

# Rappahannock County Elementary School

## Home to the Junior Panthers



**2017-2018**  
**Parent-Student Handbook**

34 Schoolhouse Road, Washington, Virginia 22747 (540) 227-0200

## **Important Phone Numbers**

### **School and Division Leaders**

<b>Rappahannock County School Board Office</b> Shannon Grimsley, Superintendent Carol Johnson, Assistant Superintendent	<b>227-0023</b>
<b>Rappahannock County Elementary School</b> Ben Temple, Principal Dawn Phillips, Administrative Assistant	<b>227-0200</b>
<b>Rappahannock County High School</b> Karen Ellis, Principal Jimmy Swindler, Assistant Principal Brandon Burley, Athletic Director	<b>227-0745</b>
<b>Attendance Office</b> Angie Jenkins	<b>227-0200 ext. 3007</b>

### **Rappahannock County School Board**

John Mills, Chair	Jackson District
Aline Johnson, Vice-Chair	Piedmont District
Larry Grove	Stonewall / Hawthorne District
Lucy (Pud) Maeyer	Hampton District
Chris Ubben	Wakefield District

All school division policies and regulations are available on our school division website at [rappahannockschools.us](http://rappahannockschools.us) and printed copies are available to citizens who do not have online access.

## **VISION AND MISSION STATEMENTS**

### **Vision Statement**

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

### **Mission Statement**

Through educational opportunities, the mission for RCPS will be to promote a culture of learning, a roadmap for excellence, and the passion and character that leads to each student's success.

# Table of Contents

Nondiscrimination Notice	5
Family Educational Rights & Privacy Act (FERPA)	6-9
Attendance	10-12
Attendance Regulations as required by the State of VA	10
Special Circumstances for Absences	10
Compulsory Attendance Regulations	11
Returning to School After Absences	12
Fundraising	12
Homework Study Hints	12
Drop-off/Pick-up Procedures	13
School Visitation	14
Olweus Bully Prevention	14
Student Complaint Procedure	15
Grade Placement	15
Grading Scale	15
Report Cards	16
Parent-Teacher Conferences	16
Parent Portal	16
Incomplete Grades	16
Honor Roll	16
Promotion/Transfer Decisions	17
Retake Procedure	17
Electronic Devices/Cell Phones	18
Moment of Silence	18
School Records	18
Money	19
Snacks/Meals	19
Student Insurance	19
Textbooks	19
School Clinic	20-25
Accidents and Illness	20

Chronic Illness .....	20
Medication .....	20-21
Self-Administration of Asthma Medication .....	21
Food allergies and EPI-PEN requirements .....	21-22
Contagious Diseases .....	22
Lice .....	23
Request for Administration of Medication .....	23
Eating Disorders .....	24-25
Student Conduct Expectations .....	26
Code of Responsible Student Dress .....	26-27
Search and Seizure .....	27
JP Athletics .....	27
Field Trips .....	27
Fire Drills/Emergency Evacuation .....	27-28
Personal Belongings .....	28
Library procedures .....	28
Acceptable Use of the Internet and Computers.....	29-30
Parental Responsibility .....	31
Calendar .....	Back Cover

**PUBLIC NOTICE  
NONDISCRIMINATION POLICY**

In compliance with Executive Order 11246, Title II of the Education Amendment of 1976, Title VI of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972, Section 504 of the Rehabilitation Act of 1973, and all other Federal, State School rules, laws, regulations and policies, Rappahannock County Public Schools shall 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.

It is the intent of Rappahannock 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 has been shown by the school division.

All students attending Rappahannock County Public Schools may participate in educational programs and activities, including but not limited to, health, physical education, music, career and technical education. Educational programs and services will be designed to meet the varying needs of all students and will not discriminate against any individual for reason of race, color, national origin, religion, gender, age or disability.

Specific complaints of alleged discrimination under Title IX (gender) and Section 504 (disabilities) should be referred to:

Carol Johnson  
Assistant Superintendent  
6 Schoolhouse Road  
Washington, VA 22747  
Telephone: 540.227.0023  
FAX: 540.987.8896  
Email: [cjohnson@rappahannockschools.us](mailto:cjohnson@rappahannockschools.us)

James Swindler (Alternate)  
Director CTE, RCHS Asst. Principal  
12576 Lee Hwy.  
Washington, VA 22747  
Telephone: 540.227.0023  
FAX: 540.987.8896  
Email: [jswindler@rappahannockschools.us](mailto:jswindler@rappahannockschools.us)

**NONDISCRIMINATION STATEMENT**

Rappahannock County Public Schools does not discriminate on the basis of race, color, national origin, sex, disability, or age in employment or in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

## Family Educational Rights and Privacy Act

### *NOTICE FOR DIRECTORY INFORMATION*

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

1. The right to inspect and review the student's education records within 45 days after the day Rappahannock County Public Schools receives a request for access.

Parents or eligible students who wish to inspect their child's or their education records should submit to the school principal a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

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

Parents or eligible students who wish to ask Rappahannock County Public Schools to amend their child's or their education record should write the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and 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 provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest must be set forth in the school's or school district's annual notification for FERPA rights. A school official typically includes a person employed by the school or school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

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

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

### **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.**

#### **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, anti-social, self-incriminating, or demeaning behavior;
  5. Critical appraisals of others with whom respondents have close family relationships;
  6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
  7. Religious practices, affiliations, or beliefs of the student or parents; or
  8. Income, other than as required by law to determine program eligibility.
- *Receive notice and an opportunity to opt a student out of* –
  1. Any other protected information survey, regardless of funding;
  2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
  3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- *Inspect*, upon request and before administration or use –
  1. Protected information surveys of students;
  2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
  3. Instructional material used as part of the educational curriculum.

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

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 non-emergency, invasive physical examination or screening as described above.

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

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

## **ATTENDANCE**

Virginia statute (22.1-1) states that children are of school age if they have reached their fifth birthday on or before September 30 of the current school year. The State Compulsory Attendance Law requires that all children who are six years old by September 30 of the current school year, and those who have not reached their eighteenth birthday, must attend school regularly. *Students who have chronic problems with attendance will be required to bring in a doctor's note for excessive absences, per the Student Code of Conduct.*

### **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.

When your child is absent, you will receive an automated call to confirm you are aware. Please call the office if your phone number changes.

Students who are absent must bring a valid note stating the reason for absence upon returning to school. 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.

#### **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.
- 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.

## **ABSENCE FROM SCHOOL**

In order for a child to benefit fully from the educational program, it is important to attend school as much as possible. A note is required upon your child's return regardless of whether a parent has notified the school of an absence. A doctor's note is preferred when possible. **Please note that students who receive five unexcused absences will be required by law to attend a meeting with the attendance officer and their parents to develop an attendance plan.** Please refer to the Student Code of Conduct for the complete Absence policy.

All requests for make up work must be received by 11:00 AM. Make up work materials may be picked up from the office at the close of the school day. (Office staff will place phone messages in teachers' mailboxes prior to lunch). Students may retrieve make up work upon their return to school for an absence of one day.

## **FUNDRAISING**

At various times during the year, fundraising activities will be conducted by RCES students. At no time is a RCES student to conduct "door to door" sales. Whenever sales are to be made outside of the student's home, a parent/guardian must accompany the student. Close friends and neighbors are not considered part of the student's family, and the parent/guardian must accompany the student to the home/business of close friends and neighbors as well as the general public. The parent/guardian must accompany the student whenever money is to be exchanged. All fundraising must be approved by the principal, the superintendent of schools, and the Rappahannock County School Board prior to the event.

## **HOMEWORK STUDY HINTS**

1. Find a quiet place to work with good light, where YOU are comfortable.
2. Do not allow anyone to interrupt. Put away electronics until your homework is finished.
3. Talk to your parents and arrange a time that is mutually agreeable for your homework/study time.
4. Expect your parents to give you help with methods and directions, but do not expect answers from them, or to have them do your homework for you.
5. If you are having trouble understanding directions, read the directions aloud to yourself or a parent.
6. When working on a large project, break it up into a number of small tasks that can be completed during one work study session. Remember the old saying.... the way to eat a large elephant is one bite at a time!
7. Study for big tests over two or three days. Do not wait until the night before to "cram" for a test.
8. Students in grades 3-7 should write all assignments in their student planner daily. Have a parent sign and date your homework when you are finished. Your teacher will appreciate knowing your parents are helping you, and it will inform your teacher of your success or problems with homework.
9. If you are having trouble with homework, talk to your teacher.

## **Drop-Off/Pick-Up Procedure**

### **Morning Drop-Off:**

#### **Arrival Time-No earlier than 8:00**

- All car riders must be dropped off in the unloading area designated on the right side of the parking lot.
- Students may not be let out of cars in the driving lane at any place other than in the designated unloading area.
- Any parent needing to walk a child to the building must park in a parking space and walk in through the main entrance, immediately checking in the office for a visitor badge.
- Stopping in the driving area causes reduced visibility and a back-up of cars, creating greater risk of an accident.
- There are two crosswalks designated for pedestrian traffic. These have staff members on duty to maintain safety. Please do not use a crosswalk that does not have a staff member present, for your own safety.
- All students arriving after 8:20 must report to the main office.

### **End of Day/ Student Release:**

- All students must be signed out by the parent/guardian.
- Students may only leave school with a parent/guardian. Prior permission must be obtained from the parent/guardian before a student is released to leave school with anyone other than a parent/guardian.
- Students must have written permission to ride home in a manner that is different from their normal routine.
- **Any changes in transportation plans must be received by 2:00 p.m. to ensure that the changes will be implemented.**
- If you must pick up your child early for an appointment, they must be signed out in the front office.
- Car riders are called to the front with the final bus call at approximately 3:25. No car riders will be pages or called from classrooms prior to this time to ensure your child's safety. The halls are busy during dismissal and children are safer when they are in the care of a staff member walking them to the office at each call.

We want your child in school all day, every day. Each part of the day is important for instruction, socialization, and routine. Your cooperation is appreciated.

**\*Please DO NOT enter the bus lane during the time periods 7:40-8:40 A.M. and 2:40-3:45 P.M.**

## **SCHOOL VISITATION**

### **Visiting Procedures**

All parents are encouraged to visit the school often to become involved in the learning experiences of their children and to talk with their teachers. It is essential that all visitations be carefully monitored to ensure the safety of our school and to protect students' instructional time. All parents/visitors who enter the building are asked to use the intercom system located at the entry door. All visitors should state their name and reason for the visit. A valid driver's license will be requested by school officials prior to entering the building. A visitor's pass will be issued and must be worn at all times while on school property. Parents/visitors must have a scheduled appointment to proceed elsewhere in the building.

Parents/visitors who would like to have lunch with their child should notify the teacher by a note or e-mail no later than the morning of the visit. Any parent who arrives at school and has an urgent reason to visit their child's classroom must receive verbal permission from the principal. Any visitor who refuses to follow these procedures or causes a disruption will be asked to leave the property and will risk the loss of future visitation.

Students are not permitted to bring relatives or friends to school to visit. Any children visiting the school must be accompanied by a parent.

### **OLWEUS BULLY PREVENTION PROGRAM**

The OLWEUS Bully Prevention program was introduced in the 2011-12 school year. We will continue efforts to stamp out bullying in our school. Bullying means any aggressive and unwanted behavior that is intended to harm, intimidate, or humiliate the victim; involves a real or perceived power imbalance between the aggressor or aggressors and victim; and is repeated over time or causes severe emotional trauma. Bullying includes cyber bullying. "Bullying" does not include ordinary teasing, horseplay, argument or peer conflict. Through a focus on positive character virtues, our school's anti-bullying rules are:

1. We will not bully others.
2. We will try to help students who are bullied.
3. We will try to include students who are left out.
4. If we know someone is being bullied we will tell an adult at school and an adult at home.

Please help us to reinforce these rules at home and school in order to provide a safe and secure school environment free from intimidation and hurt.

## STUDENT COMPLAINT PROCEDURE

The following complaint procedure is established to report suspected discrimination or harassment:

- A. Suspected discrimination or harassment should be reported using the “Report of Discrimination” form (JBA, P. 5) or the “Report of Harassment” form (JFHA-F) within 15 school days of the occurrence and given to a school staff member, the building principal, or the Compliance Officer.
- B. An investigation will be conducted that should generally be completed within 14 school days\*. Written receipt of the complaint will be provided. A written report will be given to the Superintendent.
- C. The Superintendent shall issue a decision in writing to the complainant within 5 school days of receiving the report.
- D. An appeal of the Superintendent’s decision may be given to the School Board within 5 school days of receiving this decision. The School Board will make a decision regarding the appeal within 30 calendar days.

Complaints should be submitted in writing to the Compliance Officer or Alternate Compliance Officer, 6 Schoolhouse Rd., Washington, VA 22747. The full policy of GB and GBA can be found on the RCPS website at <http://www.rappahannockschools.us> by clicking on School Board, then click policies, then click section G (personnel).

## GRADE PLACEMENT

Grade placement of six year old students entering school for the first time is at the discretion of the school staff, and will be determined by the child’s readiness and academic skills. Students transferring from another school to RCES will be placed in the grade level determined by placement in the previous school and recommendations of instructional staff based on local testing and previous achievement.

## GRADING SCALE

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

Class Grade	Letter Grade
97-100	A+
93-96	A
90-92	A-
87-89	B+
83-86	B
80-82	B-
77-79	C+
73-76	C
70-72	C-
67-69	D+
61-66	D
60 and below	F

## **REPORT CARDS**

The purpose of the report card is to give the parents a report of the progress that their child has made during that reporting period. In grades K-7, report cards are issued every nine weeks. Each parent should examine the report card carefully and contact the teacher for a conference to discuss any questions concerning the child's progress. Each report should be signed by the parent before it is returned to school. If a report card is lost or damaged beyond use, a new one can be issued by the office.

## **PARENT / TEACHER CONFERENCES**

Conferences will be scheduled on October 5 and then again on March 1. We hope that parents take this opportunity to talk with teachers concerning their child's progress in school. Parents are also urged to contact teachers when any other concerns or questions arise during the school year.

## **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 Main 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.

## **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.

## **HONOR ROLL**

The staff members of RCES believe that academic achievement should be recognized. In an effort to encourage achievement, an A honor roll and an A-B honor roll will be published and displayed each grading period for grades 4-7. The A honor roll requires that the student have all A's in the graded subject areas for that marking period. The A-B honor roll requires that the student have all A's and/or B's in the graded subject areas for that marking period.

## PROMOTION / TRANSFER DECISIONS

Students are promoted to the next grade at the end of the school year based on their academic progress and mastery of grade level standards. In the event that a student is experiencing academic difficulty, parents will be invited to meet with teachers. Options for the student's placement in the next grade level will be discussed and decided based on the best interests of the student.

### 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 re-evaluated and re-assessed in an appropriate manner. Remediation will be given to students in class, resource periods, or other times scheduled by the teacher and student.

In grade 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.*

## **ELECTRONIC DEVICES/CELL PHONES**

Electronic devices are not allowed to be used during the school day and should not be visible. The RCES administration strongly discourages students from bringing these electronic devices to school as a security precaution. **Pictures and/or videos may not be taken at school.** RCPS does NOT accept responsibility for the loss of or damage to personal electronic devices. **Students may possess cell phones but student cell phones must remain out of sight and turned off during the academic school day unless used for instructional purposes with teacher permission.** Cell phones that are a disruption to instruction may be confiscated from the student and returned only to the student's parent. School phones will continue to be available for students to call parents for legitimate reasons. A student who violates the cell phone usage policy at school has a diminished expectation of privacy.

## **MOMENT OF SILENCE**

The Rappahannock County School Board recognizes that a moment of silence before each school day prepares students and staff for their respective work on school days. Therefore, each teacher shall observe a moment of silence at the beginning of the first class of each school day. The teacher responsible for each class shall make sure that each student remains seated and silent and does not disrupt or distract other students during the moment of silence. The moment may be used for any lawful silent activity, including personal reflection, prayer and meditation. However the teacher responsible for each class shall not influence, in any way, students to pray or meditate during the moment of silence. Students and employees are prohibited from praying aloud during the moment of silence.

## **SCHOOL RECORDS**

Requests for school records to be sent to other school divisions should be directed to the main office at RCES. A copy charge of \$.25 per page may be required for any additional copies of records. Requests for review of school records should be directed to the elementary school principal for students in grades Pre-K through 7.

Parents of students, or eligible students, may inspect and review the student's education records without unnecessary delay and before any meetings regarding an IEP or hearing involving a student with a disability. Parents or eligible students should submit to the principal a written request which identifies as precisely as possible the record or records he or she wishes to inspect. Further, parents shall have a right to a response from the school division to reasonable requests for explanations and interpretations of the education record.

Other details of the Student Record Procedure, such as challenging information, disclosing information, destroying records, the cost of copying, etc., may be obtained by any parent or eligible student by requesting a copy of the procedure from the school principal.

## MONEY

Students should bring to school only the amount of money needed for that school day. Students are responsible for their own money. Unless related to a school function or activity, there is to be no buying or selling of items at school. Teachers are not and cannot be responsible for lost or stolen money. Money will not be loaned by the office staff, and should not be borrowed from other students.

## SNACKS / MEALS

RCES 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 will be sent in the back to school packets and are also available in the 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-\$1.30      Reduced-\$0.30      Adult-\$2.30

\*Kindergarten and first grade will have a combined breakfast and snack time.

Lunch:            Full Price-\$1.95      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.**

## STUDENT INSURANCE

Student accident insurance is available for anyone wishing to participate. The fees for the current school year are included in your child's back to school package.

## TEXTBOOKS

Books will be signed out by parents, and students/parents are responsible for returning these books at the end of the school year in the same condition, taking into account normal wear. All students will be assigned appropriate textbooks for use at school. Parents may request an additional copy of a textbook for use at home.

# SCHOOL CLINIC

Our school nurse is committed to a safe and healthful school environment that facilitates learning. The following sections of this handbook address health issues.

## ACCIDENTS AND ILLNESS

Any student who becomes ill or is injured at school will be brought to the clinic for appropriate care. Children are permitted to leave school only with permission of a parent. All children leaving school must be signed out in the office. Children must stay home until fever and vomiting have stopped for 24 hours before returning to school.

Parents or guardians of any student who becomes seriously ill or is involved in an accident while at school will be notified immediately and, if necessary, the student will be transported to a hospital emergency room as the individual case may require. In order to prevent delay in an emergency, please notify the school office immediately if you have a change of address or telephone number. **We must have an emergency contact person for each child enrolled in school.**

## CHRONIC ILLNESS

The clinic will be available during school hours to any child who has a chronic illness that requires special attention. Nebulizer machines are available for use in the clinic for those students who require breathing treatments at school. Families are asked to provide tubing, medication and the doctor's orders for the treatments. If your child has other special health needs, please don't hesitate to see the school nurse.

## MEDICATION

All medications must be brought to school by a parent or guardian. No medication is allowed on school buses. This includes over-the-counter medications (Tylenol, cough syrup, cough drops, Benadryl, etc.) as well as prescription medications. In the event medication is sent to school with a student, the parent or guardian will be notified by telephone that the medicine will not be administered by school staff. **Any student found to possess over-the-counter or prescription medication may be subject to disciplinary action according to school division policy on illegal substances. Please refer to the Student Code of Conduct for specific disciplinary actions.**

**Commonly used over-the-counter medications may be given to a student only with written permission from the parent or guardian. Such permission shall include the name of the medication, the required dosage and the time the medication 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. Medication in a container other than the original container will not be accepted.**

If a student is taking any medication, prescription or non-prescription, a note similar to the one in the section entitled, "Request for the Administration of Medicine" (p. 23), should be brought to school with

the medicine by a parent or guardian. If it is a non-prescription medication, simply write “non-prescription” in the blank for “Doctor’s Name”. Any prescription medication that is to be given daily at the school must be in the prescription bottle, with the current prescription label. (The first dose of any newly prescribed medication must be given by the parent.)

## **SELF-ADMINISTRATION OF ASTHMA MEDICATION**

Students with a diagnosis of asthma are permitted to possess and administer inhaled asthma medications 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 the following conditions must exist:

- **written parental consent form** indicating that the student may self-administer inhaled asthma medication must be on file with the school (you may request this form from the school nurse).
- written notice from the student’s primary care provider must be on file with the school, indicating the identity of the student, stating the diagnosis of asthma and approving self-administration of inhaled asthma medications 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 must be prepared, including emergency procedures for any life-threatening conditions; and
- information regarding the health condition of the student must be disclosed to school board employees complying 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 medication will be effective for a period of one school year, and must be renewed annually. However, a student’s right to possess and self-administer inhaled asthma medication may be limited or revoked after appropriate school personnel consult with the student’s parents.

## **FOOD ALLERGIES AND EPI-PEN REQUIREMENTS**

Anaphylaxis is a severe systemic allergic reaction caused by exposure to allergens. This results in a rapid onset of symptoms that can be fatal. Common allergens that can cause an allergic reaction are: fish, shellfish, milk, tree nuts, eggs, peanuts, soy and wheat. Also included are: latex, insect venom, medications, and animal dander. An allergic reaction can last for up to two hours after coming into contact with the allergen.

Rappahannock County Public Schools follows the state requirement of having two doses of auto-injectable epinephrine, or assigned stock epinephrine in each of our schools. It will be administered by a trained staff member to any student that is believed to be experiencing an anaphylactic reaction at school during the academic day. *The Code of Virginia* (§8.01-225) provides civil protection for employees of a school board who are appropriately trained to administer epinephrine.

Parents of students with known allergies that are life threatening and/or can cause anaphylaxis need to provide the school, on an annual basis, with orders for the student written by the student’s health care provider, and the necessary medical supplies, to include two Epi-Pens- one to be kept with the student

and one to be kept in the school clinic. Upon the administration of an Epi-Pen to a student while at school, emergency services will be called and the parent will be notified.

FAAN, 2012.

## **CONTAGIOUS DISEASES**

School Law 22-249 of the Code of Virginia reads in part, “Persons suffering with contagious or infectious disease shall be excluded from the public schools while in that condition”. Parents will be notified to pick up children who show symptoms of contagious disease. Parents are asked to keep children at home if they show symptoms of contagious illness for the protection of the other children. Some examples of contagious diseases are: pinkeye, ringworm, chicken pox, Fifth disease and strep throat. Please do not send your child to school if they exhibit symptoms of these diseases

## **LICE**

The following procedure is one that we hope will help control the occurrence and spread of head lice in the school. Please note the following lists:

### Procedure Followed When a Case of Head Lice is Detected:

1. The nurse checks the child’s siblings.
2. The nurse telephones the parent of the affected child. She counsels the parent regarding treatment of the child and home. This is repeated when the parent arrives at school to pick up the child. Parent and child are told that the child must come directly to the clinic when returning to school. It is requested that the child bring, as evidence of treatment, the box from the anti-lice shampoo. If the child does not come to the clinic, the nurse finds and checks the student. **\*The child(ren) should be nit free before returning to school.**
3. The nurse checks the entire class.
4. The principal is notified, and a letter is sent home that day with every child in the affected grade level so parents can check at home.

### Other Steps That May Be Taken:

1. Children may be instructed to keep their coats on the backs of their chairs or in backpacks.
2. Cloth items from the classroom may be sent home to be washed or bagged.
3. Carpets are vacuumed daily, with particular care given to affected classrooms.

Rappahannock County

Elementary School

Request for the Administration of Medication

I request that the school nurse or other trained staff member at Rappahannock County

Elementary School give my child: \_\_\_\_\_  
(Name of child)

The medication prescribed by: \_\_\_\_\_  
(Doctor's Name)

The Name of the Medication Prescribed: \_\_\_\_\_

The Dosage and Time to be given: \_\_\_\_\_

How long will the medication will be given at school: \_\_\_\_\_

All year: \_\_\_\_\_ yes OR Until Completed: \_\_\_\_\_ (Date)

\*\*\* All medication will be furnished by me in the prescription labeled container supplied by the pharmacy. It must be current and contain the prescribed dosage of medication. I must bring the medication to the school nurse. Students are not allowed to have medications in their back packs, on the school buses, or in their lunch containers.

Signature of parent/guardian: \_\_\_\_\_ Date: \_\_\_\_\_



**Rappahannock County Elementary School  
34 Schoolhouse Road  
Washington, Virginia 22747  
(540) 227-0200**

**Ben Temple, Principal**

**Dawn Phillips, Administrative Assistant**

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 next page, if you think your child may be displaying 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](http://www.feast-ed.org)
- National Eating Disorders Association  
[www.nationaleatingdisorders.org](http://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](http://www.doe.virginia.gov/support/health_medical/index.shtml), under the section titled, Eating Disorders

**Sincerely,**

**RCES Principal**

**Please address any questions to:**

**540-227-0200**

**Candace Lamma, Guidance Counselor x 3005**

**Linda M. Torrance, RN, BSN, School Nurse x 3012**

# 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 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.

Eating disorders affect both males and females of all ages.

## 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)

## 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

### 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

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.

## STUDENT CONDUCT EXPECTATIONS

Students are expected to conduct themselves in an orderly, courteous, dignified and respectful manner at all times. Each student should place personal emphasis on the development of self-respect, respect for others and respect for property.

Please consult the **RCES Code of Student Conduct** for a detailed explanation of conduct expectations.

## 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. This code applies to all students in Rappahannock County Elementary 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

- All students are to wear clothing that conceals the chest, midriff, and back.
- Shorts, skirts, and dresses must **not** be shorter than student's fingertips when arms are resting at side.
- Students will not wear any of the following:
  - ◇ Tube tops/halter tops
  - ◇ Shirts with excessive arm openings
  - ◇ Bare midriff outfits
  - ◇ Blouses that are strapless or have spaghetti straps (Shirt straps must be a minimum of 2" wide.)
  - ◇ Clothing that has rips or tears above the knee
  - ◇ Hat/head coverings
  - ◇ 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
- Students will wear shoes at all times.
- Students will not wear clothing so that underwear is visible.
- Exposed sports bras are considered inappropriate attire while at school (during and after regular hours).
- 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.

- A student may be assigned time in the behavior management room at the administrator's discretion.
- **NOTE FOR P.E. STUDENTS:** Facial piercings are not permitted during P.E. classes as this poses a safety hazard to the individual student and others.

## **SEARCH AND SEIZURE**

To maintain order and discipline in the school and to protect the health, safety and welfare of students and school personnel, school officials may conduct a search of a student. A student's person and / or personal effects (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. If a search is conducted, it will be conducted in private by a school official with an adult witness present.

## **JUNIOR PANTHER ATHLETIC PROGRAMS**

Students in grades 6 through 8 may participate in the Junior Panther Athletic Program provided they meet the eligibility requirements set by the Rappahannock County Public Schools Athletic Department. Specific details concerning all Junior Panther Athletic policies can be found in the *Junior Panther Athletic Handbook* available through the Rappahannock County Public Schools Athletic Director, located at the Rappahannock County High School.

## **FIELD TRIPS**

Each student must have written permission from his or her parent or guardian to go on any field trip. All students should conduct themselves as representatives of the school and follow guidelines including code of conduct as if they were on school grounds. Students are allowed to go on field trips under the condition that their daily classroom behavior is acceptable to their teachers and the administrative staff.

Any parent wishing to chaperone a trip must follow the guidelines set for selection to be a chaperone. Chaperones must follow all school rules on field trips.

## **FIRE DRILLS / EMERGENCY EVACUATION**

1. When the fire alarm sounds, everyone is to leave the building.
2. As soon as the signal sounds, all work stops, students leave materials on their desks, and evacuate the building as quickly as possible.
3. Windows should be closed and shades raised to above the first pane. The door should be closed and the teacher should be the last to leave, taking the class roll outside to take attendance.
4. The teacher will check immediately to be sure that all children are present in line. If someone is missing, notify an administrator immediately.
5. Order must be maintained. Absolutely no running, horseplay or excessive noise is allowed.
6. Everyone should be beyond danger and out of the path of emergency vehicles.

7. Be alert for necessary changes in course of action.
8. We return to the building only after a bell signal.
9. In an actual emergency, only the fire chief can authorize return to the building.

Always assume that an alarm signals a real emergency and proceed accordingly.

In addition to regular fire drills, students will participate in earthquake, tornado, and lockdown drills. These drills occur less frequently as mandated by the state. Procedures and expectations are reviewed with students before these drills occur. Please note that parents are not contacted prior to these drills. The purpose of the drills is to practice procedures and expectations so that students remain safe in the event of an emergency.

## **PERSONAL BELONGINGS**

All personal belongings brought to school (such as coats, sweaters etc.) should have names placed in them. Teachers cannot be held responsible for lost or stolen items.

Students must not bring radios, tape/cd/dvd players, toys, water pistols, laser pointers, iPods, mp3 players, digital cameras, trading cards, game cards, etc., to school. These items are disruptive and may be taken from children in the interest of preserving the educational environment.

**Note-** Use of personal electronics to record (voice and/or audio) self or others is strictly prohibited. See the *Student Code of Conduct* for more information.

## **LIBRARY PROCEDURES**

All students in grades K-7 visit the library once a week for checkout either as an exploratory class or with a classroom teacher. Pre-K and Headstart students come to the library every other week for checkout. During class visits to the library, students will listen to a story, practice library skills, and checkout books. Students in grades 6-7 visit the library primarily for checkout only. If you have an overdue book, you may not checkout another book until it is returned. Students may visit the library, with permission from their teacher, should a need arise on a day that is not their regularly scheduled library time. If a book is lost or damaged it must be paid for in the form of a check made payable to RCES or with exact cash. The payment is refundable if a lost book is found and returned in good condition before the last day of the current school year.

## ACCEPTABLE USE OF THE INTERNET

Students shall abide by the Rappahannock County School Division's *Acceptable Internet Use Policy and Regulations*. Forms requiring parent and student signatures, and offering further detail regarding internet use, will be distributed at each school.

### Acceptable Computer System Use

*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.

In order to access the school division computer network, each employee, student and parent/guardian of each student are required to read the Acceptable Computer Use Policy, sign and return the attached

signature page. If you have any questions about this document, please contact your supervisor or your child's principal.

### **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.

### **From the Code of Student Conduct:**

#### **UNAUTHORIZED USE OF COMPUTER TECHNOLOGY AND ELECTRONIC DEVICES**

Any student who fails to comply with the terms of the Acceptable Use Policy may lose system privileges, and student may be disciplined in accordance with the Code of Student Conduct or other school board policies and division regulation governing student discipline. Student may also be the subject of appropriate legal action for violation of these policies or regulations. This includes the misuse of computers or other electronic devices whether they are school owned or personal devices.

## **PARENTAL RESPONSIBILITY** (excerpted from the Code of Virginia)

**The following information reflects Virginia Code requirements.**

**We value the support that the parents in our school community lend to the educational process. \*\* Please sign and return the Parental Statement of Receipt of Notice that is included in your “Back to School” day packet.**

### 22.1-279.3 Parental Responsibility and Involvement Requirements.

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 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.

B. A school board shall provide opportunities for parental and community involvement in every school in the school division.

C. 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 and (ii) a copy of the school board’s standards of student conduct. These materials should 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 and the notice of the requirements of this section. Each school shall maintain records of such signed statements.

D. The school principal may request the student’s parent to meet with the principal or his designee to review the school board’s standards of student conduct and the parent’s responsibility to participate with the school in disciplining the student and maintaining order, and to discuss improvement of the child’s behavior and educational progress.

E. In accordance with 22.1-227 and the guidelines required by 22.1-278, the school principal may notify the parents of any student who violates a school board policy when such violation could result in the student’s suspension, whether or not the school’s administration has imposed such disciplinary action. 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 (iii) that, if the student is suspended, the parent may be required to accompany the student to meet with school officials.

F. 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.

G. 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, 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 the 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 (i) the student or his parent to participate in such programs or such treatment as the court deems appropriate to improve the student’s behavior or (ii) the student or his parent to be subject to such conditions and limitations as the court deems appropriate for the supervision, care or rehabilitation of the student or his parent. In addition, the court may order the parent to pay a civil penalty not to exceed \$500.00.

H. 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 governing body to support programs or treatments designed to improve the behavior of students as described in subdivision 3 of subsection G. 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.

I. 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.

