Using slurs based upon the actual or perceived race, ethnicity, color, national origin, citizenship/immigration status, weight, gender, gender identity, gender expression, sexual orientation, or disability	✓	✓	✓	✓		
Failure to respond to questions or requests by staff	✓	✓				
Inappropriate physical contact that is sexual in nature or violates school rules regarding contact	✓	✓	✓	✓		

Category D: Behaviors of a Safety Concern (BSC) create unsafe conditions for students, staff, and/or visitors to the school (Secondary Schools)	Level 1	Level 2	Level 3	Level 4	Level 5	Notify Law Enforcement
Alcohol: Possessing or using alcohol			✓			✓
Alcohol: Distributing alcohol to other students			✓	✓		✓
Drugs: Possessing drug paraphernalia			✓	✓		✓
Drugs: Violating school board non-prescription (Over the counter) medication policy	✓	✓	✓			✓
Tobacco: Possessing/Using tobacco products, electronic cigarettes, vaping equipment	✓	✓	✓			✓
Bullying Behavior without physical injury that continues after intervention (See Link: Model Policy to Addressing Bullying in Virginia's Public Schools) Bullying that leads to physical injury should be classified as Assault and Battery.	✓	✓	✓	✓		✓

Category D: Behaviors of a Safety Concern (BSC) create unsafe conditions for students, staff, and/or visitors to the school (Secondary Schools)	Level 1	Level 2	Level 3	Level 4	Level 5	Notify Law Enforcement
Cyberbullying that continues after intervention Cyberbullying that relates a threat to the safety of students and staff should be treated with a higher level of intervention and consequences.		✓	✓	✓	✓	✓
Bus: Distracting the bus driver	✓	✓	✓			
Bus: Endangering the safety of others on the bus		✓	✓			✓
Fire alarm: Falsely activating a or other disaster alarm		✓	✓			✓
Fire Related: Possessing items that could be used to set or cause a fire or produce large amounts of smoke	✓	✓	✓			
Engaging in reckless behavior the creates a risk of injury to self or others	✓	✓	✓			
Fighting that results in minor injury as determined by the administration	✓	✓	✓	✓		✓
Inciting or causing a substantial disturbance to the operation of school or the safety of staff and/or students		✓	✓	✓	✓	✓
Throwing an object that has the potential to cause a disturbance, injury, or property damage	✓	✓	✓			✓
Shoving, pushing, striking a student with no visible injury	✓	✓	✓			✓
Exposing body parts, lewd or indecent public behavior	✓	✓	✓	✓		✓
Physical contact of a sexual nature – patting body parts, pinching, tugging clothing,	✓	✓	✓	✓		✓
Physical sexual aggression and/or forcing another to engage in sexual activity			✓	✓	✓	✓
Stealing money or property without physical force	✓	✓	✓			✓
Stealing money or property using physical force (no weapon involved)			✓	✓		✓
Stealing money or property using weapons or dangerous instruments				✓	✓	✓
Leaving school grounds without permission	✓	✓				✓
Trespassing	✓	✓	✓			
Weapons: Possessing any weapon as defined by school board policy , not including firearms					✓	✓
Weapons: Possession of a knife with a blade of more than 3 inches					✓	✓

Category E: Behaviors that Endanger Self or Others (BESO) These behaviors endanger the health, safety, or welfare of either the student or others in the school community. Secondary Schools	Level 1	Level 2	Level 3	Level 4	Level 5	Notify Law Enforcement
Assault: Intending to cause physical injury to		✓	✓	✓		✓

Category E: Behaviors that Endanger Self or Others (BESO) These behaviors endanger the health, safety, or welfare of either the student or others in the school community. Secondary Schools	Level 1	Level 2	Level 3	Level 4	Level 5	Notify Law Enforcement
another person						
Assault and Battery: Causing physical injury to another person		✓	✓	✓	✓	✓
Fighting: The use of physical violence between students or on another person where there is no injury as determined by the school administration	✓	✓	✓			✓
Striking Staff: The use of force against a staff member when no injury is caused			✓	✓	✓	✓
Drugs: Possessing controlled substances, illegal drugs or synthetic hallucinogens or unauthorized prescription medications			✓	✓	✓	✓
Drugs: Being under the influence of controlled substances, illegal drugs, or synthetic hallucinogens or unauthorized prescription medications			✓	✓	✓	✓
Drugs: Using controlled substances or using illegal drugs or synthetic hallucinogens or unauthorized prescription medications			✓	✓	✓	✓
Drugs: Distributing controlled substances or prescription medications or illegal drugs or synthetic hallucinogens or alcohol to another student(s)			✓	✓	✓	✓
Fire: Attempting to set, aiding in setting, or setting a fire			✓	✓	✓	✓
Gang-Related Behavior: Engaging in threatening or dangerous behavior that is gang-related as defined in §18.2-46.1			✓	✓	✓	✓
Hazing as defined in §18.2-56 and noted in § 22.1-279.6.					✓	✓
Threatening or instigating violence, injury or harm to a staff member		✓	✓	✓	✓	✓
Threatening or instigating violence, injury or harm to another student		✓	✓	✓	✓	✓
Possession of a firearm or destructive device as defined in § 22.1-277.07.					✓	✓
Using any weapon to threaten or attempt to injure school personnel					✓	✓
Using any weapon to threaten or attempt to injure students or others					✓	✓
Bomb threat –Making a bomb threat				✓	✓	✓

STUDENT BEHAVIORS

Please be advised that per Virginia law and/or the policies of the School Board of Russell County Public Schools, violations of certain codes of conduct require that the student be recommended for expulsion from Russell County Public Schools.

Category A: Behaviors that Impede the Academic Progress (BAP) of the student or other students

- Interfering with learning in the classroom (talking, excessive noise, off-task, out of seat, possessing items that distract)
- Interfering with learning outside of the classroom (excessive noise, interrupting a class, etc.)
- Scholastic dishonest (cheating, plagiarism)
- Unexcused tardiness to class
- Unexcused tardiness to school

Unexcused tardiness to class and/or school

Students arriving after the start of the school day shall be considered tardy. Students shall not be tardy to school or class without written explanation or verbal notification from parents/guardians, teachers or administrators.

Students must be punctual and attend all assigned classes. Student attendance is a cooperative effort and schools shall involve parents/guardians and student in accepting responsibility for regular attendance. Each parent/guardian of a child within the compulsory school attendance age shall be responsible for the child as required by law. Students shall attend school on a regular and punctual basis unless otherwise excused in accordance with school board policy. Students shall not be absent from or tardy to school. Nor shall students leave school prior to the end of the school day without parental permission, school permission or any other valid excuse. Unexcused absence shall include, but not be limited to, leaving school premises without authorization.

Category B: Behaviors related to School Operations (BSO) Interfere with the daily operation of school procedures

- Altering an official document or record
- Giving false information to staff
- Refusal to comply with requests of staff in a way that interferes with the operation of school
- Failure to be in one's assigned place on school grounds
- Failure to attend assigned disciplinary setting (detention, in-school suspension, Saturday school)
- Bringing unauthorized persons to school or allowing unauthorized persons to enter the school building
- Dress Code Violation
- Gambling (games of chance for money or profit)
- Unauthorized use of school electronic or other equipment
- Violation of the Acceptable Use of Technology/internet policy
- Violation of school board policy regarding the possession or use of portable communication devices
- Vandalism, graffiti or other damage to school or personal property

Category C: Relationship Behaviors (RB) create a negative relationship between 2 or more members of the school community (No physical harm is done)

- Bullying with no physical injury ([See Link: Model Policy to Addressing Bullying in Virginia's Public Schools](#))
- Cyberbullying ([See Link: Model Policy to Addressing Bullying in Virginia's Public Schools](#))
- Posting, distributing, displaying, or sharing material or literature that is libelous, including using electronic means to post such material
- Saying or writing either directly or through electronic communication sexually suggestive comments, innuendos, propositions, or other remarks of a sexual nature
- Speaking to another in an uncivil, discourteous manner

- Teasing, taunting, engaging in a verbal confrontation, verbally inciting a fight
- Using profane or vulgar language or gestures (swearing, cursing, hate speech, gang signs or gestures)
- Using slurs based upon the actual or perceived race, ethnicity, color, national origin, citizenship/immigration status, weight, gender, gender identity, gender expression, sexual orientation, or disability
- Failure to respond to questions or requests by staff
- Inappropriate physical contact that is sexual in nature or violates school rules regarding contact

Category D: Behaviors of Safety Concern (BSC) create unsafe conditions for students, staff, and/or visitors to the school

- Alcohol: Possessing or using alcohol
- Alcohol: Distributing alcohol to other students
- Drugs: Possessing drug paraphernalia
- Drugs: Violating school board non-prescription (Over the counter) medication policy
- Tobacco: Possessing/Using tobacco products, electronic cigarettes, vaping equipment
- Bullying Behavior without physical injury that continues after intervention (See Link: Model Policy to Addressing Bullying in Virginia's Public Schools) Bullying that leads to physical injury should be classified as Assault and Battery.
- Cyberbullying that continues after intervention (See Link: Model Policy to Addressing Bullying in Virginia's Public Schools) Cyberbullying that relates a threat to the safety of students and staff should be treated with a higher level of intervention and consequences.
- Bus: Distracting the bus driver
- Bus: Endangering the safety of others on the bus
- Fire alarm: Falsely activating a or other disaster alarm
- Fire Related: Possessing items that could be used to set or cause a fire or produce large amounts of smoke
- Engaging in reckless behavior the creates a risk of injury to self or others
- Inciting or causing a substantial disturbance to the operation of school or the safety of staff and/or students
- Throwing an object that has the potential to cause a disturbance, injury, or property damage
- Shoving, pushing, striking a student with no visible injury
- Exposing body parts, lewd or indecent public behavior
- Physical contact of a sexual nature—patting body parts, pinching, tugging clothing
- Physical sexual aggression and/or forcing another to engage in sexual activity
- Stealing money or property without physical force
- Stealing money or property using physical force (no weapon involved)
- Stealing money or property using weapons or dangerous instruments
- Leaving school grounds without permission
- Trespassing
- Weapon: Possessing or selling any weapon (not including firearms) as defined by school board policy

Category E: Behaviors that Endanger Self or Others (BESO) these behaviors endanger the health, safety, or welfare of either the student or others in the school community

- Assault: Intending to cause physical injury to another person
- Assault and Battery: Causing physical injury to another person
- Fighting: The use of physical violence between students or on another person where there is no injury as determined by the school administration
- Striking Staff: The use of force against a staff member when no injury is caused
- Drugs: Possessing controlled substances, illegal drugs or synthetic hallucinogens or unauthorized prescription medications

- Drugs: Being under the influence of controlled substances, illegal drugs, or synthetic hallucinogens or unauthorized prescription medications
- Drugs: Using controlled substances or using illegal drugs or synthetic hallucinogens or unauthorized prescription medications
- Drugs: Distributing controlled substances or prescription medications or illegal drugs or synthetic hallucinogens or alcohol to another student(s)
- Fire: Attempting to set, aiding in setting, or setting a fire
- Gang-Related: Engaging in threatening or dangerous behavior that is gang-related as defined in §18.2-46.1
- Hazing as defined in §18.2-56 and noted in §22.1-279.6
- Threatening or instigating violence, injury or harm to a staff member
- Possession of a firearm or destructive device as defined in § 22.1-277.07.
- Using any weapon to threaten or attempt to injure school personnel, students, or others
 - a. Bomb threat – Making a bomb threat intimidating or threatening any person, (3) committing any other illegal act or other violation of the SCORE and (4) encouraging other students to act with physical violence.
 - b. Any inappropriate behavior and/or activities which are likely to cause bodily danger, physical harm, or mental harm to students, employees or visitors.

Weapons and Firearms

Students shall not have any type of weapon (operable or inoperable) in their possession. This includes, in their lockers, on school property, or at any school-sponsored activity.

In accordance with Section 22.1-277.07 of the Code of Virginia, a student who is found to possess a firearm or device as defined below, a firearm muffler or firearm silencer, or pneumatic gun as defined below, on school property or at a school sponsored activity shall be expelled for a period of not less than one (1) year. Upon a finding that special circumstances exist, another disciplinary action or term of expulsion may be imposed. Parents, police and juvenile authorities shall be notified.

As defined by Va. Code §22.1-277.07, “firearm” means any weapon, including a starter gun, that will, or is designed or may readily be converted to, expel single or multiple projectiles by the action of an explosion of a combustible material or the frame or receiver of any such weapon. “Firearm” does not include any pneumatic gun.

As defined by Va. Code §15.2-915.4, a “pneumatic gun” means any implement, designed as a gun that will expel a BB or a pellet by action of pneumatic pressure. “Pneumatic gun” includes a paintball gun that expels by action of pneumatic pressure plastic filled with paint for the purpose of marking the point of impact.

Pursuant to Va. Code §308.1, weapons prohibited on school property or at school-sponsored activities include: a stun weapon or any knife with a metal blade of 3 inches or longer. Also prohibited on school property are or intended to propel a missile of any kind by action of an explosion of any combustible, material; any dirk, bowie knife, switchblades knife, ballistic knife, machete, razor, slingshot, spring stick, metal/brass knuckles, or blackjack; any flailing instruments consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as a nun chahka, nun chuck, nunchakus, shuriken, or fighting chain; any disc, of whatever configuration, having at least two points or pointed blades which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart; or any weapon of the like kind as those defined above.

Pursuant to Va. Code § 22.1-277.07, “destructive device” means any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one quarter ounce, mine, or other similar device; any weapon, except a shotgun or shotgun shell generally recognized as particularly suitable for sporting purposes, by whatever name known that will or may be readily converted to expel a projectile by the action of any explosive or other propellant, and that has any barrel with a bore of more than one-half inch in diameter that is homemade or was not made by a duly licensed weapon manufacturer, any fully automatic firearm, any sawed-off shotgun or sawed-off rifle as defined in VA Code §18.2-299 or any firearm prohibited from civilian ownership by federal law; and any combination of parts either designed or intended for use in converting any device into any destructive device described in this subsection and from which a destructive device may be readily assembled. “Destructive device” shall not include any device that is not designed or redesigned for use as a weapon, or

any device originally designed for use as a weapon and that is redesigned for use as a signaling, pyrotechnic, line-throwing, safety, or other similar device.

Search and Interviews

Russell County Public Schools are committed to ensuring an atmosphere on school property and at school functions that is safe and orderly. To achieve this kind of environment, any school official authorized to impose a disciplinary response on a student may question a student about an alleged violation of law or the district Code of Conduct. Students are not entitled to any sort of “Miranda” type warning before being questioned by school officials, nor are school officials required to contact a student’s parent before questioning the student. However, school officials will tell all students why they are being questioned.

To protect the health, safety and welfare of students and school personnel, school authorities may search a student, student lockers, student desks, and automobiles driven to school by students and/or automobiles parked school property. Authorized school personnel may seize any illegal, unauthorized, or contraband materials that are discovered in a search, consistent with applicable law.

Lockers and other storage facilities made available to students for temporary storage of their personal possessions remain under the joint control of the students and the school administration. The school administration has the right to search lockers, desks, and other storage facilities for items which violate the law, school policies and regulations, or which may be harmful to the school, its students or other persons. Lockers and other storage facilities are subject to periodic searches for any reason, which can be conducted at any time. Searches can also be conducted without notice, without student consent, and without a search warrant. Computer network storage areas, any disks and/or external storage drives, and school Internet access records shall be treated like school lockers. Therefore, the afore mentioned items are subject to search in accordance with this policy.

The school administration may also search personal property when there is a reasonable belief that the student is in possession of an item that violates the law, and/or school policies and regulations. Property belonging to a student includes, but is not limited to, items that can be connected to a student, carried by a student, or stored by a student in areas made available to the student by the school and may include, but is not limited to, backpacks, book bags, handbags, notebooks, and books.

The school administration also has the right to search any student's person when there is a reasonable belief that the student is in possession of an item that violates the law, and/or school policies and regulations.

The Russell County Public Schools’ are also authorized to use, in conjunction with the Russell County Sheriff’s Department, canine teams to aid in searches for illegal drugs. All canine searches shall be conducted in accordance with applicable law and Russell County Public Schools administrative regulations. Canine searches may be conducted when school administrators suspect that a student may possess illegal drugs. Canine searches may also be conducted randomly to deter the possession and/or distribution of illegal drugs.

Surveillance cameras are in use in school facilities and on school buses to promote safety and to encourage reasonable orderliness in school, on school property, at school functions, and on school buses. Any person entering a school facility, on school property, at a school function, or riding a school bus is subject to being recorded.

A student’s expectation of privacy and freedom from unreasonable search and seizure must be balanced against the school division’s responsibility to protect the health, safety and welfare of all persons within the school community, and its duty to maintain a safe learning environment for all students. If illegal materials are found during a search, law enforcement officials shall be notified. If unauthorized or contraband materials are discovered, the administration should follow the guidelines outlined in levels of interventions and responses.

POLICE INVOLVEMENT IN SEARCHES AND INTERVIEWS OF STUDENTS

District officials are committed to cooperating with police officials and other law enforcement authorities to maintain a safe school environment. Police officials, however, have limited authority to interview or search students in schools or at school functions, or to use school facilities in connection with police work. Police officials may enter school property

or a school function to question or search a student or to conduct a formal investigation involving students only if they have:

Probable cause to believe a crime has been committed on school property or at a school function

TITLE IX

What is Title IX?

Title IX of the Education Amendments of 1972 prohibits discrimination based on sex (including sexual harassment, sexual violence and gender-based harassment) in education programs and activities that receive federal financial assistance. Some key issue areas in which recipients have Title IX obligations are: recruitment, admissions, and counseling; financial assistance; athletics; sex-based harassment; treatment of pregnant and parenting students; discipline; single-sex education; and employment.

What does it mean?

Also, a recipient may not retaliate against any person for opposing an unlawful educational practice or policy, or made charges, testified or participated in any complaint action under Title IX. For a recipient to retaliate in any way is considered a violation of Title IX. Schools are prohibited from restricting admission or participation in activities based on sex. In terms of sports, male and female students must have equal opportunities for participation. Title IX information provided here applies to all Russell County Public Schools sites, activities and programs.

Policy and Reporting Procedures

Russell County Public Schools has established Policies and Reporting Procedures that will be followed with all complaints. The Preponderance of Evidence Standard will guide investigative procedures. In Determining whether alleged conduct constitutes a violation of policy GBA/JFHA, the Superintendent will hold the final decision.

Compliance Officer and Alternate Compliance Officer

The Russell County School Board has designated:

Cathy Gent, Director of Safety and Emergency Management
Russell County School Board Office, P.O. Box 8, Lebanon, VA 24266
Phone: 276-889-6505, Email: cgent@russell.k12.va.us

as the Compliance Officer, responsible for identifying, investigating, preventing and remedying prohibited harassment. Complaints of harassment may also be made to the Alternate Compliance Officer:

Georgia McCoy, Director of School Nutrition
Russell County School Board Office, P.O. Box 8, Lebanon, VA 24266
Phone: 276-889-6504, Email: gmccoy@russell.k12.va.us

RULES FOR RIDING THE SCHOOL BUS

Riding the school bus to and from school is a privilege given to students by the School Board. **Students who do not behave properly in waiting for and riding the bus may have this privilege taken away.** In addition, students may be given detention, in-school suspension, suspension, placement in an alternative program, or expulsion for misbehaving on the bus. Bad behavior on the bus can lead to accidents and injuries. Safety is the most important thing that students need to be concerned about in riding the bus. Each year students will be given a list of school bus safety suggestions. Students should study the safety suggestions on this list and follow them. Students are expected to obey the following rules:

BUS RULES

1. All students who leave home for school by bus must stay on the bus until they reach school. Students must stay on the afternoon bus until reaching their destination unless a note is provided by a parent stating otherwise and **a bus pass is issued by administration.**
2. Students who have to wait at schools other than their own to change buses must obey the principals and teachers of those schools. The principals of the schools where the students wait will take any disciplinary

- action necessary to see that these students behave and will report any misbehavior to the principals of their home school.
3. Bus drivers and students will be informed, by the principal, of any changes in the school calendar.
 4. Vandalism to the bus will be paid for by the student or the student's parents.
 5. Explosives or anything that could be used as a weapon or looks like a weapon will not be allowed on the bus. Students who bring such things on the bus will be severely punished.
 6. Students may be assigned seats and will only be permitted to move from their seats if the driver says they can.
 7. Students are not allowed to bother other students or to bother the property of other students while riding the bus.
 8. Cans, glass containers, and plastic bottles are not allowed on the bus unless packaged in a lunch.
 9. Animals are not allowed on the bus.
 10. Students are not permitted to eat, drink, or use tobacco products while on the bus.
 11. Cleats or other types of spike shoes are not to be worn on the bus.
 12. Unauthorized people are not allowed on the bus.
 13. Students will not be allowed to ride the bus standing in front of the safety stanchions or in the step-wells.
 14. Students will not be allowed to lean out or to shout from bus windows.
 15. Students are subject to being videotaped on the bus at all times.
 16. Students should remain seated while the bus is in motion.

ANNUAL NOTIFICATIONS

NOTICE OF PARENTAL RESPONSIBILITY AND INVOLVEMENT REQUIREMENTS (22.1-279.3 of the Code of Virginia)

- A. Each parent of a student enrolled in a public school has a duty to assist the school in enforcing the standards of student conduct and compulsory school attendance in order that education may be conducted in an atmosphere free of disruption and threat to persons or property, and supportive of individual rights.
A school board shall provide opportunities for parental and community involvement in every school in the school division.
- B. Within one calendar month of the opening of school, each school board shall, simultaneously with any other materials customarily distributed at that time, send to the parents of each enrolled student (i) a notice of the requirements of this section; (ii) a copy of the school board's standards of student conduct; and (iii) a copy of the compulsory school attendance law. These materials shall include a notice to the parents that by signing the statement of receipt, parents shall not be deemed to waive, but to expressly reserve, their rights protected by the constitutions or laws of the United States or the Commonwealth and that a parent shall have the right to express disagreement with a school's or school division's policies or decisions. Each parent of a student shall sign and return to the school in which the student is enrolled a statement acknowledging the receipt of the school board's standards of student conduct, the notice of the requirements of this section, and the compulsory school attendance law. Each school shall maintain records of such signed statements.
- C. The school principal may request the student's parent or parents, if both parents have legal and physical custody of such student, to meet with the principal or his designee to review the school board's standards of student conduct and the parent's or parents' responsibility to participate with the school in disciplining the student and maintaining order, to ensure the student's compliance with compulsory attendance law, and to discuss improvement of the child's behavior, school attendance, and educational progress.
- D. In accordance with the due process procedures set forth in this article and the guidelines required by 22.1-279.6, the school principal may notify the parents of any student who violates a school board policy or the compulsory school attendance requirements when such violation could result in the student's suspension or the filing of a court petition, whether or not the school administration has imposed such disciplinary action or filed a petition. The notice shall state (i) the date and particulars of the violation; (ii) the obligation of the parent to take actions to assist the school in improving the student's behavior and ensuring compulsory school attendance compliance; (iii) that, if the student is suspended, the parent may be required to accompany the student to meet with school officials; and (iv) that a petition with the juvenile and domestic court may be filed under certain circumstances to declare the student a child in need of supervision.

- E. No suspended student shall be admitted to the regular school program until such student and his parent have met with school officials to discuss improvement of the student's behavior, unless the school principal or his designee determines that readmission, without parent conference, is appropriate for the student.
- F. Upon the failure of a parent to comply with the provisions of this section, the school board may, by petition to the juvenile and domestic relations court, proceed against such parent for willful and unreasonable refusal to participate in efforts to improve the student's behavior or school attendance, as follows:
 - 1. If the court finds that the parent has willfully and unreasonably failed to meet, pursuant to a request of the principal as set forth in Subsection D of this section, to review the school board's standards of student conduct and the parent's responsibility to assist the school in disciplining the student and maintaining order, and to discuss improvement of the child's behavior and educational progress, it may order the parent to so meet; or
 - 2. If the court finds that a parent has willfully and unreasonably failed to accompany a suspended student to meet with school officials pursuant to subsection F, or upon the student's receiving a second suspension or being expelled, it may order the student or his parent, or both, to participate in such programs or such treatment, including, but not limited to, extended day programs, summer school, other educational programs and counseling, as the court deems appropriate to improve the student's behavior or school attendance. The order may also require participation in a parenting, counseling or mentoring program, as appropriate or that the student or his parent, or both shall be subject to such conditions and limitations as the court deems appropriate for the supervision, care, and rehabilitation of the student or his parent. In addition, the court may order the parent to pay a civil penalty not to exceed \$500.
- G. The civil penalties established pursuant to this section shall be enforceable in the juvenile and domestic relations court in which the student's school is located and shall be paid into a fund maintained by the appropriate local governing body to support programs or treatments designed to improve the behavior of students as described in subdivision G2. Upon the failure to pay the civil penalties imposed by this section, the attorney for the appropriate county, city, or town shall enforce the collection of such civil penalties.
- H. All references in this section to the juvenile and domestic relations court shall be also deemed to mean any successor in interest of such court.
(1995, c.852; 1996, c.771; 2000, c. 538; 2001, cc. 688, 820; 2004, c. 573.)

FERPA (Family Educational Rights and Privacy Act)

Annual Notification – Family Education Rights and Privacy Act (FERPA) The Family Education Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal Law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- 1. The right to inspect and review the student's education records maintained by the school within 45 days of the day Russell County Public Schools receives the request. Schools are not required to provide copies of records unless, for reasons such as great distance it is impossible for parents or eligible students to review the records. Parents or eligible students should submit to the school principal or appropriate supervisor 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. Parents or eligible students (reached their 18th birthday) have the right to request that a school amend records which they believe to be inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student, the division will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about contested information.

3. Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR 99.31):
 - School officials, including School Resource Officers, with legitimate educational interest;
 - A person employed by the School Board;
 - A person appointed or elected to the School Board;
 - A contractor (such as an attorney, auditor, medical consultant, or therapist), volunteer (a parent or student serving on an official committee such as a discipline or grievance committee, or assisting another school official performing his tasks), or other party to whom the school division has outsourced services or functions for which the school division would otherwise use employees and who is under the direct control of the school division with respect to the use and maintenance of education records;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organization;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and
 - State and local authorities, within a juvenile justice system, pursuant to specific State Law.
4. Student directory information will be released to military and college recruiters in accordance to Federal regulations and guidelines.
5. FERPA allows schools to make necessary disclosures without obtaining prior written consent in order to address emergencies. FERPA empowers school officials to act decisively and quickly when the need arises and is an important part of emergency preparedness.
 - Russell County Public Schools must be able to make the determination that there is an “articulable and significant threat” prior to making the disclosure.
 - Consent requirement is limited to the period of the emergency.
 - Consent is typically: law enforcement officials, public health officials, trained medical personnel, parents, and types of appropriate parties previously identified by FERPA.
6. Under FERPA's health or safety emergency provision, Russell County Public Schools has established a “Threat Assessment Team” that utilizes expertise of representatives from law enforcement in the community. Once it is determined that a health or safety emergency exists, a member of the team may disclose personally identifiable information from a student's education record to appropriate officials under the health or safety emergency exception.
7. FERPA permits disclosure without consent that is necessary to comply with lawfully issued subpoenas or judicial orders.
8. The right to file a complaint with the U. S. Department of Education concerning alleged failures by the Division 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 20202-5901

Schools may disclose, without consent, “directory” information such as a student's name, address, telephone number, date and place of birth, honors, and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school. Russell County Public Schools notifies each parent via student handbook and by newspaper.

For additional information or technical assistance, you may call 1-800-872-5327 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1-800-437-0833.

You may refer to the Russell County Public Schools Policy Manual to read the entire policy on Student Records located in Policy JO.

PARENTS' RIGHT TO KNOW

1. At the beginning of each school year, a division that receives Title I funds must notify the parents of each student attending a Title I school that the parents may request, and the division will provide the parents on request, information regarding the professional qualifications of the student's classroom teachers, including the following:
 - (a) Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
 - (b) Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
 - (c) The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
 - (d) Whether the child is provided services by paraprofessionals and, if so, their qualifications.
2. A school that participates under subpart A of Title I must provide to each parent:
 - (a) Information on the level of achievement of the parent's child in each of the State academic assessments;
 - (b) Timely notice that the parent's child has been assigned, or has been taught for four or more consecutive weeks by, a teacher of a core academic subject who is not highly qualified.
3. A division and school must provide the notice and information required:
 - (a) In a uniform and understandable format, including alternative formats upon request; and
 - (b) To the extent practicable, in a language that parents can understand.

NOTICE FOR DIRECTORY INFORMATION

The Family Education Rights and Privacy Act (FERPA), a Federal law, requires that Russell County, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Russell County may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow Russell County to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local education agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories—names, addresses, and telephone listings—unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want Russell County to disclose directory information from your child's education records without your prior written consent, you must notify the school principal in writing by September 1st. Russell County has designated the following information as directory information:

- Student's Name

- Participation in officially recognized activities and sports
- Weight and height of member of athletic teams
- Photograph
- Degrees, honors, and awards received
- Data and place of birth
- Major field of study
- Dates of attendance
- Grade level
- The most recent educational agency or institution attended

PPRA FOR PARENTS

The Protection of Pupil Rights Amendment (PPRA) is a federal law that affords certain rights to parents and students who are 18 or emancipated minors (“eligible students”) 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:

- Any other protected information survey, regardless of funding;
- 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
- 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.

Russell County has developed and 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. Russell County will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Russell County 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. Russell County 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, S.W.
Washington, D.C. 20202-590

SEX OFFENDER REGISTRY NOTIFICATION

The Russell County school division recognizes the danger sex offenders pose to student safety. Therefore, to protect students while they travel to and from school, attend school or are at school-related activities, each school in the Russell County school division shall request electronic notification of the registration or reregistration of any sex offender in the same or contiguous zip codes as the school. Such requests and notifications shall be made according to the procedure established by the Virginia Department of State Police (State Police).

Annual Notification

At the beginning of each school year, the Russell County Public Schools shall notify parents and employees of this policy (KN). The school board will also annually notify the parent of each student enrolled in the school division of the availability of information in the Sex Offender and Crimes Against Minors Registry and the location of the Internet website

(<http://www.sex-offender.vsp.virginia.gov/sor/>). This site will give electronic notice of the registration or reregistration of any sex offender within that school division pursuant to 22.1-79.3D.

PARENTAL INVOLVEMENT POLICY

Russell County Public Schools will distribute the Parental Involvement Policy, BCF2, to parents of students in Title I programs.

ASBESTOS NOTIFICATION

In the past, asbestos was used extensively in building materials because of its insulation, sound absorbing, and fire retarding capabilities. Virtually any building constructed before the late 1970's contains some asbestos. Intact and undisturbed asbestos materials generally do not pose a health risk. Asbestos materials, however, can become hazardous when, due to damage or deterioration over time, they release fibers.

In 1986, Congress passed the Asbestos Hazard Emergency Response Act (AHERA) which requires schools to be inspected to identify any asbestos containing building materials. Every three years, the Russell County School Division has conducted a reinspection to determine whether the condition of known or assumed asbestos containing building materials (ACBM) has changed and to make recommendations on managing or removing the ACBM.

The law further requires the Division to have an asbestos management plan in place. Russell County Schools developed a plan, as required, and updates it as needed. Some buildings owned by the Russell County School Board contain building materials that have asbestos. These materials have been removed, encapsulated, or enclosed in accordance with the division asbestos management plan.

AVAILABILITY OF SCHOOL DIVISION POLICIES

Section 22.1-253.13:7.D.3 of the Code of Virginia (part of the section of the Code known as the Standards of Quality) requires local school boards to maintain and follow an up-to-date policy manual that includes "standards of student conduct and attendance and enforcement procedures designed to provide that public education be conducted in an atmosphere free of disruption and threat to persons or property and supportive of individual rights." These policies are available on the division's website at <http://www.russell.k12.va.us>.

COUNSELING

School Counseling Curriculum:

The school counseling curriculum for Russell County Public Schools is consistent with the State Standards for School Counseling Programs in Virginia Public Schools. More information about the counseling programs available in the elementary, middle and high schools are also available in the guidance offices of our schools.

School Counseling Program description:

- *academic counseling* which assists students and their parents to acquire knowledge of the curricula choices available to students, to plan a program of studies, to arrange and interpret academic testing, and to seek post-secondary academic opportunities.
- *career counseling* which helps students to acquire information and plan action about work, jobs, apprenticeships, and post-secondary educational and career opportunities.
- *personal/social counseling* which assists a student to develop an understanding of themselves, the rights and needs of others, how to resolve conflict and to define individual goals, reflecting their interests, abilities and aptitudes. Information and records of personal/social counseling will be kept confidential and separate from a student's educational records and not disclosed to third parties without prior parental consent or as otherwise provided by law. Parents may elect, by notifying their child's school in writing, to have their child not participate in personal/social counseling.
- *employment counseling* and placement services which furnish information relating to the employment opportunities available to students graduating from or leaving the public schools. Such information will be provided to secondary students and will include all types of employment opportunities, including, but not limited to, apprenticeships, the military, career education schools, and the teaching profession. In providing such services, the school board will consult and cooperate with the Virginia Employment Commission, the Department of Labor and Industry, local business and labor organizations, and career schools.

Delivery of School Counseling Services

School counselors proactively participate as members of the educational team to support and enhance student learning. They consult and collaborate with teachers, administrators, support staff members and families to help students identify the appropriate pathway that will provide a positive academic, social and career direction.

Counseling activities focus on positive attitudes and the importance of educational choices, personal responsibility, respect for self and others, skills for employment and continuing education. Through individual and group contacts, the school counselor helps students understand themselves and the opportunities available to them through more informed decision making. The counseling program will not include the use of counseling techniques which are beyond the scope of the professional certification or training of counselors, including hypnosis, or other psychotherapeutic techniques that are normally employed in medical or clinical settings and focus on mental illness or psychopathology.

Provisions for opting out of school counseling programs

The decision to exclude a student from the personal portion and/or social counseling portion of the school counseling program or classroom group guidance is left to the parent or guardian. Through written request to the principal, parents may exclude the student from personal or social counseling and classroom group guidance. Lesson plans and material to be used at each grade level are available for review. If a parent does not want his child to participate, a request should be made in writing to the principal before the scheduled classroom group guidance lessons. The principal will then make arrangements to exclude the student from the planned guidance lessons. Alternative lessons will not be provided. Affirmative parental consent is not required for any student for brief personal and/or social counseling that is needed to maintain order, discipline or a productive learning environment.

Review of school counseling materials or lesson plans

Parents seeking to review lesson plans or school counseling materials should contact their student's counselor to set up an appointment for this review.

LAWS REGARDING THE PROSECUTION OF JUVENILES AS ADULTS

The following information has been developed by the Office of the Attorney General regarding the prosecution of juveniles as adults:

Section 22.1-279.4 of the Code of Virginia states:

School boards shall provide information developed by the office of the Attorney General to students regarding laws governing the prosecution of juveniles as adults for the commission of certain crimes. Methods of providing such information may include, but not be limited to, public announcements in the schools, written notification to parents, publication in the student conduct manual, and inclusion in those materials distributed to parents pursuant to 22.1-279.3.

The following information in question and answer format provides the notice required by this section of the Code.

Who is a juvenile? Section 16.1-228 of the Code of Virginia defines a juvenile as “a person less than 18 years of age.” Section 16.1-269.1 of the Code permits juveniles, 14 years of age or older at the time of an alleged offense, to be prosecuted as adults for specific crimes under certain circumstances. This process is called a transfer to the appropriate circuit court for trial as an adult.

How is the age of the juvenile calculated? Section 16.1-241 of the Code of Virginia provides that for the purpose of transferring a juvenile to circuit court for trial as an adult, the child must have been age 14 or older at the time of the offense.

Under what circumstances does the law permit the transfer of juveniles for trial as adults? The Code of Virginia permits the transfer of juveniles for trial as adults under three specific circumstances. Following is a description of each circumstance and the procedure that is followed in order to determine whether the student is transferred to circuit court.

Circumstance #1

A transfer can occur when a juvenile, who is age 14 or older at the time of the offense, is charged with a crime which would be a felony if committed by an adult (16.1-269.1 A. of the Code of Virginia). Offenses are either felonies or misdemeanors. Those offenses that are punishable by confinement in a state correctional facility or death are felonies; all other offenses are misdemeanors. Felonies are classified for the purposes of punishment and sentencing into six classes. The authorized punishments for conviction of a felony are as follows:

- Class 1 felony – death if the person convicted was 18 years of age or older at the time of the offense and is not determined to be mentally retarded and a fine of not more than \$100,000. If the person was under 18 years of age at the time of the offense or is determined to be mentally retarded, the punishment shall be imprisonment for life or imprisonment for life and a fine of not more than \$100,000.
- Class 2 felony – imprisonment for life or for any term not less than twenty years or imprisonment for life or for any term not less than twenty years and a fine of not more than \$100,000.
- Class 3 felony – a term of imprisonment of not less than five years nor more than twenty years or a term of imprisonment of not less than five years nor more than twenty years and a fine of not more than \$100,000.
- Class 4 felony – a term of imprisonment of not less than two years nor more than ten years or a term of imprisonment of not less than two years nor more than ten years and a fine of not more than \$100,000.
- Class 5 felony – a term of imprisonment of not less than one year nor more than ten years, or in the discretion of the jury or the court trying the case without a jury, confinement in jail for not more than twelve months and a fine of not more than \$2,500, either or both.
- Class 6 felony – a term of imprisonment of not less than one year nor more than five years, or in the discretion of the jury or the court trying the case without a jury, confinement in jail for not more than twelve months and a fine of not more than \$2,500, either or both. (18.2-9 and 18.2-10 of the Code of Virginia)

In this circumstance, the Commonwealth’s Attorney’s office makes a formal request to the judge of the juvenile court for the juvenile to be transferred to the circuit court. The juvenile court holds a transfer hearing and may retain jurisdiction or transfer the juvenile to the appropriate circuit court for criminal proceedings. Any transfer to the circuit court is subject to the following conditions: (1) notice; (2) probable cause to believe that the juvenile committed the alleged delinquent act or a lesser included delinquent act; (3) the juvenile is competent to stand trial; and, (4) the juvenile is not a proper person to remain within the jurisdiction of the juvenile court.

The decision regarding whether the juvenile is not a proper person to remain within the jurisdiction of the juvenile court is based upon, but not limited to, the following factors:

- The juvenile's age
- The seriousness and number of alleged offenses
- Whether the juvenile can be retained in the juvenile justice system long enough for effective treatment and rehabilitation
- The appropriateness and availability of the services and dispositional alternatives in both the criminal justice and juvenile justice systems needed by the juvenile
- The record and previous history of the juvenile in the jurisdiction where the alleged crime occurred or in other jurisdictions
- Whether the juvenile has escaped from a juvenile correctional entity in the past
- The extent, if any, of the juvenile's degree of mental retardation or mental illness
- The juvenile's school record and education
- The juvenile's mental and emotional maturity
- The juvenile's physical condition and maturity

Circumstance #2

A transfer can occur when a juvenile 14 years of age or older is charged with an offense which would be a felony if committed by an adult. (16.1-269.1 C of the Code of Virginia) In this circumstance, transfer is requested at the discretion of the Commonwealth's Attorney. If the Commonwealth's Attorney wishes to transfer the juvenile for trial as an adult, the juvenile court holds a preliminary hearing to determine whether there is probable cause to believe the juvenile committed the alleged delinquent act. Upon a finding of probable cause, the juvenile is transferred for prosecution as an adult. (16.1-269.1 C of the Code of Virginia)

Circumstance #3

A transfer occurs when a juvenile 14 years of age or older at the time of the alleged offense is charged with capital murder, first or second degree murder, lynching or aggravated malicious wounding. (16.1-269.1 B of the Code of Virginia) Transfer under this circumstance is automatic. Whenever a juvenile 14 years of age or older is charged with capital murder, first or second degree murder, lynching or aggravated malicious wounding, he or she must be tried as an adult. The juvenile court holds a preliminary hearing to determine whether there is probable cause to believe the juvenile committed the alleged delinquent act. Upon a finding of probable cause, the juvenile is transferred for prosecution as an adult. (16.1-269.1 B of the Code of Virginia)

If a juvenile is transferred for prosecution as an adult on one offense, what happens if he or she has also been charged with other offenses? If any one charge is transferred, all other charges of delinquency arising out of the same act will be transferred. (16.1-269.6 of the Code of Virginia)

Does the transfer impact subsequent alleged criminal offenses? Yes. Once a juvenile is convicted of a crime as an adult in circuit court, all subsequent alleged criminal offenses, of whatever nature, will be treated as adult offenses and no transfer hearing will be required. (16.1-269.6 of the Code of Virginia)

What happens when an adult is sentenced for a crime he or she committed as a juvenile? When the juvenile court sentences an adult who has committed, before attaining the age of 18, an offense which would be a crime if committed by an adult, the court may impose a penalty up to a maximum of 12 months in jail and/or a fine up to \$2,500. (16.1-284 of the Code of Virginia)

What can happen if a juvenile is tried as an adult? There are significant differences between a juvenile being tried as a juvenile and a juvenile being tried in the circuit court as an adult. In the juvenile system, a juvenile is given added protections because of his or her youth.

First, records pertaining to the charge and adjudication of delinquency are confidential and may not be available to the public unless the crime was a felony. Second, if the adjudication is for a misdemeanor, the juvenile court record is expunged when the juvenile reaches the age of majority and is considered an adult. Third, a juvenile who is adjudicated delinquent remains in the juvenile system where a judge has discretion in the determination of the punishment or consequences to be imposed. In the juvenile system, the emphasis is on treatment and education.

In contrast, if a juvenile is prosecuted as an adult the issues and information related to the charge and the conviction of a crime are part of the public record. Because the information becomes an adult criminal record, it is not expunged when the juvenile reaches the age of 18. Additionally, the judge does not have the same discretion in sentencing. The judge in circuit court must impose at least the mandatory minimum sentence that is prescribed in sentencing guidelines. The circuit court does have the discretionary power to commit the juvenile to the juvenile system even if prosecuted as an adult.

PROMOTION AND RETENTION OF STUDENTS

Generally

The Virginia Board of Education charges school principals with the ultimate responsibility of assigning pupils to classes, programs, and activities that are designed to promote maximum learning. In accordance with this provision, the school principal is the final authority in all matters of promotion and retention. In making the determination for placement, such factors as reading and math achievement commensurate with ability and social maturation, and other requisites necessary to predict success in placement will be considered.

Promotion

Promotion from one grade or class level to another shall be based upon the student's academic achievement, ability, Standards of Learning Test Scores, chronological age, effort, documented disabilities, and will be based on the criteria set forth by teachers, principals, and supervisory staff.

Retention

When a student has not demonstrated grade-level proficiency in the core content areas and failed to meet the criteria for promotion, the student will be retained. This decision will be made in consultation with the teacher, parents, and other staff, if appropriate. The final decision remains with the principal. Parents will be notified as soon as retention is being considered and no later than the end of the fourth grading period

Promotion and Retention Guidelines (Grades K-7)

The following criteria should be considered:

1. Standards of Learning (SOL): The Standards of Learning are the core curriculum for the Commonwealth of Virginia. Students in grades K -7 must master the reading, math, science, and history and social science Standards of Learning.
2. State Testing: Students must earn a pass proficiency score on the reading, math, science and history Standards of Learning (SOLs). Virginia SOL assessments are administered in grades 3-7.
3. Report Card Grades: Failing or unsatisfactory grade performance in any of the four content areas reading, math, science, and history and social science is cause for consideration of retention.
4. Attendance and Tardies: Students should be present each day. However, students who are absent ten or more days or have excessive tardies or check outs will be at risk for retention.
5. Reading on Grade Level: Students reading one or more years below grade level in Grades K-2 will be considered for retention based on local assessments and the Virginia Language and Literacy Screener (VALLS) assessment. Students reading below grade level should be identified and provided remedial reading services throughout the school year.
6. Other Factors:
 - A. Promotion of students in grades K-2 will be based upon passing **BOTH** reading and math for each grade level.
 - B. When considering promotion or retention, other factors should be considered. These factors include social maturity, emotional maturity, previous retention, environmental factors, and physical maturity and development.

Student with an IEP

The Individual Education Plan Committee will make the final recommendation regarding promotion, retention, and age appropriate placement for a student with an IEP. Academic, social, emotional, chronological age, and physiological factors should be considered in making this decision.

Parent Notification

There should be three meetings with the Parent(s) or Guardian(s) of students being considered for retention. One face-to-face meeting is required. The first meeting will be to notify the parent(s)/guardian(s) that their child is not progressing to

meet the requirements for promotion. The purpose of the second meeting will be to discuss the changes that have occurred since the first meeting and to discuss the student's academic standing at this point. The third meeting will be to inform the parent(s)/guardian(s) of the decision to promote or retain the student. The third meeting should take place at least ten days prior to the issuance of the final report card. Documentation should be kept of all meetings and the documentation should be signed by all participants. If there is a refusal to sign, the refusal should be part of the documentation.

Appeals of Retention:

A. Any appeal should be made in writing to the principal within five days of the third meeting. The principal will act upon the appeal within five school days.

B. If the parent(s)/guardian(s) do not accept the decision of the principal, then they can make a final appeal to the Division Superintendent or designee. The result of this decision is final.

Grade 8

Any eighth grade student will be retained if they fail both English 8 and the math class they are taking. An eighth grade student will also be retained if they fail English 8 or the math they are taking, and any two other subjects.

Grades 9-12

Promotion to the various high school grades will depend upon total units of credit accumulated as follows: Students who will graduate in June, 2002 and thereafter:

- Promotion to 10th grade 6 credits
- Promotion to 11th grade 12 credits
- Promotion to 12th grade 16 credits

REQUIREMENTS FOR GRADUATION

The following graduation requirements were adapted from the Virginia Standards of Accreditation (SOA) adopted by the State Board of Education. For a complete copy of the Graduation Requirements visit

<http://www.doe.virginia.gov/instruction/graduation/index.shtml>

EARLY GRADUATION REQUIREMENTS

A student who is or will be 18 by the end of the first semester of their senior year may make an application for early graduation providing he/she has completed all of the necessary paperwork as required below. Applications should be received in the guidance office of each high school prior to the start of the school year. No applications will be considered after classes/school has begun.

A committee of three made up of the school's principal or his/her designee, guidance counselor, and one representative of the central office will determine early graduation upon reviewing all required paperwork. Paperwork required is as follows:

- Request in writing signed by student, parent, guidance counselor, and principal
- Transcript of high school credits
- List of credits still needed for graduation
- Other paperwork as requested

See RCPS Board Policy IKF-1

SPECIAL PROGRAMS

Russell County Schools offers dual enrollment, advanced placement (Virtual Virginia) and Academic Year Governor's School Programs to our students. Contact the Guidance Office at the school for the qualifications for enrolling in such

classes and programs and the availability of financial assistance to low-income and needy students.

In regard to dual enrollment courses, it is very important to keep in mind that schools within colleges and universities set their own course transfer standards and these standards are constantly changing. Your selected major will often determine whether courses will transfer for elective or degree credit. Always work closely with your guidance counselor.

Students and their parents shall be notified of the availability of dual enrollment, advanced placement classes (Virtual Virginia), and Academic Year Governor's School Programs, the qualifications for enrolling in such classes and programs, and the availability of financial assistance to low-income and needy students to take the advanced placement examinations. Students and their parents shall also be notified of the program with a community college to enable students to complete an associate's degree or a one-year Uniform Certificate of General Studies concurrent with a high school diploma. The superintendent shall promulgate regulations to implement this policy, which shall ensure the provision of timely and adequate notice to students and their parents. Each high school will inform parents and students of such classes/programs and the application process including financial assistance.

HOMELESS STUDENTS

In compliance with the Federal mandates of the Stewart B. McKinney Homeless Assistance Act in conjunction with Virginia's House Joint Resolution 181, Russell County Public Schools is required to identify "Homeless Children and Youth."

Definitions are as follows:

Homeless Children – A homeless individual is one who lacks a fixed, regular and adequate nighttime residence, including but not limited to:

- sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason
- a primary nighttime residence that is not usually used for sleeping Child and Youth – Persons who, if they were children of residents of the State, would be entitled to a free public education.

If a family lives in any of the following situations:

- in a shelter, motel, vehicle, or campground
- on the street
- in an abandoned building, trailer, or other inadequate accommodations, or
- doubled up with friends or relatives because they cannot find or afford housing

Then their preschool-aged and school-aged children have certain rights or protections under the McKinney-Vento Homeless Education Assistance Act.

Children have the right to:

- Go to school, no matter where they live or how long they have lived there. They must be given access to the same public education, including preschool and vocational education, provided to other children.
- Continue in the school they attended before they became homeless or the school they last attended, if that is their choice and is feasible. If a school sends a child to a school other than the one requested, the school must provide a written explanation and offer the person the right to appeal the decision.
- Receive transportation to the school they attended before the family became homeless or the school they last attended, if the parent or a guardian requests such transportation.
- Attend a school and participate in school programs with children who are not homeless. Children cannot be separated from the regular school and vocational education program because they are homeless.
- Enroll in school without giving a permanent address. Schools cannot require proof of residency that might prevent or delay school enrollment.
- Enroll and attend classes while the school arranges for the transfer of school and immunization records or any other documents required for enrollment.
- Enroll and attend classes in the school of choice even while the school and parent seek to resolve a dispute over enrolling the children.

- Receive the same special programs and services, if needed, as provided to all other children served in these programs.
- Receive transportation to school and to school programs.

When a homeless family moves, they should do the following:

- Contact the school district's local liaison (Rita Street, Ph: 276-889-6500) for homeless education for help in enrolling their child in a new school or arranging for the child to continue in his or her former school. (Someone at a shelter, social services office, or the school can direct the parent or guardian to the person they need to contact.)
- Contact the school and provide any information they think will assist the teachers in helping the child adjust to new circumstances.
- Ask the local liaison for homeless education, the shelter provider, or a social worker for assistance with clothing and supplies, if needed.

NOTIFICATION OF LEARNING OBJECTIVES & STANDARDS OF LEARNING

At the beginning of each school year, each school within the Russell County School Division will provide to its students, parents, or guardians the learning objectives developed in accordance with the Standards of

Accreditation to be achieved at their child's grade level, or, in high school, a copy of the syllabus for each of their child's courses.

At the beginning of each school year, every school must provide to parents or guardians a copy of the Standards of Learning applicable to their child's grade or course requirements. Schools will also provide the approximate date and potential impact of the child's next SOL testing. The Standards of Learning (SOL) objectives applicable to the child's grade or course requirements are available on the Virginia Department of Education's website at

<http://www.doe.virginia.gov/testing/>.

LIMITED ENGLISH PROFICIENT STUDENTS

The Russell County School Board shall provide programs to improve the education of limited English proficient children by assisting the children to learn English and meet Virginia's challenging academic and vocational content and student academic and vocational achievement standards.

Assessments

The School Board will annually assess the English proficiency of all students with limited English proficiency.

Notification

The School Board will, not later than 30 days after the beginning of the school year, inform a parent or the parents of a limited English proficient child identified for participation in, or participating in, a program for limited English proficient students of:

- the reasons for the identification of their child as limited English proficient and in need of placement in a language instruction education program;
- the child's level of English proficiency, how that level was assessed, and the status of the child's academic and vocational achievement;
- the method of instruction used in the program in which their child is, or will be, participating, and the methods of instruction used in other available programs, including how such programs differ in content, instruction goals, and use of English and a native language in instruction;
- how the program in which their child is, or will be participating will meet the educational strengths and needs of the child;
- how such program will specifically help their child learn English, and meet age appropriate academic and vocational achievement standards for grade promotion and graduation;
- the specific exit requirements for such program, the expected rate of transition from such program into classrooms that are not tailored for limited English proficient children, and the expected rate of graduation from secondary school for such program;

- in the case of a child with a disability, how such program meets the objectives of the individualized education program of the child; and
- information pertaining to parental rights that includes written guidance detailing the right that parents have to have their child immediately removed from such program upon their request and the options that parents have to decline to enroll their child in such program or to choose another program or method of
- instruction, if available, and
- assisting parents in selecting among various programs and methods of instruction, if more than one program or method is offered by the school division.

For a child who has not been identified for participation in a language instruction education program prior to the beginning of the school year, the School Board shall provide the notice detailed above within 2 weeks of the child being placed in the program.

The information described above will be provided to parents in an understandable and uniform format and, to the extent practicable, in a language that the parent can understand.

Students may be accepted and provided English-Second language programs if they entered school in Virginia for the first time after reaching their 12th birthday, and who have not reached age 22 on or before August 1 of the school year. No tuition shall be charged such students, if state funding is provided for such programs.

Title IX/NONDISCRIMINATION

In compliance with the Executive Order 11246; Title II of the Education Amendments of 1976; Title VI of the Civil Rights Act of 1972; Title IX Regulation 1964 and Implementing Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; and all other Federal, State, School rules, laws, regulations, and policies, Russell County Public Schools shall not discriminate on the basis of race, color, national origin, religion, age, disability, or gender in any educational program including vocational education for career and technical students, daily activities or extra-curricular activities, or the admission to such programs or activities, and provides equal access to the Boy Scouts and other designated youth groups.

It is the intent of the Russell County Public Schools to comply with both the letter and spirit of the law in making certain that discrimination does not exist in its policies, regulations, and operations. Grievance procedures, for Title IX and Section 504, have been established for students, their parents, and employees who feel discrimination/harassment have been shown by the school division.

Policy and Reporting Procedures

Russell County Public Schools has established Policies and Reporting Procedures that will be followed with all complaints. The Preponderance of Evidence Standard will guide investigative procedures. In Determining whether alleged conduct constitutes a violation of policy GBA/JFHA, the Superintendent will hold the final decision.

Compliance Officer and Alternate Compliance Officer

The Russell County School Board has designated:

Cathy Gent, Director of Safety and Emergency Management
 Russell County School Board Office, P.O. Box 8, Lebanon, VA 24266
 Phone: 276-889-6505, Email: cgent@russell.k12.va.us

as the Compliance Officer, responsible for identifying, investigating, preventing and remedying prohibited harassment. Complaints of harassment may also be made to the Alternate Compliance Officer:

Georgia McCoy, Director of School Nutrition

Russell County Public Schools offer a wide range of Career and Technical education programs, including Agricultural Education, Business and Information Technology Career Connections, Family & Consumer Sciences, Health and Medical Sciences, Marketing, Technology Education, and Trade & Industry Education.

Russell County Public Schools and its Career and Technical Education programs do not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and, if applicable, provides equal access to the Boy Scouts and other designated youth groups.

SERVICES FOR STUDENTS IDENTIFIED AS HEARING OR VISUALLY IMPAIRED

The Code of Virginia (section 22.1-217.01) requires school boards to provide information to parents of students who are identified as hearing impaired or visually impaired. Guidance documents and other resources are available at the Virginia Department of Education's (VDOE) web site. http://www.doe.virginia.gov/special_ed/disabilities/index.shtml

The Virginia School for the Deaf and Blind (VSDB) serves the children of Virginia who are deaf/hard of hearing, blind/visually impaired, deaf-blind, or sensory impaired with other disabilities. To find out additional information, please use the following web site:
<http://www.vfdb.k12.va.us/>.

The Virginia Department for the Deaf and Hard of Hearing (VDDHH) works to reduce the communication barriers between persons who are deaf or hard of hearing. For additional information, please use the following web site:
<http://www.vddhh.org/>.

The Virginia Department for the Blind and Vision Impaired (DBVI) works to provide services and 60 resources to those who are blind and/or vision impaired. For additional information, please use the following web site:
<http://www.vdbvi.org/>

EATING DISORDERS AWARENESS INFORMATION

Eating disorders are serious health problems that usually start in childhood or adolescence and affect both girls and boys. With early diagnosis, eating disorders are treatable with a combination of nutritional, medical, and therapeutic supports. Recognizing the importance of early identification of at-risk students, the 2013 Virginia General Assembly passed a law requiring each school board to provide parent educational information regarding eating disorders on an annual basis to students in the fifth through twelfth grades.

It is important to note that eating disorders are not diagnosed based on weight changes as much as behaviors, attitudes, and mindset. Symptoms may vary between males and females and in different age groups. Often, a young person with an eating disorder may not be aware that he/she has a problem or keeps the issues secret. Parents/guardians and family members are in a unique position to notice symptoms or behaviors that cause concern. Noting behaviors common to people with eating disorders may lead to early referral to the primary care provider. It is important for eating disorders to be treated by someone who specializes in this type of care.

More information regarding eating disorders can be found on the Department/Health and Safety section of our division webpage. If you think your child may be showing signs of a possible eating disorder, please contact your primary health care provider.

INTERNET/NETWORK ACCEPTABLE USE POLICY

INSTRUCTIONAL PHILOSOPHY

To enhance the instructional program, Russell County Public Schools has established Internet access for the county's schools. This provides the opportunity for accessing world-wide resources and promotes educational excellence as outlined in Education Goals 2000 goals and strategies. By being connected to millions of computers and users through Internet and video conferencing, users have access to a wealth of educational and useful information.

All use of the Internet must be in support of education and research and be consistent with the educational objectives of Russell County Public Schools. Students and staff members will have access and training to use the Internet. The specifics of access, i.e., time frame, place, and accessibility, will be governed by individual schools.

Please be aware that although this Acceptable Use Policy provides guidelines for appropriate Internet use, there may be unacceptable material available through this service. The site administrators/teachers will make determinations as to whether specific uses of the network are consistent with the Russell County Acceptable Use Policy.

INTERNET SAFETY CURRICULUM

In accordance with Virginia Code 22.1-70.2, Russell County Public Schools integrates Internet Safety into the K-12 curriculum and instruction as required by the Virginia Department of Education's Guidelines and Resources for Internet Safety in Schools. Lessons will relate to three areas of appropriate and effective Internet use—safety, security, and ethics.

ACCEPTABLE AND UNACCEPTABLE USES OF THE INTERNET

ACCEPTABLE USES

The following actions constitute **acceptable** use of the Internet initiated from any school:

- Researching assigned classroom projects.
- Accessing and exchanging information.
- Using the Internet solely for educational purposes.

UNACCEPTABLE USES

The following actions constitute **unacceptable** use of the Internet initiated from any school:

- Using the Internet illegally in ways that violate federal, state, or local laws or statutes.
- Using the Internet for commercial purposes.
- Using the Internet for political lobbying.
- Changing any computer file that does not belong to the user.
- Posting, sending, or receiving copyrighted materials without permission.
- Using another person's password.
- Any misuse of pictures published on Russell County Public Schools websites. This includes copying, altering, publicly displaying, downloading, printing, or any action considered offensive.
- Using Internet access for viewing, sending or retrieving pornographic material.
- Circumventing security measures on school or remote computers or networks.
- Accessing or attempting to gain access to the Internet via any computer that is not the property of Russell County Public Schools unless approved by the building administration.
- Attempting to gain access to another's resources, programs, or data.
- Vandalizing, which is defined as any malicious attempt to harm or destroy data of another user on the Internet, and includes the uploading or creation of computer viruses.
- Cyberbullying, such as using hate mail, harassment, discriminatory remarks, or other antisocial behavior on the network (including any message with profanity, obscene comments, sexually explicit material, or expressions of bigotry or hate).
- Use of web sites that sell term papers or book reports.

- *Off-campus Internet use that causes a substantial disruption to the educational environment or interferes with another student's rights may result in disciplinary action. Criminal action may be taken when the off-campus Internet use constitutes a true threat.*

NETWORK ETIQUETTE

- Monitoring of ALL on-line activity can be performed by Technology Services if deemed necessary by school system administration.
- You should not reveal your personal address/phone numbers or those of other students or colleagues.
- Programs that provide services that allow for the download of audio/video files that do not pertain to education, on-line instant messaging, and on-line gaming are prohibited.
- Teachers may only install software approved by the Information or Instructional Technology Departments.

GOOGLE APPS FOR EDUCATION

Russell County Public Schools has the ability to create accounts for all students to allow for collaborative sharing using Google Apps for Education. These accounts will be used for school related projects. The rules governing proper electronic communications by students are included in the Internet/Network Acceptable Use Policy. This account is housed on Google servers, thereby giving your student access to Google Docs, email, calendar, and other additional services. As with all other online activity, monitoring of content in the Google Apps for Education system can be performed at any time by Technology Services.

DISCLAIMER ABSOLVING THE SCHOOL DIVISION

Russell County Public Schools makes no warranties of any kind, whether expressed or implied, for the service it is providing and will not be responsible for any damages suffered (including loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions caused by negligence, errors, or omissions). Use of any information obtained via Russell County Public Schools' Internet access is at the user's own risk. Russell County Public Schools is not responsible for the accuracy or quality of information obtained.

STATE AND NATIONAL TELECOMMUNICATION RULES AND REGULATIONS

Transmissions of material in violation of any U.S. or state regulation are prohibited. Prohibitions include, but are not limited to, copyrighted material, threatening or obscene material, or material protected by trade secret. Use for commercial acts is not fair use of the Internet. Copyright laws on Internet apply to the same extent as those in non-electronic form. The ALA guidelines may be accessed at www.ala.org/washoff/dmguide.html. If a student's or teacher's work is published on a website, that work must be copyrighted or permission must be received by the child's parents to publish that work.

RESPONSIBILITIES OF EDUCATORS, PARENTS, AND STUDENTS

EDUCATORS

When using the Internet for class activities, teachers will select material appropriate to the age of the students and relevant to the course objectives. In order to determine the appropriateness of the material accessed through the sites, the teacher will preview the materials and sites planned for use. Teachers will provide guidelines and lists of resources to assist their students in channeling their research activities effectively and properly. Teachers will assist their students in developing the skills to ascertain the truthfulness of information, distinguish fact from opinion, and engage in discussions about controversial issues, while demonstrating tolerance and respect for those who hold divergent views.

PARENTS

The Internet is a global network that will provide students with access to a wide range of information, thus enabling the student to communicate with people throughout the world. However, on a global network it is impossible to control effectively the content of data, and an industrious user may discover controversial material. It is the user's responsibility not to initiate access to such material. Russell County Public Schools will attempt to block sites that are deemed inappropriate in the school environment and staff will supervise the student use of the Internet. Russell County Public Schools cannot, however, guarantee that a student will not gain access to inappropriate material that one would consider objectionable. The Russell County Acceptable Use Policy restricts access to material that is inappropriate in

the school environment. Although staff will supervise student's use of the Internet, the Russell County Public Schools cannot guarantee that a student will not gain access to inappropriate material. There may be additional kinds of material on the Internet that are not in accord with particular family values. Parents are encouraged to take the opportunity to have a discussion with their child(ren) about their own family values and expectations as to how these values should guide their child(ren)'s activities while on the Internet. Russell County Public Schools supports and respects each family's right to decide whether or not to apply for access.

While schools may be limited in their ability to discipline students who post offensive or inappropriate material outside of school, teachers have been successful in filing individual lawsuits against students and their parents.

STUDENTS

Students are responsible for good behavior on school computer networks just as they are in the classroom, cafeteria, or the school hallway. General school rules for behavior and communication apply. A student's activities while using the Internet in school must be in support of education and research and consistent with educational objectives. Before a student is permitted to use the Internet, he must agree to comply with the Acceptable Use Policy of the Russell County Public Schools. **Each student must have on file in his school office a Student User Agreement and Parent Permission Form.**

If a student mistakenly accesses inappropriate information, he should immediately tell the teacher or other district employee or other person designated by the school. This will protect him/her against a claim of intentional violation of this policy.

CONSEQUENCES OF INAPPROPRIATE NETWORK USE

If there is reasonable suspicion that any student has violated his agreement to abide by the Acceptable Use Policy, school disciplinary code, or the state or federal law, the following actions will be taken:

1. The first offense will result in the loss of use of network access and account privileges for a period of not less than one week with parent notification explaining the circumstances.
2. Each adult working with the student within the building or county will also be notified of the disciplinary action taken.
3. Repeated or severe infractions of the agreement may result in permanent termination of network access and account privileges with notification of the child's parents and every educator who works with that student within the building and county.
4. Any offense may result in a three-day suspension and the possibility of legal action. The school's administration holds the right to govern the disciplinary actions associated with inappropriate network use.

In addition, Russell County Public Schools reserves the right to charge the student/parent for any malicious damages to the network hardware or software.

If there is reasonable suspicion that any employee has violated his agreement to abide by the Acceptable Use Policy, the school disciplinary code or the law, the violation will be handled in accordance with the Russell County Policy Manual (following due process guidelines).

INTERNET PUBLISHING

IN GENERAL

The administration of Russell County Public Schools determined it is desirable for the school division as well as individual schools to have a presence on the Internet by publishing their own web page. This is similar to publishing a newspaper with text and/or pictures. Just as anyone may read an article in a newspaper, anyone with access to a computer and the Internet may read our web pages.

Russell County Schools has adopted an Internet Publishing Policy, which is a set of guidelines governing what may and may not be included on school web pages. The guidelines are outlined below. In accordance with this policy, neither a photograph of a student nor any example of his work may be added to the web page without prior consent from a parent or legal guardian.

LOCATION OF WEB PAGE FILES

All school web pages reside on Thrillshare Apptegy Website Server and/or the Russell County Public Schools domain.

CONTENT OF SCHOOL WEB PAGES

Information and links on Russell County Public School web pages are limited to:

- General information of interest to students, parents, teachers, administrators, and community members.
- Activities of school sponsored organizations
- Curriculum and instructional materials
- Link to School Report Card (<https://p1pe.doe.virginia.gov/reportcard/>)
- Other information as deemed necessary

PERSONAL INFORMATION

- Web pages may contain the first and last name of a student and his club or class affiliation or award.
- Web pages may contain the image of a student that allows identification by reasonable means provided proper consent is obtained.
- No personal information displayed on a web page may be more specific than allowed by this policy.

STUDENT WORK

Web pages may include student work provided the work relates to a class project or other school related activity and provided proper consent was obtained. Examples of student work include poems, short stories, and works of art.

School web pages are public documents welcoming the outside world to the school. The information included on the web pages must support the educational goals of the school system. The web page's main purpose is to introduce outside visitors to the school, its programs, and the achievements of the students. We feel our web pages will meet these criteria and that you will allow your child's picture or work to be included.

BRING YOUR OWN DEVICE (BYOD) GUIDELINES

USE OF STUDENT-OWNED ELECTRONIC DEVICES

Russell County Schools understands that technology plays a key role in the lives of today's students, and some students would like to be able to use their personal electronic devices at school for schoolwork and to enhance educational opportunities. To ensure our students graduate with the most comprehensive education possible, we are embracing those technologies that our students are currently utilizing daily. With this privilege come responsibilities and issues that must be addressed. Use of any electronic device, **including but not limited to**, iPods, iPads, e-book readers, or cell phones, must be in adherence of the Russell County Public Schools Internet/Network Acceptable Use Policy.

Definition of "Personal Electronic Devices"

For purposes of BYOD, a personal electronic device means a privately owned wireless and/or portable electronic hand held equipment that includes, but is not limited to, existing and emerging mobile communication systems and smart technologies, portable internet devices, hand held entertainment systems or portable information technology systems that can be used for word processing, wireless internet access, image capture/recording, sound recording and information transmitting/receiving/storing, etc.

Student Use of Personal Electronic Devices

RCPS provides the opportunity for students to bring an electronic device to school to use as an educational tool with parental permission. **The use of these electronic devices will be at the teacher's/school staff's discretion.**

1. Students must obtain teacher permission before using an electronic device during classroom instruction. Cell phones shall remain off until teacher permission has been given. While cell phones may be used with teacher permission, access to the District's wireless network (WiFi) is not provided due to bandwidth limitations.
2. Student use of an electronic device must support the instructional activities currently occurring in each classroom and lab and must adhere to the Acceptable Use Policy.

3. Students must turn off and put away an electronic device when requested by a teacher.
4. Students should be aware that their use of the electronic device could cause distraction for others in the classroom, especially in regards to audio. Therefore, audio should be muted or headphones used when appropriate. Any music would need to be stored on the device and not streamed or downloaded while on the school network.
5. Students may use their personal electronic device before school and after school in adult supervised areas only. If an adult asks a student to put his electronic device away, the student must comply.
6. Technology devices may not be used to record, transmit or post photographic images or video of a person, or persons on school property during school activities. This includes all students and personnel in Russell County Public Schools.
7. Technology may not be used to cheat on assignments or tests, or for non-instructional purposes (such as making personal phone calls and texting or instant messaging).
8. **Students are NOT permitted to bring and use their personal laptop and/or netbooks at this time with the exception of tablet devices provided by the e-Learning Backpack Initiative. The project will be re-evaluated and revised as advances in technology are made within the District.**

A student who brings a privately owned electronic device to school is personally responsible for the equipment. Any damage to the equipment and charges related to the use of the device is the responsibility of the individual. Russell County Public Schools is not liable for any device stolen or damaged. District technicians will not support, service, or repair any equipment that does not belong to the District.

Students are responsible for ensuring that all electronic devices that they bring in are virus free and do not contain any inappropriate or unauthorized files.

Russell County Schools does not guarantee the privacy or security of any item stored on or transmitted by any privately owned electronics devices.

As it relates to privately owned electronic devices being used in Russell County School District facilities or on the division network, Russell County Schools reserves the right to:

1. Monitor and log all activity.
2. Determine when and where privately owned equipment may be connected to the network.
3. Make determinations on whether specific uses of personal electronic devices are consistent with the District's Acceptable Use Policy.
4. Deem what is appropriate for use of personal electronic devices on District property or on the division network.
5. Remove the user's access to the network and suspend the right to use the privately owned personal device in District facilities at any time it is determined that the user is engaged in unauthorized activity or is violating the Acceptable Use Policy.

Violation of Acceptable Use Policy on personal electronic devices may also result in disciplinary action in coordination with policies set forth by division School Board or by school administrators. This may include but is not limited to removal of all access rights to the division network. Network access rights may be removed by School principals or by the District Technology Department.

**Russell County Public Schools
Denial of Permission**

Russell County Public Schools and authorized media (including television, newspaper, and radio) may record a student's image, voice, performance, student work and other data on any media form. Data may include a student's name, age, grade and school location for use in programs, exhibitions, newspapers or displays and the promotion thereof in all forms of media including RCPS web pages.

I **DO NOT** give permission for my child's image to be used in any media form.

Parent/Guardian

Date

Student Name (Please Print)

Grade

Teacher

Complete this form only if you OPT OUT of media coverage, including RCPS media. Please return this form to the homeroom teacher.

**STUDENT ACCEPTABLE USE AGREEMENT AND/OR
BRING YOUR OWN DEVICE (BYOD) AGREEMENT**

As the parent of legal guardian of the minor student signing below, I grant permission for my son or daughter to access networked computer services such as computerized encyclopedias or electronic magazine data and the Internet. I understand that some materials on the Internet may be objectionable, but accept the responsibility for guidance of Internet use, i.e. setting and conveying standards for my daughter or son to follow when selecting, sharing, or exploring information and media.

Parent or Guardian Name (Please Print)

Parent or Guardian Signature

Date

I understand and will abide by the Acceptable Use Agreement and the Bring Your Own Device Agreement. I further understand that any violation of the regulations set forth in the Acceptable Use Policy and the Bring Your Own Device is unethical and may constitute a criminal offense and may result in the loss of my network and BYOD privileges. Should I commit any violation, I accept the consequences as defined in this policy.

User Name (Please Print)

User Signature

Date

Parent or Guardian Signature

Date

**PARENTAL STATEMENT OF RECEIPT
OF NOTICE OF REQUIREMENT OF
VIRGINIA CODE DRUG POLICY AND
STUDENT CONDUCT CODE**

I am the parent of the child named below and by my signature, I acknowledge that I have received a copy of the Russell County Student Conduct Code containing a copy of Section 22.1-279.3 of the Code of Virginia entitled “Parental Responsibility”, a copy of Sections 22.1-254, 22.1-258, 22.1-261, 22.1-263, & 22.1-265 of the Code of Virginia relating to compulsory attendance, truancy, and an explanation of the Russell County School Board’s drug policy.

By signing this Statement of Receipt, I do not waive or abdicate, but do expressly reserve, any rights protected by the constitutions and laws of the United States or the Commonwealth of Virginia. I further understand that I have the right to express disagreement with the school or school division policies or decisions. I have received and understand the student conduct code booklet.

Name of Child

Parent or Guardian Signature

Date

NOTICE TO PARENT

By signing the above statement of receipt, you shall not be deemed to waive, and you expressly reserve, your rights protected by the constitutions or laws of the United States or the Commonwealth, and you have the right to express disagreement with the schools or school division’s policies or decisions.

Revision Dates: June 6, 1989; June 5, 1990; March 2, 1993; July 5, 1994; November 1, 1994; August 3, 1995; September 10, 1996; July 7, 1998; July 1, 1999; May 4, 2000; July 12, 2001, July 8, 2002, July 1, 2003, June 21, 2005, June 19, 2006, June 14, 2007, June 15, 2008, June 16, 2009; June 12, 2013.