

Rappahannock County High School

Principal : Karen Ellis Assistant Principal: James E. Swindler II
Director of Guidance: Michelle Papa



Student/Parent Handbook 2017-2018

CONTACT INFORMATION:

Rappahannock County High School

540-227-0745

RCHS Attendance Office

540-227-0745 extension 3470

Athletic Director Brandon Burley

540-227-0745 extension 3461

Rappahannock County Public Schools website: www.rappahannockschoools.us

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VISION AND MISSION

Vision:

To empower every student to reach his or her full individual potential.

Mission:

To promote a culture of learning, a roadmap for excellence, and the passion and character that leads to each student's success.

PARENT PORTAL

Parents can access their child's grades and attendance records through the Parent Portal connection of Power School student data system. User IDs and passwords must be obtained in person through the Attendance Office. Parents can access period attendance and grades for assessments recorded in the database. Teachers can be contacted through the portal via e-mail.

Parents are encouraged to request a Parent Portal access in order to monitor student progress and foster informed communication with teachers and the school.

Access will not be granted to persons other than the documented parent/guardian of the requested child. User IDs and passwords should be kept secure.

User IDs and passwords will not be emailed, mailed, or faxed. They can only be distributed in person for security purposes. Identification may be required to pick up access information. Please contact Janet Robey to pick up your child's ID and password in the guidance office. Please note you only need to create an account one time for each child. You do not need to recreate an account for each school year, continue to use your existing ID and password.

Please note that all school division policies and regulations are available on our school division website at www.rappahannockschools.us and printed copies are available to citizens who do not have internet access

BELL SCHEDULES

BELL SCHEDULES - Flex Bell Schedule – *This schedule in effect every day*

8:00 Unload buses
8:14 Warning bell/End of breakfast
8:19 Begin First Period/Tardy Bell
8:19 – 9:39 1st Block
9:43 – 11:03 2nd Block
11:07 – 12:27 1st Third Block
1st Lunch 11:03 – 11:28
11:32 – 12:52 2nd Third Block
2nd Lunch 12:27 – 12:52
12:56 – 1:51 Flex Block
1:55 – 3:20 4th Block

Flex days will be every Wednesday. Students should report to their flex teacher at the beginning of every Wednesday flex period. Attendance will be taken and then student can be released to attend club/class meetings, etc. The schedule is as follows:

1st Wednesday—PRIDE Day
2nd Wednesday—8th and 9th Grade Class Meetings and NHS meetings
3rd Wednesday—10th, 11th and 12th Grade Class Meetings
4th Wednesday—Clubs

*Exceptions:

August 16th—Initial PRIDE Day (Signups, Schedule TBD)
August 22nd—PRIDE Meets
August 29th—Clubs

Students will return to specific blocks during the flex period on Monday, Tuesday, Thursday and Friday. On these day, teachers can remediate groups of students as needed. It can also be utilized as a study resource period for students not in need of remediation. There will also be an opportunity for interested students to participate in service learning projects.

Monday—Return to Block 1
Tuesday—Return to Block 2
Thursday—Return to Block 3
Friday—Return to Block 4

Pep Rally Schedule – flip flex and fourth

Early Release Bell Schedule

8:00 Unload buses
8:14 Warning bell/End of breakfast
8:19 Begin First Period/Tardy Bell
8:19 – 9:10 1st Block
9:15 – 10:05 2nd Block
10:10 – 11:00 3rd Block
11:04 – 12:00 1st Fourth Block
1st Lunch 11:00 – 11:30
11:34 – 12:30 2nd Fourth Block
2nd Lunch 12:00 – 12:30
12:30 Dismiss for buses

Delayed Opening Bell Schedule

10:00 Dismiss buses
10:05 Warning bell (No breakfast)
10:10 – 11:18 1st Block
11:22 – 12:30 2nd Block
12:34 – 1:42 1st Third Block
1st Lunch 12:30 – 1:00
1:04 – 2:12 2nd Third Block
2nd Lunch 1:42 – 2:12pm
2:16 – 3:21 4th Block
*No Flex Period

LIBRARY GUIDELINES

Library hours: 8:00 a.m. - 4:00 p.m.

Students may read the magazines or newspapers for recreational purposes before and after school.

Students may visit the library with permission to check out or return books, to use reference materials for projects or reports, or to read. A pass is required from the classroom teacher.

The library exists for the purpose of utilizing the materials. In order that the rights of others are not infringed upon, students are to:

1. Properly check out materials taken from the library.
2. Return materials on or before their due dates. A fine of five cents per day will be assessed for each day the book is overdue.
3. Promptly pay the replacement costs for books lost, stolen or damaged. If a student does not pay promptly, library privileges will be revoked.

PARTICIPATION/ATTENDANCE FOR EXTRACURRICULAR ACTIVITIES

Students may participate in or attend any after school activity (home or away) if they were in attendance at school on the day of the activity. **Students must be in attendance by 9:00 to participate in or attend after school activities unless they have permission from the administration.** In addition, consistent with our pursuit of academic excellence, we have a set of scholastic standards for students who wish to participate in co-curricular activities (athletics, clubs, plays, etc.) These standards recognize the philosophy of the Virginia High School League (VHSL) as well as the sustained effort of our school division to promote excellence in all student endeavors and to develop all of the abilities of every young person in our system.

In order for a student to be eligible, he/she must have passed 3 of the 4 courses taken in the previous semester. In order to maintain in-season eligibility, a student athlete must be passing a minimum of 3 classes. Students not meeting this requirement must be seeking remediation for affected classes.

Note: Coaches and sponsors have the discretion to set higher academic standards for full participation.

Student athletes should refer to the Athletic Handbook for detailed rules, regulations, and procedures governing eligibility and athletic participation.

CAFETERIA PRICING

RCCHS cafeteria uses a computerized system which allows for convenient prepayment of meals by the week or month. Additionally, an online payment system called MySchoolBucks will be available on the Food Services page of the RCPS website for convenient online payment. Please see the handout in your child's back to school packet for further information. Applications for free and reduced meals are available in the guidance office at any time. All families in need of assistance are encouraged to apply. **Parents must submit one application per family at the start of each school year to continue receiving discounted meals.** Student accounts should not enter a negative balance.

Meal Prices:

Breakfast: Full Price-\$1.80 Reduced-\$0.30 Adult-\$2.30

Lunch: Full Price-\$2.45 Reduced-\$0.40 Adult-\$3.30

****Only clear water bottles containing water will be allowed in classrooms. Students may bring sealed drinks only for lunch. Soda is discouraged. Energy drinks are not allowed at any time at RCCHS.**

STUDENTS WITH FOOD ALLERGIES

If a student has a life threatening food allergy please notify the school, teachers and school nurse. Students with known allergic reactions to food, insect stings and/or other life threatening allergens need to have: Emergency information up to date, doctor's written documentation, instructions, and a Food Allergy Action Plan. Parents should make sure that the student has their EPI-PEN with them at school.

GUIDANCE SERVICES

The Guidance Department seeks to help all students in making decisions concerning your educational and career plans. We will help you to better understand yourself as well as your interests, aptitudes, and abilities so that you can choose a program of study which will prepare you for either work or college.

The Guidance Department is always available for any other problems or concerns you may have.

Ms. Papa will be responsible for 10th, 11th, and 12th grade students.

Mrs. Pond will be responsible for 7th, 8th, and 9th grade students

RAPPAHANNOCK COUNTY HIGH SCHOOL GRADUATION REQUIREMENTS

To graduate with a Standard Diploma, a student must earn at least 22 standard units of credit by passing required courses and electives, and earn at least six verified credits by passing end-of-course SOL tests or other assessments approved by the Board of Education.

Beginning with students entering ninth grade for the first time in 2013-2014, a student must also:

- Earn a board-approved career and technical education credential to graduate with a Standard Diploma; and
- Successfully complete one virtual course, which may be non-credit bearing.

The school counselor can advise on available courses to fulfill the requirements for a Standard Diploma.

Source: Virginia Department of Education

Discipline Area	Standard Credits:	Verified Credits:
English	4	2
Mathematics [Note 1]	3	1
Laboratory Science [Notes 2 & 6]	3	1
History & Social Sciences [Notes 3 & 6]	3	1
Health & Physical Education	2	
Fine Arts or Career & Technical Education		
Foreign Language, Fine Arts or Career & Technical Education [Note 7]	2	
Economics and Personal Finance	1	

Electives [Note 4]	4	
Student Selected Test [Note 5]		1
Total	22	6

NOTE 1

- **For students entering the ninth grade for the first time in 2011-2012 and beyond:** Courses completed to satisfy this requirement shall include at least two different course selections from among: Algebra I; Geometry; Algebra, Functions and Data Analysis; Algebra II or other mathematics courses above the level of Algebra II. The Board shall approve courses to satisfy this requirement.

NOTE 2

- **For students entering the ninth grade for the first time in 2011-2012 and beyond:** Courses completed to satisfy this requirement shall include course selections from at least two different science disciplines: earth sciences, biology, chemistry or physics or completion of the sequence of science courses required for the International Baccalaureate Diploma. The Board shall approve courses to satisfy this requirement.

NOTE 3

- **For students entering the ninth grade for the first time in 2011-2012 and beyond:** Courses completed to satisfy this requirement shall include U.S. and Virginia History, U.S. and Virginia Government, and one course in either world history or geography or both. The Board shall approve courses to satisfy this requirement.

NOTE 4

- Courses to satisfy this requirement shall include at least two sequential electives as required by the Standards of Quality.

NOTE 5

- **For students entering the ninth grade for the first time in 2011-2012 and beyond:** A student may utilize additional tests for earning verified credit in computer science, technology, career and technical education, economics or other areas as prescribed by the Board in 8 VAC 20-131-110.

NOTE 6

- Students who complete a career and technical education program sequence and pass an examination or occupational competency assessment in a career and technical education field that confers certification or an occupational competency credential from a recognized industry, or trade or professional association or acquires a professional license in a career and technical education field from the Commonwealth of Virginia may substitute the certification, competency credential or license for (1) the student selected verified credit and (2) either a science or history and social science verified credit when the certification, license or credential confers more than one verified credit. The examination or occupational competency assessment must be approved by the Board of Education as an additional test to verify student achievement.

NOTE 7

- **For students entering the ninth grade for the first time in 2011-2012 and beyond:** Pursuant to Section 22.1-253.13:4, *Code of Virginia*, credits earned for this requirement shall include one credit in fine or performing arts or career and technical education.

Electives

- **Sequential Electives** – Effective with the graduating class of 2003, students who wish to receive a Standard or Modified Standard Diploma must successfully complete two sequential electives. On February 5, 2002, the Board

of Education approved [Guidelines for Sequential Electives for the Standard and Modified Standard Diploma](#) (PDF).

- Sequential electives may be in any discipline as long as the courses are not specifically required for graduation.
 - Courses used to satisfy the one unit of credit in a fine arts or career and technical education course may be used to partially satisfy this requirement.
 - For career and technical education electives, check with the Office of Career and Technical Education at (804) 225-2051.
 - An exploratory course followed by an introductory course may not be used to satisfy the requirement.
 - An introductory course followed by another level of the same course of study may be used.
 - Sequential electives do not have to be taken in consecutive years.
- **Fine Arts and Career and Technical Education** – The Standard, Advanced Studies, and Modified Standard Diplomas each contain a requirement for one standard unit of credit in Fine Arts or Career and Technical Education. The Standards of Accreditation do not require that courses used to satisfy the requirement of Fine Arts or Career and Technical Education be approved by the Board. Therefore, local school officials should use their own judgment in determining which courses students take to satisfy this requirement.

Advanced Studies Diploma Course Requirements (8 VAC 20-131-50.C)		
Discipline Area	Standard Credits:	Verified Credits:
English	4	2
Mathematics [Note 1]	4	2
Laboratory Science [Note 2]	4	2
History & Social Sciences [Note 3]	4	2
Foreign Languages [Note 4]	3	
Health & Physical Education	2	
Fine Arts or Career & Technical Education	1	

Economics and Personal Finance	1	
Electives	3	
Student Selected Test [Note 5]		1
Total	26	9

NOTE 1

- **For students entering the ninth grade for the first time in 2011-2012 and beyond:** Courses completed to satisfy this requirement shall include at least three different course selections from among: Algebra I, Geometry, Algebra II or other mathematics courses above the level of Algebra II. The Board shall approve courses to satisfy this requirement.

NOTE 2

- **For students entering the ninth grade for the first time in 2011-2012 and beyond:** Courses completed to satisfy this requirement shall include course selections from at least three different science disciplines from among: earth sciences, biology, chemistry, or physics or completion of the sequence of science courses required for the International Baccalaureate Diploma. The Board shall approve courses to satisfy this requirement.

NOTE 3

- **For students entering the ninth grade for the first time in 2011-2012 and beyond:** Courses completed to satisfy this requirement shall include U.S. and Virginia History, U.S. and Virginia Government, and two courses in either world history or geography or both. The Board shall approve courses to satisfy this requirement.

NOTE 4

- Courses completed to satisfy this requirement shall include three years of one language or two years of two languages.

NOTE 5

- **For students entering the ninth grade for the first time in 2011-2012 and beyond:** A student may utilize additional tests for earning verified credit in computer science, technology, career or technical education, economics or other areas as prescribed by the Board in 8 VAC 20-131-110.

Electives

- **Fine Arts and Career and Technical Education** – The Standard, Advanced Studies, and Modified Standard Diplomas each contain a requirement for one standard unit of credit in Fine Arts or Career and Technical Education. The Standards of Accreditation do not require that courses used to satisfy the requirement of Fine Arts or Career and Technical Education be approved by the Board. Therefore, local school officials should use their own judgment in determining which courses students take to satisfy this requirement.
- **Foreign Language**—The Advanced Studies Diploma contains a requirement for either three years of one foreign language or two years of two languages. In March 1998, the Board of Education approved the provision of three years of instruction in American Sign Language (ASL) for foreign language credit toward an Advanced Studies

Diploma; other foreign languages will satisfy this requirement as well. Details of this action are available in: [Superintendent's Memo](#), Interpretive, #1, June 12, 1998.

Source: Virginia Department of Education

ADVANCED PLACEMENT COURSES

Students enrolled in Advanced Placement (AP) classes are expected to sign up for and take the corresponding Advanced Placement test during the school year. All Advanced Placement tests will be given at RCHS in early May.

STUDENT ATHLETES

Rappahannock County High School follows VHSL rules for player eligibility. In addition, athletes are expected to maintain a passing grade in all of their current classes. Athletes that are underperforming in the classroom will be expected to participate in any available tutoring or make up sessions.

Additionally, academic monitoring reports will be required of those underperforming athletes on a weekly basis. Effort to improve must be demonstrated in order to continue to participate in sports.

Coaches and athletic director will monitor grades throughout the season.

Athletes are not permitted to participate in athletics, games or practices, on days when they are in ISS for more than one instructional block or have been assigned OSS. No exceptions.

Rappahannock County Schools' Retake Procedure

Rappahannock County Schools expects all teachers to teach content to mastery which is defined as a student demonstrating 80% of content knowledge. To inform their instruction, all teachers perform periodic assessments of content mastery achieved by their students. It is the expectation that all students who do not master content knowledge are reevaluated and reassessed in an appropriate manner. Remediation will be given to students in class, resource periods, or other times scheduled by the teacher and student.

In grades K-7, if additional remedial time is needed before a grade-altering re-assessment, it is the responsibility of the teacher to schedule this time with the student.

In grades 8-12, if additional remedial time is needed before a grade-altering assessment, it is the responsibility of the student to schedule additional remedial time with the teacher.

Reassessment can take many forms and often does not reflect a change in a student's grade. Reassessment strategies include verbal one-on-one questioning, elaboration on answered questions, alternative assignments, essay questions, hands-on demonstrations, or a retest. Grade-altering reassessments must conform to the following*:

- 1) A retest, if used as the reassessment, must be different from the original assessment.
- 2) A student will, if he or she earns a score lower than the level of mastery (80%) have one opportunity to improve their grade on each major assessment. A major assessment is defined as a cumulative or unit test, project, paper, or other assignment categorized as a major assessment by the teacher.
- 3) Before the reassessment can be grade-altering, the following criteria must be met **within 5 school days** after the return of the original assessment:
 - a) A parent/guardian must sign the original assessment and acknowledge the issuance of a grade-altering retest. If unable to obtain a parent signature, the parent will be contacted in another manner.
 - b) A remedial assignment must be independently completed by the student as a check for demonstration of mastery before the reassessment is given.
 - c) The teacher will keep students and parents informed of retake deadlines. This communication may take place through agendas and weekly newsletters, as well as being posted in writing within the classroom.
- 4) The student's grade will be affected in the following manner:
 - a) The grade for the major assessment will be the higher of the two grades, **NOT** the average of the two.
 - b) The grade that is recorded in the grade book will be capped at 80% to indicate a notation of mastery.

*Note: Grade-altering reassessments will not be offered in AP or Dual Enrollment classes and RCHS semester exams.

GRADING SCALE

The Rappahannock County School Board adopted a grading scale as follows:

Class Grade, Letter Grade, Grade Points, Pre-AP & Advanced Placement and Dual Enrollment Grade Points

Class Grade	Letter Grade	Grade Points	Pre-AP	AP/DE Grade Points
97-100	A+	4.0	4.5	5.0
93-96	A	4.0	4.5	5.0
90-92	A-	3.7	4.2	4.5
87-89	B+	3.3	3.8	4.5
83-86	B	3.0	3.5	4.0
80-82	B-	2.7	3.2	3.5
77-79	C+	2.3	2.8	3.5
73-76	C	2.0	2.5	3.0
70-72	C-	1.7	2.2	3.0
67-69	D+	1.3	1.8	2.5
61-66	D	1.0	1.5	2.0
60 and below	F	0.0	0	0.0

NINE-WEEK GRADES (REPORT CARDS)

At the end of every nine-week period, students will receive a detailed report card from each of their teachers. As a double check mechanism, the Guidance Department will mail nine-week grades home.

The frequency of parental contact is based upon the nature of the student's behavior and performance as well as the parents' desire for regular communication with the school. In general, teachers should make every effort to contact parents with information that will facilitate the development of a collaborative working relationship between the home and the school.

INCOMPLETE GRADES

Students who have incomplete grades at the end of the nine-weeks will be given "I" on the report card. This grade will be changed after a grade is received from the teacher. Make sure you keep up with your work and complete all assignments.

STUDENT GOVERNMENT ASSOCIATION

Student Government (SGA) works with the school administration on a variety of issues related to the student body. Representatives and officers work in concert to sponsor activities such as Homecoming, Spirit Weeks, pep rallies to foster school an atmosphere of pride and excitement about school. SGA sponsors Teacher Appreciation activities several times a year. Officers include President, Vice-President, Secretary, and Treasurer. Representatives are elected to for each grade level.

STUDENT ORGANIZATIONS

Student organizations are important to the development of the whole child. They play an important role in developing teamwork, building social skills, and teaching and learning how to become a more responsible member of the community. Students collaborate planning, organizing, and conducting activities with a common goal in mind. The following list recognizes school-sponsored, student organizations and their faculty sponsors. If you are interested in any of these organizations, contact the sponsor.

National Honor Society	Mr. Sheffield
Student Government Association	
Art Club	Mrs. Sours
Leo Club	Mrs. Wolfe & Mrs. Kelly
SkillsUSA for Culinary	Mr. Streu
SkillsUSA for Welding	Mr. Hogan
SkillsUSA for Business	Mrs. Jones
Thespian Society	Mr. Paulette

NATIONAL HONOR SOCIETY

Excerpted from NHS Bylaws:

ARTICLE V NOMINATION & SELECTION

Section 1. To be eligible for membership, the candidate must be a member of the sophomore, junior or senior class, and must have been enrolled in Rappahannock County High School for the equivalent of one semester. (For transfer students, the principal may seek a recommendation from the previous school principal pursuant to the candidate's selection, and may waive this regulation based on this recommendation.)

Section 2. Candidates must have a cumulative GPA of at least 3.5 to be considered for membership, thereby fulfilling the Scholarship requirement of selection. Sophomores, juniors and seniors maintaining a GPA of 3.5 or higher will receive an invitation for consideration of potential membership in the RCHS Chapter of the NHS in late September of the school year.

Section 3. Invited students must obtain a Candidate Packet from the Chapter Adviser, complete this packet, and return it to the Chapter Adviser by the due date stated in their invitation letter. Late submissions will NOT be accepted; this may be reviewed on a case-by-case basis for extenuating circumstances only.

Section 4. A completed Candidate Packet will consist of evidence of scholarship, leadership, service, and character, including two teacher recommendations and two formal essays. These materials will be used by the Faculty Council in the selection of candidates for membership. In addition, before students may be considered, both he or she, and one parent/legal guardian must read the chapter bylaws and sign a consent form to confirm their complete understanding and compliance with the aforementioned bylaws. Incomplete Candidate Packets will *not* be considered. Packets or any piece of a packet received after the given deadline will *not* be considered.

Section 5. All faculty members may be invited to make comments on candidates, which will be taken into consideration by the Faculty Council.

Section 6. Each student must receive a majority vote of the Faculty Council in at least six of the seven following areas:

Leadership

The student who exercises leadership:

- demonstrates initiative in promoting school activities.
- exercises positive influence on peers in upholding school ideals & inspires positive behavior in others.

- exemplifies positive attitudes.
- demonstrates academic initiative.
- successfully holds at least one school office or position of responsibility, conducts business efficiently and effectively, and is reliable and dependable without prodding.
- demonstrates leadership in the classroom, at work, and in other school or community activities and is thoroughly dependable in any responsibility accepted.
- upholds scholarship & maintains a loyal school attitude.

Section 7. Each student must receive a majority vote of the Faculty Council in at least five of the six following areas:

Service

The student who serves:

- works well with others and is willing to take on difficult or inconspicuous responsibilities.
- cheerfully & enthusiastically renders any requested service to the school.
- participates in at least one outside activity: Girl Scouts, Boy Scouts, church groups, volunteer services for the aged, poor, or disadvantaged, etc.
- volunteers dependable and well-organized assistance and is willing to sacrifice to offer assistance.
- shows courtesy by assisting visitors, teachers, and students.
- works without complaint.

Section 8. Each student must receive a majority vote of the Faculty Council in at least ten of the eleven following areas:

Character

The student of character demonstrates the following qualities:

- respect, responsibility, trustworthiness, fairness, kindness, and citizenship.
- Upholds principles of morality and ethics.
- Demonstrates the highest standards of honesty and reliability.
- Takes criticism willingly and accepts recommendations graciously.
- Consistently exemplifies desirable qualities of behavior.
- Actively helps to rid the school of bad influences or environment.
- Cooperates by complying with school regulations concerning property, programs, office, halls, etc.
- Observes instructions and rules, punctuality, and faithfulness both inside and outside the classroom.
- Regularly shows courtesy, concern, and respect for others.
- Demonstrates obedience to rules, avoids cheating in written work, and shows unwillingness to profit by the mistake of others.

- Has powers of concentration, self-discipline, and sustained attention as shown by perseverance and application to studies.

Section 9. Once selected for potential membership by a majority vote of the Faculty Council, candidates will be notified by mail in writing no more than two weeks before the Induction Ceremony.

Section 10. A Candidate will be considered an Inductee after successfully accepting their invitation for membership, done so by signing and returning the acceptance form accompanied by a dues payment of ten dollars to the Chapter Adviser.

Section 11. Candidates become Active Members when inducted at a special ceremony. Participation in this ceremony is mandatory. Special circumstances may be considered by the Faculty Council, but must be presented to the Chapter Advisor at least 5 school days before the ceremony.

Section 12. In the case of non-selection, students may appeal the decision. Parents and students must understand that no student has a right to be selected for membership. As stated in the National Bylaws, chapters are not legally or constitutionally obligated to share with parents/guardians and students information concerning specific students not selected for membership in the NHS. Steps for the appeal process are as follows:

1. Student and/or parent/guardian notifies the Chapter Adviser in writing within three school days of notification of non-selection.
2. The Chapter Adviser will then arrange a meeting with the principal, student, and parent(s)/guardian(s) to discuss the situation.
3. If the principal determines from the discussion that some technical or procedural error has been made, the Principal may request that the Faculty Council reconvene to review the situation. In the absence of specific evidence to the contrary, the principal must assume that the Faculty Council is exercising its discretion in a legitimate manner and with the good faith expected of them when appointed.
4. Once the Faculty Council presents its findings, the principal will then contact the student and parent(s)/guardian(s) to review the information.
5. If further challenge is desired, the student and parent(s)/guardian(s) must follow the local school system complaint procedure.

ATTENDANCE REGULATIONS AS REQUIRED BY VIRGINIA & THE RAPPAHANNOCK COUNTY SCHOOL BOARD

Student Attendance Policy

Student attendance is a cooperative effort and the School Board shall involve parents and students in accepting the responsibility for good attendance.

Each parent/guardian or person having control or charge of a child within the compulsory attendance age shall be responsible for such child's regular and punctual attendance at school as required under provisions of the law.

A reasonable effort shall be made to contact a parent/guardian of each absent student every day, and to obtain an explanation for the student's absence, where there is no indication that the student's parent is aware of and supports the absence. A log will be kept of call attempts.

Students who are absent must bring a valid note stating the reason for absence upon returning to school. Please note that we appreciate a parent phone call on the day of the student's absence, however a note is still required even if a phone call is made. Unexcused absences shall be handled according to regulations issued by the Superintendent.

Students shall attend school for a full day unless otherwise excused. Secondary students shall be scheduled for a full school day unless they are enrolled in a cooperative work-study program. The superintendent or designee must approve all other exceptions to a full day schedule on an individual basis.

Any student who misses the same class 5 or more times may lose after-school privileges.

SPECIAL CIRCUMSTANCES

- **Suspensions:** Students who have been suspended are expected to do schoolwork while suspended by contacting teachers and collecting assignments. The attendance office is available to facilitate this process. All assignments are due upon the student's return from school, unless specific arrangements are agreed to with a teacher.
- Students attending school-sponsored activities, such as field trips, competitions, or extra-curricular activities, are considered to be present for that period of time.
- **Parent-Arranged Absences:** Such arrangements are handled on an individual basis with the administration. Parents should request a Pre-Arranged Absence Form from the Attendance Office prior to the anticipated absence. Parents should complete the pertinent information and return it to the attendance office for school approval. The request should be made at least 1 week prior to the arranged absence. Maximum 3 pre-arranged days per school year.
- **Religious Holiday:** Observance is considered an excused absence.

COMPULSORY ATTENDANCE REGULATIONS

If a student fails to report to school for a total of five scheduled school days, and there is no indication that the student's parent is aware of and supports the absence; and reasonable efforts to notify the parent of the absences have failed, then the Principal or designee shall make a reasonable effort to ensure that direct contact is made with the parent. The attendance officer will obtain an explanation for the pupil's absence and explain to the parent the consequences of continued nonattendance. 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 without indications to the attendance officer that the parent is aware of and supports the absences, the attendance officer shall schedule a conference within 10 school days. The conference must take place no later than the 15th school day after the 6th absence. At the conference, the pupil, his parent, and school personnel, shall meet to resolve issues related to the pupil's nonattendance. Other community service providers may also be included in the conference.

Upon the next absence after the conference without indication to the attendance officer that the pupil's parent is aware of and supports the pupil's absence, the Principal or designee shall notify the attendance officer or visiting teacher who shall enforce the compulsory attendance rules by either or both of the following:

- 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
- 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 already undertaken to resolve the pupil's absence. If the student's parents have joint physical custody of the student and the school has notice of the custody arrangement, then both parents shall be notified at their last known addresses.

It is expected that parents will cooperate with the attendance officer and other school officials to remedy the student's attendance problem. Where direct contact with a parent cannot be made, despite reasonable efforts, or where parents otherwise fail to cooperate in remedying the student's attendance problem, the superintendent or the superintendent's designee may seek immediate compliance with the compulsory school attendance laws. The attendance officer, with the knowledge and approval of the Superintendent, shall institute proceedings against any parent who fails to comply with the requirements of the compulsory attendance laws. Where the complaint arises out of the parent's failure to comply with requirements of 22.1-258, the attendance officer shall document the school division's compliance with this code section.

Principals shall not release a student during the school day to any person not authorized by the student's parent/guardian to assume responsibility for the pupil. Students shall be released only on request and authorization of parent or guardian. The superintendent shall provide procedures for release of pupils who are not residing with or under the supervision of a parent/guardian. The burden of proof on the authority of the person to receive the

student is on the requesting party. A formal checkout system shall be maintained in each school.

HOW ABSENCES ARE COUNTED

- In the case of illness, parents need to telephone the school at 540-227-0745 extension 3470 and contact our attendance officer, Janet Robey. This telephone call should occur each morning of the student's absence. A written note is required upon return to school.
- Tardiness to class is unacceptable and will be dealt with through the Code of Conduct.
- Consistent attendance issues by a student will require a meeting among the student, parents, administration, and visiting teacher. The resolution of the meeting will be either improved attendance or an appearance in Juvenile Court.
- Students who are absent more than 15 hours from any class may lose after school privileges.

RETURNING TO SCHOOL AFTER ABSENCES

- Students returning from an absence must have a written explanation for the absence.
- It is the student's responsibility to arrange for making up the work missed.

SICKNESS DURING THE DAY

- Students who become ill must report to the nurse's office and at that time it will be determined if the student is ill enough to have to go home.
- If a student becomes ill during the school day, he/she will only be permitted to leave school with parent's permission.
- The school staff will make calls to the parents.
- The person picking the student up from school will be required to come into the attendance office and sign the student out.
- If a student leaves school early due to illness or an appointment other than a doctor's appointment, he/she may not return for after school activities that same day without administrative approval.

ASSIGNMENT BOOKS/HALL PASSES

Students must have a pass from their teacher in order to leave the classroom for any reason. Teachers must record the time that the student left their room on the hall pass or a signed assignment notebook noting that the student is allowed out of class. Students who are out of class without a hall pass may be subject to a referral for skipping.

FOOD & DRINKS

Food and drinks are not to be consumed in the library, computer labs or auditorium.

OPEN DRINK CONTAINERS

Students may possess open drink containers only during their lunch period. Drinks may not be shared between students. No other open containers will be permitted in school during the school day. Teachers may allow drinks in their individual classroom areas.

ELECTRONIC DEVICES

Cell phones, iPods, or other electronic devices are not allowed to be used during the academic school day (except during lunchtimes or non-academic time) and should not be visible or audible, unless used for instructional purposes with the teacher's permission. Additionally, the use of electronic devices of any kind are strictly prohibited in locker rooms and bathrooms. If a student does not follow this procedure, the phone may be confiscated from the student and returned to the student's parent and the student may face disciplinary consequences including loss of the privilege to possess personal electronic devices at school. School phones in the main office will continue to be available for students to call parents for legitimate reasons. A student who violates the electronic device use policy at school has a diminished expectation of privacy. Consequences for violation of the electronic device use policy are outlined in the Code of Conduct.

The RCHS administration strongly discourages students from bringing these electronic devices to school due to the opportunity for loss or damage. Furthermore, Rappahannock County Public Schools does not accept responsibility for the loss or damage to personal electronic devices.

BEFORE SCHOOL PROCEDURES

Unsupervised students are not allowed in the high school before 7:45 AM. Students dropped off between 7:45 and 8:00 AM must remain in the Commons Area until the first bell has rung.

AFTER SCHOOL PROCEDURES

Students who stay on school grounds after the academic day and are not under the direct supervision of a coach or teacher must report to the Commons Area. They are to remain in the commons area until they are picked up by a parent. **Students are not permitted to remain after school in order to wait for athletic competitions scheduled to start after 4 p.m.**

LOCKERS

Lockers are assigned to each student for the purpose of storing belongings during the school year. Students are provided locks for securing their materials and books. Students with locks that are damaged or not returned will be charged a replacement cost of \$5.00. Lockers are subject to searches by the school administrators. Students are not permitted to store items in lockers that are banned from school grounds or are inappropriate to have in school.

RULES FOR COMPUTER USE

The use of computers, chromebooks, ipods, or any other school issued electronic device is a privilege, and in order to support student learning and assuage the rising costs of computer maintenance, the following guidelines will be implemented.

Students must ask permission to use any computer. Permission must be attained for both the Internet and non-Internet use. Teachers must verify the permission status of each student prior to computer use.

All computer users must comply with the Acceptable Use Policy as outlined below.

The following rules apply to all computers:

1. No food or drink is allowed near computers.
2. Playing games is not allowed.
3. Changing settings, such as screen size, background, wallpaper, and screen savers is not allowed.
4. Physically defacing the computer, disassembling of computers, wires or parts thereof, is prohibited.
5. Students **MUST** ask permission to print.

ACCEPTABLE USE POLICY

All use of the school division's computer system shall be consistent with the School Board's goal of promoting educational excellence by facilitating resource sharing, innovation and communication. The term computer system includes hardware, software, data communication lines and devices, terminals, printers, CD-ROM devices, servers, mainframe and personal computers, and internet and any other internal or external network. (Taken from RCPS Policy IIBEA-R)

Terms and Conditions for Use

Acceptable Use: Access to the division's computer system shall be (1) for the purpose of education or research and be consistent with the educational objectives of the division or (2) for legitimate school business.

Privilege: The use of the division's computer system is a privilege, not a right.

Liability: The School Board makes no warranties for the computer system it provides. The School Board shall not be responsible for any damages to the user from the use of the computer system, including the loss of data, non-delivery or missed delivery of information, or service interruptions. The School Division denies any responsibility for the accuracy or quality of information obtained through the computer system. The user agrees to indemnify the School Board for any losses, costs or damages incurred by the School Board relating to or arising out of any violation of these procedures.

Electronic Mail: The school division's electronic mail system is owned and controlled by the school division. The school division may provide electronic mail to aid students and staff in fulfilling their duties and as an educational tool. Electronic mail is not private. Users shall be personally liable for the content of any electronic message they create.

Internet Safety: K-12 students and staff are required to participate in and successfully complete internet safety training annually.

Network Use: The following uses of school-provided computer networks including Internet access are not permitted unless authorized by the Rappahannock County Public Schools Technology Department:

- (1) To access the school division computer network with privately owned laptop computers
- (2) To download or install software on the school division's computers

Violation of the Acceptable Use Policy may result in loss of computer system privileges, disciplinary action, and or possible legal action.

Code of Ethics

Users of technology are responsible for appropriate behavior on school computer networks just as they are in a classroom or a school library. General school rules for behavior and communications apply; consequences for inappropriate behavior also apply. Access to these electronic resources is provided in order for students and staff to conduct educational activities. Technology users are expected to act in a considerate and responsible manner. All users of technology will be informed of expectations and responsibilities related to computers prior to gaining access, as indicated in the staff and student handbooks. Technology users are expected to abide by the following.

1. Use school facilities and equipment only for school-related, educational activities. This includes but is not limited to the use of the Internet, e-mail, school networks, and other electronic and online resources.
2. Be courteous and use appropriate language. Do not harass or attack others, or use expressions of bigotry, racism, and/or hate. Do not send, display, search, or use profanity, obscenities, sexually explicit or offensive materials.
3. Users protect privacy and safety by not disclosing such personal information as names, home, school or work addresses, telephone numbers, passwords, or personally identifiable information about themselves or others. Use only assigned passwords. The use of others' passwords is forbidden.
4. Recognize and respect the intellectual property of others, for example, do not tamper

with, copy, download, or upload files without permission.

5. Adhere to federal copyright laws and publishers' licensing agreements.

6. Respect the integrity of the network system. Do not attempt to circumvent or subvert system security measures. Do not tamper or alter the system in such a way that would disrupt the network.

7. Report suspected computer viruses or other problems immediately to classroom teacher, supervisor or system administrator so that action can be taken and damage can be minimized.

8. Use equipment responsibly. Do not damage hardware, software, electronic systems or networks.

9. Conserve resources including but not limited to file storage space, bandwidth, online time, toner, and paper.

10. Do not use the computer system to sell merchandise, operate a business or for personal gain.

STUDENT PARKING

Student parking is limited and is a privilege extended to students. Students wishing to drive to school, on a regular basis, must obtain a parking sticker and sign a student driver contract. Any student driver that does not abide by the student driver contract may lose his/her driving privilege. Parking permits will be sold in the office.

Students must purchase a parking permit by August 25, 2017. Students, who begin driving after September 1, will have a 1-week grace period during which to purchase a permit. Students who do not purchase a permit will lose their privilege of parking on school grounds.

RCCHS is a closed campus. That means that when students arrive at school, they are expected to remain at school until the conclusion of the day, unless they have checked out through the main office.

Students who have multiple discipline referrals may lose or have driving privileges suspended.

Students who drive to school are expected to park in the student lot and immediately enter the school. **No student may leave the school building during the school day without the approval of an administrator.** There is to be no loitering in the parking lot. Student drivers should only drive other students whose parents have granted permission.

SCHOOL VISITORS

Student visitors (Non-RCCHS students) are not permitted in school without the permission of the Principal. Parents must sign-in in the Guidance Office and wait for a staff member to escort them throughout the building. Parents and other adults are not permitted to visit classrooms without prior notification to the teacher and Principal.

FAMILY/SCHOOL COMMUNICATIONS

The Rappahannock County School Division is committed to providing accurate and timely information to our students and their families. The RCCHS faculty will meet or exceed this standard on behalf of every student.

The Rappahannock County School Board, with the assistance and endorsement of the Division Leadership Team, has developed the following criteria for communication between faculty/staff and students' families.

- Students should receive weekly feedback (written or verbal) regarding their progress on a minimum of 2 recorded evaluations. This information is confidential and should be communicated in that context. It is inappropriate to share students' grades in front of or with the entire class.
- Interim reports are calculated and distributed following each third week of the marking period to all students.
- Teachers may require Interim Reports be signed by the parent(s) and returned by the student.

CODE OF RESPONSIBLE STUDENT DRESS

Students are expected to observe a Code of Responsible Student Dress. This code helps create and ensure a healthy, safe, and effective learning environment for everyone. It promotes a school atmosphere of respect, civility, pride, self-esteem and cohesiveness, reinforces community values and positive respect for authority and discipline, and assists in readying students for employment by advancing their mature transition from the world of school to the world of work. This code applies to all students in Rappahannock County High School while present on or using school or school-controlled property and while attending school-related events or activities. Administrators reserve the right to make final judgment related to dress code.

DRESS CODE

- Clothing must cover undergarments including sports bras at all times.
- All students are to wear clothing that conceals the chest, midriff, and back.
- Shorts, skirts, and dresses must at least extend to the student's fingertips when arms are resting at side.
- Shirts must extend past the top of pants
- Students will not wear any of the following:
 - ◇ Tube tops/halter tops/tank tops/spaghetti straps
 - ◇ Shirts with excessive arm openings- shirts must cover both shoulders at the same time
 - ◇ clothing that has rips, tears, or holes above the knee larger than a quarter above the location of the student's fingertips when arms are resting at his/her side
 - ◇ Hat/head coverings including scarves, bandanas, or the like
 - ◇ Excessively tight or revealing clothing
- Students will not wear clothing or jewelry which displays in words, pictures, or drawings:
 - ◇ Alcoholic beverages
 - ◇ Tobacco products
 - ◇ Illegal substances
 - ◇ Vulgar language
 - ◇ Prejudice or offensive content toward any individual or group on the basis of age, race, sex, national origin, religion, or disability
 - ◇ Sexual content or perceived sexual connotations
- Facial piercings are not permitted during PE classes as this poses a safety hazard to the individual student and others
- Students will wear shoes at all times.

DRESS CODE VIOLATIONS

Students who chose not to conform to the dress code will be given the opportunity to correct the violation. Change of clothes will be provided by the school if necessary. If a student violates the dress code policy then he/she will be given the choice of changing clothes to comply with the dress code or wearing school provided clothing. At the administrator's discretion, a student may be assigned to ISS.

ADMINISTERING MEDICINES TO STUDENTS

Prescription Medications

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

Non-prescription Medications

Rappahannock County Public School personnel may give non-prescription 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 school nurse or school division designee by the parent/guardian of the student.

Self-Administration of Medication

Self-administration of any medication is prohibited for students in kindergarten through seventh grade.

Students in grades eight 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.

NOTE: Sharing, borrowing distributing, manufacturing or selling any medication (prescription or over the counter) 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.

SEARCH AND SEIZURE

Personal Searches

A student's person and/or personal effects (e.g. purse, book bag, etc.) may be searched by a school official whenever the official has **reasonable suspicion** to believe that the student has violated or is about to violate the law or a school rule and that the search will yield evidence of the violation.

A personal search may include requiring a student to be scanned with a metal detector.

If a search is conducted, it will be conducted in private by a school official with an adult witness.

Locker Searches

Student lockers are school property and remain at all times under the control of the school. Students are expected to assume full responsibility for the security of their lockers and are responsible for the content of their assigned locker at all times. Periodic general inspections of lockers may be conducted by school authorities for any reason at any time, without notice, without student consent, and without a search warrant.

Automobile Searches

Students are permitted to park on school premises as a matter of privilege, not of right. The school retains authority to conduct routine patrols of student parking lots and inspections of the exteriors of student automobiles on school property. The interiors of student vehicles may be inspected whenever a school official has **reasonable suspicion** to believe that the student has violated or is about to violate the law or a school rule and that the search will yield evidence of the violation, or that illegal or unauthorized materials or other evidence of illegal or otherwise prohibited activities are contained inside the automobile. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant.

STUDENT RECORDS

The Family Educational Rights and Privacy Act (FERPA) affords to parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s educational records. They are:

- (1) The right to inspect and review the student’s education records within 45 days of the day the school division receives a request for access. Parents and students should submit to the school principal 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 students of the time and place where the records may be inspected.
- (2) The right to request the amendment of the student’s education records that the parent or eligible student believes is inaccurate or misleading. Parents or eligible students may ask Rappahannock County Public Schools to amend a record that they believe is inaccurate to 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 division decided not to amend the record as requested by the parent or eligible student, the school 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.
- (3) The right to consent to disclosures of personally identifiable information contained in the student’s educational record, except to the extent the FERPA authorizes disclosures without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is: a person employed by the division as an administrator, supervisor, instructor or support staff member (including health or medical staff or law enforcement unit personnel); a person serving on the School Board; a person or company with whom the division has contracted to perform special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

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

Upon request, the school division discloses education records without consent to officials of another school division in which a student seeks or intended to enroll.

- (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school division to comply with the requirement of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave SW, Washington, DC 20202-4605.

Rights under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)–
 1. Political affiliations or beliefs of the student or student’s parent;
 2. Mental or psychological problems of the student or student’s family;
 3. Sex behavior or attitudes;
 4. Illegal, antisocial, self-incriminating, or demeaning behavior;
 5. Critical appraisals of others with whom respondents have close family relationships;
 6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
 7. Religious practices, affiliations, or beliefs of the student or parents; or
 8. Income, other than as required by law to determine program eligibility.
- *Receive notice and an opportunity to opt a student out of* –
 1. Any other protected information survey, regardless of funding;
 2. Any nonemergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
 3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- *Inspect*, upon request and before administration or use –
 1. Protected information surveys of students;
 2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 3. Instructional material used as part of the educational curriculum.

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

Rappahannock County Public Schools will develop 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. Rappahannock County Public Schools will directly notify parents of these policies at least annually at the

start of each school year and after any substantive changes. Rappahannock County Public Schools will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. Rappahannock County Public Schools 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 nonemergency, invasive physical examination or screening as described above.

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

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5901

Family Educational Rights and Privacy Act (FERPA)

The *Family Educational Rights and Privacy Act (FERPA)*, a Federal law, requires that Rappahannock County Public Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child’s education records. However, Rappahannock County Public Schools may disclose appropriately designated “directory information” without written consent, unless you have advised Rappahannock County Public Schools to the contrary in accordance with Rappahannock County Public Schools procedures. The primary purpose of directory information is to allow Rappahannock County Public Schools to include 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 written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965, as amended (ESEA) to provide military recruiters, upon request, with the following information – 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 Rappahannock County Public Schools to disclose any or all of the types of information designated below as directory information from your child's education records without your prior written consent, you must notify the Rappahannock County Public Schools in writing by August 31, 2017. Rappahannock County Public Schools has designated the following information as directory information:

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- The most recent educational agency or institution attended
- Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user
- A student ID number or other unique personal identifier that is displayed on a student ID badge, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user.

Rappahannock County High School

Dear Parent of Students in Grades Five through Twelve:

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.

After reviewing the information on the reverse side of this letter, if you think your child may be showing signs of a possible eating disorder, please contact your primary health care provider, school nurse, or one of the resources listed below.

- Academy for Eating Disorders (AED)
<http://www.eatingdisorderhope.com/information/help-overcome-eating-disorders/non-profits-organizations/aed>
- Families Empowered and Supporting Treatment of Eating Disorders (F.E.A.S.T.)
www.feast-ed.org
- National Eating Disorders Association
www.nationaleatingdisorders.org
Toll free, confidential Helpline, 1-800-931-2237

Additional resources may be found at:

- Virginia Department of Education
http://www.doe.virginia.gov/support/health_medical/index.shtml, under the section titled, Eating Disorders

Sincerely,

**Karen Ellis,
RCHS Principal**

**Please address any questions to:
540-227-0745**

Guidance Counselors:

Michelle Papa, ext. 3468

Dani Pond, ext. 3467

School Nurse:

Brittany Woolman, RN, ext. 3471

What Are Eating Disorders?

Eating disorders are real, complex, and devastating conditions that can have serious consequences for health, productivity, and relationships. They are not a fad, phase or lifestyle choice. They are potentially life-threatening conditions affecting every aspect of the person's functioning, including school performance, brain development, emotional, social, and physical well-being.

Eating disorders affect both males and females of all ages.

Eating disorders can be diagnosed based on weight changes, but also based on behaviors, attitudes and mindset. Be alert for any of these signs in your child.

Key things to look for around food:

- Eating a lot of food that seems out of control (large amounts of food may disappear, you find a lot of empty wrappers and containers hidden)
- Develops food rules—may eat only a particular food or food group, cuts food into very small pieces, or spreads food out on the plate
- Talks a lot about, or focuses often, on weight, food, calories, fat grams, and dieting
- Often says that they are not hungry
- Skips meals or takes small portions of food at regular meals
- Cooks meals or treats for others but won't eat them
- Avoids mealtimes or situations involving food
- Goes to the bathroom after meals often
- Uses a lot of mouthwash, mints, and/or gum
- Starts cutting out foods that he or she used to enjoy

Weight is NOT the only indicator of an eating disorder, as people of all sizes may be suffering.

Key things to look for around activity:

- Exercises all the time, more than what is healthy or recommended – despite weather, fatigue, illness, or injury
- Stops doing their regular activities, spends more time alone (can be spending more time exercising)

Physical Risk Factors:

- Feels cold all the time or complains of being tired all the time. Likely to become more irritable and/or nervous.
- Any vomiting after eating (or see signs in the bathroom of vomiting – smell, clogged shower drain)
- Any use of laxatives or diuretics (or you find empty packages)

How to Communicate with Your Child

Understand that eating disorder sufferers often deny that there is a problem.

Educate yourself on eating disorders

Ask what you can do to help

Listen openly and reflectively

Be patient and nonjudgmental

Talk with your child in a kind way when you are calm and not angry, frustrated, or upset

Let him/her know you only want the best for him/her

Remind your child that he/she has people who care and support him/her

Be flexible and open with your support

Be honest

Show care, concern, and understanding

Ask how he/she is feeling

Try to be a good role model- don't engage in 'fat talk' about yourself

Understand that your child is not looking for attention or pity

Seek professional help on behalf of your child if you have ANY concerns

Other Risk Factors:

- Believes that they are too big or too fat (regardless of reality)
- Asks often to be reassured about how they look
- Stops hanging out with their friends
- Not able to talk about how they are feeling
- Reports others are newly judgmental or “not connecting”

If Your Child Shows Signs of a Possible Eating Disorder

Seek assistance from a medical professional as soon as possible; because they are so complex, **eating disorders should be assessed by someone who specializes in the treatment of eating disorders.** The earlier a person with an eating disorder seeks treatment, the greater the likelihood of physical and emotional recovery.

Rappahannock County Schools Continuous Non-Discrimination Notice

Rappahannock County Public Schools does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Carol Johnson, Assistant Superintendent
6 Schoolhouse Rd., Washington, VA 22747
Telephone (540) 227-0023 ext. 3209
Email: cjohnson@rappahannockschools.us

James E. Swindler II, Director of CTE services, RCHS Asst. Principal
12576 Lee Highway, Washington, VA 22747
Telephone (540) 227-0745 ext. 3475
Email: jswindler@rappahannockschools.us

For further information on notice of non-discrimination, visit <http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the office that serves your area, or call 1-800-421-3481.

Rappahannock County Public Schools Annual Public Notice Career and Technical Education

Rappahannock County School Division’s Department of Career and Technical Education offers a variety of career and technical programs to all students at the middle and high school levels. The program areas include the following:

- Business and Information Technology
- Family and Consumer Sciences
- Technology Education
- Trade and Industrial Education
- Agriculture Education

For more information about Career and Technical Education, call 540-227-0475.

The Rappahannock County School Division does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following people have been designated to handle inquiries regarding the non-discrimination policies:

Carol Johnson, Assistant Superintendent
6 Schoolhouse Rd., Washington, VA 22747
Telephone (540) 227-0023 ext. 3209
Email: cjohnson@rappahannockschools.us

James E. Swindler II, Director of CTE, RCHS Asst. Princ.
12576 Lee Highway, Washington, VA 22747
Telephone (540) 227-0745 ext. 3475
Email: jswindler@rappahannockschools.us