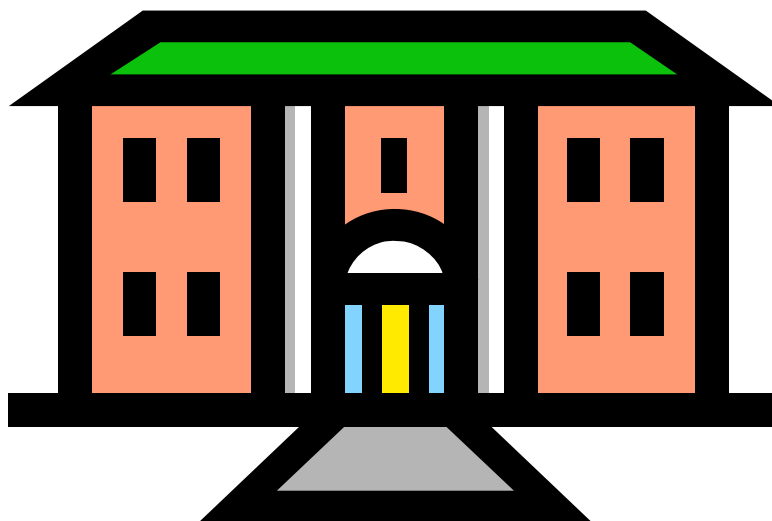


ROCKINGHAM COUNTY PUBLIC SCHOOLS

2009-2010 Parent-Student Handbook of Selected Policies and Administrative
Procedures for Grades K-12



SIX PILLARS OF CHARACTER

RESPECT
TRUSTWORTHINESS
FAIRNESS
CARING
RESPONSIBILITY
CITIZENSHIP



TABLE OF CONTENTS

Absences/Excuses/Dismissals (Student)	8
Access to Students and Student Records	62, 77, 79
Alcohol in Schools	31
Animals/Pets	15
Annual Notice for Student Records	77
Annual Notice (Special Education)	2
Bus Safety and Discipline.....	4
Cell Phones and Other Electronic Devices	37
Challenge (Gifted) Program	88
Challenged Materials	15
Child Abuse and Neglect Reporting	16
Civil Rights Certificate	1
College Courses for Credit	17
Computer (Use by Students)	9
Conduct (Student)	18, 22
Diploma Requirements	6
Distribution of Nonschool Materials	30
Dress Code	29
Drugs in School	31
Emergency Closings and Delays	4
Enrollment/Screenings.....	3
Equal Educational Opportunities	37
Fees, Fines, and Charges (Student).....	39
Food and Nutrition Services	89
Foreword	2
Fundraising and Solicitation	40
Grading, Promotion, Reporting Student Progress	40
Graduation Requirements	42
Guidance and Counseling Program	44
Hazardous Material	46
Homeless Children	93
Homework	46
Immunization.....	97
Internet Privacy	48
Locally Verified Credit.....	61
Make Up Work During Suspension	48
Media Release Form.....	100
Medicines (Administering to Students)	12
Minute of Silence	49
Parental Rights and Responsibilities	49
Parent and Student Signature Page	101
Parent Authorization for Administration of Medication	14
Parental Affirmation Regarding Previous Student Suspension/Expulsion.....	82
Procedure for Head Lice Control.....	5
Prosecution of Juveniles As Adults for Certain Crimes.....	5
Publications (Student).....	50
Request for Directory Information From High Schools.....	99
School Performance Report Card & “No Child Left Behind” School Results.....	88
School Procedures for Disciplinary Action	18, 28
Search and Seizure (Student).....	51
Sex Offender Registry Information	94
Sexual Harassment	54
Sportsmanship, Ethics and Integrity	59
Student Assistance Services	46
Student Organizations (Secondary Schools)	83
Student Records.....	62, 77, 79
Student Wellness	91
Suspension/Expulsion (Student)	18, 28
Testing of Students	59
Textbooks, Fees, and Other Charges	3
Tobacco-Free School for Staff and Students	80
Use of Cameras on School Property	37
Videotaping of Students	85
Visitors to Schools/Trespassing.....	86
Weapons in School	87

Dear Parent:

We are fortunate in Rockingham County to have an excellent school system. Our success is a result of you, the community, and the school system sharing the responsibility of children you place in our care. As partners, our most important responsibility is to educate our students for the world of tomorrow.

To educate for tomorrow, we need to provide effective instruction and proper supervision to ensure our children's academic growth, safety, and well-being. This booklet contains important information related to policies and procedures for parents and students. We request that you read the material and discuss it with your child. If you have any questions, please contact your school principal or me at any time. Good communication is essential for our success.

I hope your child's experience will be positive and I promise to do all that I can to ensure his or her success.

Sincerely,

A handwritten signature in cursive script that reads "Carol S. Fenn".

Carol S. Fenn, Ed.D.
Division Superintendent

CIVIL RIGHTS CERTIFICATE

ASSURANCE OF COMPLIANCE WITH TITLE VI OF THE CIVIL RIGHTS ACT OF 1964, SECTION 504 OF THE REHABILITATION ACT OF 1973, TITLE IX OF THE EDUCATION AMENDMENTS OF 1972, AND THE AGE DISCRIMINATION ACT OF 1975

The applicant provides this assurance in consideration of and for the purpose of obtaining Federal grants, loans, contacts (except contracts of insurance of guaranty), property, discounts or other Federal financial assistance to education programs or activities from the Department of Education.

The applicant assures that it will comply with:

1. Title VI of the Civil Rights Act of 1964, as amended, 42 U.S.C. 200d et seq, which prohibits discrimination on the basis of race, color, or national origin in programs and activities receiving Federal financial assistance.
2. Section 504 of the Rehabilitation Act of 1973, as amended, 29 U.S.C. 794, which prohibits discrimination on the basis of handicap in programs and activities receiving Federal financial assistance.
3. Title IX of the Education Amendments of 1972, as amended, 20 U.S.C. 1681 et seq, which prohibits discrimination on the basis of sex in education programs and activities receiving Federal financial assistance.
4. The Age Discrimination Act of 1975, as amended, 42 U.S.C. 8101 et seq, which prohibits discrimination on the basis of age in programs or activities receiving Federal financial assistance.
5. All regulations, guidelines, and standards lawfully adopted under the above statutes by the United States Department of Education.

The applicant agrees that compliance with this Assurance constitutes a condition of continued receipt of Federal financial assistance, and that it is binding upon the applicant, its successors, transferees, and assignees for the period during which such assistance is provided. The applicant further assures that all contractors, subcontractors, subgrantees or others with whom it arranges to provide services or benefits to its students or employees in connection with its education programs or activities are not discriminating in violation of the above statutes, regulations, guidelines, and standards against those students or employees. In the event of failure to comply the applicant understands that assistance can be terminated and the applicant denied the right to receive further assistance. The applicant also understands that the Department of Education may at its discretion seek a court order requiring compliance with the terms of the Assurance or seek other appropriate judicial relief.

The person or persons whose signature(s) appear(s) below is/are authorized to sign this application, and to commit the applicant to the above provisions.

01/13/09

Date



Authorized Official(s)

Rockingham County Public Schools

Name of Applicant or Recipient

100 Mount Clinton Pike

Street

Harrisonburg, VA 22802

City, State, Zip Code

FOREWORD

This handbook contains selected policies or excerpts from policies that pertain to students in all Rockingham County Schools. These policies have been adopted by the Rockingham County School Board for supervision of the public schools in accordance with the Code of Virginia, Standards of Quality, and Standards for Accrediting Public Schools.

A complete copy of the school division's policy manual is available for review by employees, students, parents, and the public in the library of each school, the principal's office, and the superintendent's office. The policy manual is available online at the internet address [www.rockingham.k12.va.us/...](http://www.rockingham.k12.va.us/) see "site index" for policy manual.

If the abbreviated policy statements in this handbook raise any question on the part of the reader, the complete policy is available at your local school or online.

ANNUAL NOTICE (SPECIAL EDUCATION)

All residents of Rockingham County from the ages of two to twenty-one, inclusive, who have a disability and are in need of special education services shall receive a free and appropriate public education (FAPE) within the least restrictive environment. Students otherwise eligible must have attained age two and not have exceeded age twenty-one by September 30. FAPE is provided to all identified persons with disabilities who live in Rockingham County or who have been placed by their parents in a private school located within the Rockingham County jurisdiction.

Programs and services are provided to persons identified as having autism, deaf-blindness, developmental delay, hearing impairment, intellectual disabilities, multiple disabilities, orthopedic impairment, other health impairment, emotional disabilities, specific learning disabilities, speech or language impairment, traumatic brain injury, or a visual impairment.

Because special education services attempt to prepare students with disabilities to live and work in society, such students are educated with their peers to the maximum extent appropriate. Effort is made to place the student in the least restrictive environment. In determining the most appropriate setting, each student is considered on an individual basis. The Rockingham County Public School system provides a continuum of alternative placement options and services to meet the varying needs of disabled students.

A Special Education Advisory Committee (SEAC) advises the county schools on the needs of special education in Rockingham County. Members of the Special Education Advisory Committee are available to assist those seeking information concerning special education.

The Special Education Advisory Committee meetings for the 2009-2010 school year will be held at 7:00 p.m. at the following location:

October 21, 2009	Rockingham County Public Schools Central Office
November 18, 2009	Rockingham County Public Schools Central Office
March 17, 2010	Rockingham County Public Schools Central Office
April 21, 2010	Rockingham County Public Schools Central Office

Persons interested in more information about special education or in making referrals should contact the Director of Pupil Personnel Services, Rockingham County Public Schools, at 564-3228. Public comment is welcomed and encouraged.

ENROLLMENT/SCREENINGS

First time enrollees must present a birth certificate, social security number, residence address and highway number of the home in addition to post office box address when applicable, physical examination (when applicable) and required immunizations. Kindergarten serves only those children who will reach their fifth birthday on or before September 30 of the school year.

All students, within 60 (sixty) administrative working days of initial enrollment in a public school in Virginia, shall be screened in the following areas to determine if formal assessment is indicated; speech, voice and language; vision and hearing. All students through grade 3 shall also be screened in the area of fine and gross motor functions. Vision and hearing screenings are conducted for all students in grades 3, 7, and 10.

Parents of a student in grades 5-10 may request a scoliosis screening by the school nurse at any time. The purpose of scoliosis screenings is to detect signs of spinal curvature so that the need for treatment may be determined. Scoliosis, the most common spinal abnormality, is a side-to-side curve of the spine. It is usually detected in childhood or early adolescence. Most cases of spinal curvatures are mild and require only ongoing observation by a physician after the diagnosis has been made. Mild curvatures are often noticeable only to those trained in detecting spinal abnormalities. Others may become progressively more severe as the child continues to grow. Early treatment may prevent the development of a severe deformity which can later affect the health and appearance of the child.

TEXTBOOKS, FEES, AND OTHER CHARGES

Students may be charged an instructional materials fee in accordance with the guidelines established in the principal's office.

Textbooks are provided to all students free of charge.

Students will be charged the following fee for consumable materials and supplies for the current school year.

Elementary Schools

Kindergarten	\$25.00
Grades 1-5	\$15.00

Middle Schools

Students will be charged a \$10.00 fee for consumable materials and supplies used in all classes
Locks - buy at cost or rent (school option)
Gym Suit - buy at cost
Class/Club dues (school option)

High Schools

Students may be charged materials fees for consumable materials and supplies used in a class.
Advanced Placement (AP) classes - student pays at time of exam if he/she elects to take the optional AP exam
Locks - buy at cost Gym Suit - buy at cost Student Parking ... (\$10.00)
Class/Club dues (school option)

For each High School, the following fees also apply: (1/2 fee per semester class)

1. Agriculture classes \$25.00 each
2. Art/Craft classes \$25.00 each
3. Technology Education classes .. \$25.00 each
4. Computer classes \$10.00 each
5. Non-text classes \$10.00
6. Work-Family Studies \$25.00
7. Behind-the-Wheel Driver Education: (if applicable)
 - a. The fee is \$250.00 per student
 - b. Free Lunch Students - \$62.50 (25% of the total fee) – The student must have an active free/reduced application on file
 - c. Reduced Price Students - \$125.00 (50% of the total fee) – The student must have an active free/reduced application on file
 - d. Home-schooled students in Rockingham County - \$250.00 (space available basis only)
 - e. Non-district residents - \$350.00 (space available basis only)

EMERGENCY CLOSINGS AND DELAYS

When conditions require "short notice" changes in the school schedule, announcements will be made over the following radio stations:

WSVA-Radio - 5.50 AM/100.7 FM/96.1 FM
WKCX-Radio - 1300 AM
WHBG-Radio - 1360 AM
WBTV-Radio – 1470 AM
WKCX - 104.3 FM
WAZT -TV-Channel 14 (Cable)
LA GRAN D – 105.1 FM Radio
WHSV-TV - Channel 3, 11

WMRA-Radio- 90.7 FM
WBOP-Radio - 106.3 FM
WSIG-Radio - 79 AM/97 FM
WVIR-TV - Channel 29
WACL-Radio - 98.5 FM
WTON- 1240 AM
WINA - 1070 AM
WMXH/WRAA 105.7 FM/1330 AM

Also, see our webpage at www.rockingham.k12.va.us/ for weather-related announcements.

Parents and students should not call schools, school officials, or radio stations to find out if schools are being closed. Telephone lines must be kept open to enable schools and radio stations to receive notification of school closings.

BUS SAFETY AND DISCIPLINE

When a student is on the bus, he/she is under the direct supervision of the driver and must obey him or her. The bus driver has the authority to assign seats to students as a disciplinary action. Any student involved in more serious rules infractions or repeatedly involved in more serious infractions will be referred to the school principal for disciplinary action. This action may include loss of the privilege of bus transportation. All buses are equipped with video equipment for the purpose of monitoring student behavior. A copy of the school transportation regulations is sent home at the beginning of each year.

PROCEDURE FOR HEAD LICE CONTROL

1. The teacher observes that a student may be infected with pediculosis, and reports the perception to the principal.
2. The principal/designee examines the child to determine the presence of pediculosis.
3. If the child is infected, the parent(s)/guardian(s) are called to take the child out of school.
4. If the parent(s)/guardian(s) cannot be reached, the principal places the child in isolation immediately.
5. The principal notifies the school nurse of the pediculosis findings.
6. The nurse or school designee advises the parent(s)/guardian(s) of the appropriate treatment in writing.
7. The nurse/school designee examines peers of the child and other students in close contact with the infected child.
8. The principal will be responsible for notifying the nurse of feeder schools where contact may have been made with the infected child.
9. Upon reentry to school, the child will be examined by the principal/designee to determine if the child has been treated and is nit free.
10. In cases of persistent and/or recurring infection or parental noncompliance with the written instructions for treatment, the parent(s)/guardian(s) shall be required to obtain a certificate from the public health department that the child is nit free as a condition for return to school.

PROSECUTION OF JUVENILES AS ADULTS FOR CERTAIN CRIMES

The Virginia General Assembly passed a law requiring that local school boards provide information to students about the laws regarding the prosecution of juveniles as

adults. Further, the law requires that the information be developed by the Office of the Attorney General (Section 22.1-279.4 of the Code of Virginia). This law went into effect on July 1, 1997. The following information has been developed with the Office of the Attorney General. Essentially, the law permits, under certain circumstances, juveniles to be prosecuted as adults.

There are significant differences on the impact of going through the criminal justice system as a juvenile and going through as an adult. In the traditional juvenile system, a juvenile is given additional protections because of their youth. First, issues related to the charge and conviction of a crime may be confidential and therefore may not be available to the public. Second, the juvenile's criminal record is erased, following a period of time, when the juvenile becomes an adult. Third, a juvenile who is convicted remains in the juvenile system where a judge has a lot of freedom to determine the punishment/ consequence to be imposed. In the

juvenile system the emphasis is on treatment and education. In contrast, if a juvenile is prosecuted as an adult (1) the issues and information related to the charge and the conviction of a crime are part of the public record; (2) the information is part of an adult criminal record and is therefore never erased when the juvenile becomes an adult; and (3) the juvenile is subject to the sentencing guidelines which are imposed in the state system. These guidelines provide for minimum sentencing requirements and do not provide the judge with freedom in imposing a punishment; however, the circuit court judge does have the discretionary power to commit the juvenile to the juvenile system even if prosecuted as an adult.

DIPLOMA REQUIREMENTS

Standard Diploma

English	4 units
Mathematics	3 units
<i>(at or above the level of Algebra and including two different courses from among Algebra I, Geometry, Algebra II or others above Algebra and Geometry)</i>	
Science	3 units
<i>(must include two different disciplines from among Earth Science, Biology, Chemistry or Physics)</i>	
History/Social Science	3 units
<i>(must include U. S. and Virginia History, U. S. and Virginia Government, and one of a variety of World History/Geography options)</i>	
Physical Education & Health	2 units
Fine or Practical Arts	1 unit
Electives	<u>6 units</u>
Standard Units of Credits Required	22 units

**For students entering 9th grade in 2003-04 and beyond:
Of the total credits shown above, students must earn a minimum of 6 Verified Units of Credit (pass State end-of-course tests).**

- 2 English**
- 1 Mathematics**
- 1 Science**
- 1 History and Social Science**
- 1 Student's Choice**

Of the total credits shown above, students must earn at least two sequential elective credits from a concentration of courses selected from within a specific content or elective program area.

Advanced Studies Diploma

English	4 units
Mathematics	4 units
<i>(at or above the level of Algebra and including three different courses from among Algebra I, Geometry, Algebra II or above Algebra II)</i>	
Science	4 units
<i>(must include three different disciplines from among Earth Sciences, Biology, Chemistry or Physics)</i>	

History/Social Science	4 units
<i>(must include U. S. and Virginia History, U. S. and Virginia Government, and two of a variety of World History/Geography options)</i>	
Foreign Language (or two years each of two languages)	3 units
Physical Education & Health	2 units
Fine or Practical Arts	1 unit
Electives	<u>2 units</u>

Standard Units of Credits Required..... 24 units

For students entering 9th grade in 2000-01 and beyond:

Of the total credits shown above, students must earn a minimum of 9 Verified Units of Credit (pass State end-of-course tests).

- | | | |
|---------------|--------------------|--------------------------|
| 2 English | 2 Science | 2 History/Social Science |
| 2 Mathematics | 1 Student's Choice | |

It is the policy of the Rockingham County School Board to comply with all applicable state and federal laws regarding non-discrimination in employment and educational programs and services. The Rockingham County Public Schools will not discriminate on the basis of race, religion, gender, national origin, disability, economic status, or age as to employment or educational programs and activities.

STUDENT ABSENCES/EXCUSES/DISMISSALS

I. 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. 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. All other exceptions to a full day schedule must be approved on an individual basis by the Superintendent or designee.

II. Compulsory Attendance Procedures

A. Upon Fifth Absence Without Parental Awareness and Support

If (1) a student fails to report to school for a total of five scheduled school days for the school year, and (2) there is no indication that the student's parent is aware of and supports the absence; and (3) 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, either in person or through telephone conversation, by the attendance officer to obtain an explanation for the pupil's absence and to 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.

B. Upon Sixth Absence Without Parental Awareness and Support

If the pupil is absent an additional day after direct contact with the pupil's parent and the attendance officer has received no indication that the pupil's parent is aware of and supports the pupil's absence, the attendance officer shall schedule a conference within ten school days, which must take place no later than the fifteenth school day after the sixth 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.

C. Upon Additional Absence Without Parental Awareness and Support

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 Superintendent who shall enforce the compulsory attendance rules by either or both of the following: (i) filing a complaint with the juvenile and domestic relations court alleging the pupil is a child in need of supervision as defined in § 16.1-228 or (ii) instituting proceedings against the parent pursuant to § 18.2-371 or § 22.1-262. In filing a complaint against the student, the attendance officer shall provide written documentation of the efforts 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, the both parents shall be notified at their last known addresses.

D. Parental Cooperation in Remediating Excessive Unexcused Absences

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 remediating 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 the requirements of § 22.1-258, the attendance officer shall document the school division's compliance with this Code section.

III. Attendance Reporting

Student attendance shall be monitored and reported as required by state law and regulations. At the end of each school year, each public school principal shall report to the Superintendent the number of pupils by grade level for whom a conference was scheduled pursuant to Part II (B) above. The Superintendent shall compile this information and provide it annually to the Superintendent of Public Instruction.

IV. Dismissal Precautions

Students may be dismissed early in the custody of a school employee, the parent or legal guardian, law enforcement officer, social services worker, or other persons with permission from the parent or legal guardian. The burden of proof on the authority of the person to receive the student is on the requesting party. A formal check-out system shall be maintained in each school.

ACCEPTABLE USE POLICY FOR ELECTRONIC INFORMATION, SERVICES, AND NETWORKS

Purpose

Rockingham County Public Schools supports the use of technology for research, communication, instruction, and to provide access to unique resources and opportunities for collaborative work. The use of RCPS computer networks, including Internet access, must be consistent with the educational objectives or work climate of Rockingham County Public Schools and the Virginia Board of Education.

This policy applies to all users of RCPS electronic information, services, hardware, and networks. By using or by accessing Division facilities or services, the user agrees to abide by this policy.

Technology Access

Information technology skills are now fundamental for productive citizens and employees. Access to technology enables students, teachers, and administrators to integrate technology throughout the curriculum. As much as possible, technology resources should direct students to those resources which have been evaluated prior to use. Staff should provide supervision during all Internet activities. Users are accountable for appropriate use of resources.

Internet Safety Component

In accordance with Va. Code § 22.1-70.2, Rockingham County Public Schools requires all students to receive Internet safety training. Internet safety is both taught to and practiced by all students, grades K-12. The RCPS Internet safety program clearly defines roles and responsibilities for all Division stakeholders. A current overview and outline of the Internet safety program is available in digital format at:

<http://www.rockingham.k12.va.us/netsafety/netsafety.htm>

The curriculum provides information concerning stakeholder involvement, including professional development activities consistent with the program's goals and community outreach objectives. Stakeholder needs and assessments are an ongoing process of RCPS technology staff.

Filters in Place

Rockingham County Public Schools will use a filter which seeks to prevent access to pornography as set out in Va. Code § 18.2-374.1:1 or as defined in 18 U.S.C. § 2256, obscenity as defined by Va. Code § 18.2-372 or 18 U.S.C. § 1460, material which the school division deems to be harmful to juveniles as defined in Va. Code § 18.2-390, material that is harmful to minors as defined in 47 U.S.C. § 254(h)(7)(G), and material that is otherwise inappropriate for minors. However, it is recognized that this filter alone is no guarantee that users will not be able to find Internet resources which are profane, offensive, obscene, or otherwise objectionable. In addition, the technology staff reviews and evaluates emerging technologies and their appropriate educational use. School administrators develop procedures for incorporating technology into classroom instruction on a regular basis. Parents and guardians may request alternative activities not requiring Internet use for their minor children.

Student Responsibilities

Students utilizing technology and Internet access must first have the permission of and must be supervised by the Division's staff. Students are responsible for appropriate behavior on-line just as they are in a classroom or other areas of the school. To remain eligible as users, students' use must be in support of and consistent with the educational objectives of the Division. Access is a privilege, not a right. Access requires responsibility.

Prohibited Activities

The following uses of Division computer networks including Internet access are prohibited by any users:

- a. to "hack into" or otherwise access data not intended for the user including, but not limited to, other users' files and administrative data;
- b. to share passwords with others, circumvent the menu/password and/or Internet filtering software installed on Division computers;
- c. to access, upload, download, create or distribute profane, pornographic, obscene, sexually explicit, or illegal material;

- d. to transmit profane, obscene, abusive, sexually explicit, or threatening language that could be characterized as bullying, harassing, or damaging to one's reputation;
- e. to vandalize, damage, or disable the property of another individual or organization including destroying data by creating or spreading viruses or by other means;
- f. to violate copyright or otherwise use the intellectual property of another individual or organization without permission;
- g. to abuse or monopolize technology resources for non-educational use; and
- h. to violate any local, state, or federal law.

The following uses of Division computer networks including Internet access are prohibited by students unless authorized by the RCPS Technology Department:

- a. To access the Division computer network with privately owned laptop computers
- b. To download and/or install software on the Division's computers

Files Not Considered Private

Users should not expect that data stored on RCPS computers will be private. Digital communications and files stored on Division computers are always regarded as property of the Division. Authorized administrators may review files, including but not limited to e-mail and documents, and logs at any time, without reason or prior notice, to maintain system integrity and determine that users are acting in accordance with this policy.

Consequences of Violations

Any violation of Division policy and rules may result in immediate termination of Division provided access to the Internet. Additional disciplinary action may be determined at the building level in keeping with existing procedures and practices regarding inappropriate conduct. Violations of Division policy and rules may result in additional disciplinary action (up to and including suspension or expulsion for students or formal reprimand or dismissal for employees) by the School Board. When and where applicable, law enforcement agencies may be involved.

Security Measures

Current security measures include, but are not limited to: managed networks, firewalls, Internet filters, virus control and monitoring devices. Methods to ensure data and network security are reviewed annually. Problems are identified, evaluated, and addressed.

No Warranties by RCPS

The Rockingham County School Board makes no warranties of any kind, neither expressed nor implied, for the network access it is providing. The Division will not be responsible for any damages users suffer, including, but not limited to:

- a. loss of data resulting from delays or interruptions in service;
- b. accuracy, nature, or quality of information stored on Division media;
- c. accuracy, nature, or quality of information gathered through Division-provided network access;
- d. damage to personal property used to access Division computers or networks or for Division-provided network access; or
- e. unauthorized financial obligations resulting from Division-provided access to the Internet.

ADMINISTERING MEDICINES TO STUDENTS

How School Personnel Administer Medication

1. Prescription drugs may be administered by school personnel only with the prior written permission of the parents and the physician (permission implicit in the original pharmaceutical package), stating the type, dosage, and duration of treatment. The medication must be delivered to the school in the original pharmaceutical package.
2. Nonprescription drugs in the original pharmaceutical package may be administered by school personnel with the prior written permission of the parent(s), stating the type, dosage, and duration of treatment, without written direction or order of a physician. Homeopathic medications similarly may be administered with written parental permission. Nonprescription/homeopathic drugs/medications may not be administered for more than five consecutive school days, during a calendar month, without a physicians order. When any nonprescription or homeopathic substance is requested by parent(s) to be given to a student in a manner that raises immediate substantial concern to the nurse or other dispenser at school, the nurse or dispenser may call the parent or a physician and question the appropriateness of the drug/medication.
3. Be familiar with resources to which substance abuse problems may be referred.
4. Require all students who possess or take any medication or substance at school to have prior written parental permission on file stating the type, dosage, and duration of treatment as described on the attached form.

Student Possession and Self-Administration of Certain Medications

1. Certain students may possess and self-administer inhaled asthma medication or auto-injectable epinephrine during the school day, at school-sponsored activities, or while on a school bus or other school property.
2. The following guidelines must apply:
 - a. written consent of the parent and statement of verification that the student has demonstrated the ability to safely and effectively administer the prescribed medication.
 - b. written notice from the student's primary care provider, medical specialist, licensed physician, or licensed nurse practitioner
 - c. development of an individualized health care plan including emergency procedures to include:
 - (1) identification of the student and diagnosis of medical condition
 - (2) verification that the student has approval to self-administer the prescribed medication
 - (3) specification of the name and dosage of the medication and the frequency in which it is to be administered and the circumstances which may warrant the use of the prescribed medication
 - (4) identification of the symptoms of a reaction to the medication

- d. consultation with parents before any limitations or restrictions are imposed and before the permission to possess and self-administer the medication is revoked;
- e. must be consistent with the purpose of the Virginia School Health Guidelines and the Specialized Health Care Procedures Manual;
- f. disclosure or dissemination of information pertaining to student health condition must be in accord with FERPA;
- g. permission is effective for one school year and shall be renewed annually.

It is the policy of the Rockingham County School Board to comply with all applicable state and federal laws regarding non-discrimination in employment and educational programs and services. The Rockingham County Public Schools will not discriminate on the basis of race, religion, gender, national origin, disability, economic status, or age as to employment or educational programs and activities.

ROCKINGHAM COUNTY PUBLIC SCHOOLS
Parent Authorization for Administration of Medication

I/We, the undersigned parent or guardian of the below-named student, hereby authorize without condition the Rockingham County Public Schools and its employees to allow this student to take for legitimate medicinal treatment of a present medical condition the following described substance. I/We acknowledge that we have reviewed with this student and understand the Substance Abuse Policy of the Rockingham County School Board and that any violation of it may result in the suspension or expulsion of a student. I/We certify that all of the information contained in this authorization is correct and represent to the Rockingham County School Board that its employees may rely upon this authorization until it is withdrawn in writing. I/We release the Rockingham County School Board and its employees from any claim or liability in any way connected with reliance on this authorization, and we promise to indemnify, defend, and hold harmless the Rockingham County School Board and its employees from any claim or liability in any way connected with reliance on this authority.

I request that the following medication be given to my child during the school day:

Name of Student: _____

Name of parent/guardian: _____

Phone Number: _____(home)_____ (work)

Nature of present medical condition requiring medication: _____

Name of medication used to treat medical condition:

Prescription: _____

Prescribing Physician: _____

Non-Prescription: _____

Dosage needed during school day: _____

Time medication is to be taken at school: _____

Beginning Date: _____ Ending Date: _____

Date

Parent/Guardian

Prescription drugs may be administered by school personnel only with the prior written permission of the parents and the physician (permission implicit in the original pharmaceutical package), stating the type, dosage, and duration of treatment.

ANIMALS/PETS

Students, staff, and/or other persons are prohibited from having or releasing any animal and/or pet on any school property without the prior approval of the principal.

Students violating this policy may be subject to disciplinary action under the student suspension/expulsion policy and others as applicable.

PUBLIC COMPLAINT ABOUT CURRICULUM OR INSTRUCTIONAL MATERIALS/CHALLENGED MATERIALS

The Virginia Board of Education places with local School Boards the responsibility for the selection, approval, and use of instructional materials. Despite the care taken in selecting suitable instructional materials, and despite the qualifications and expertise of persons involved in that selection process, it is recognized that occasional objections to materials will be made by the public. It is, therefore, the policy of the School Board to provide channels of communication and a fair procedure for citizens to follow in expressing and resolving concerns about instructional materials used in teaching the curriculum.

Complaints about instructional materials shall be presented in writing using the “Media Complaint Form,” which may be obtained from the principal or the central office. The standard and procedure for review shall be consistently applied in recognition of the respective rights and responsibilities of all concerned. Materials shall be considered for their educational suitability and shall not be proscribed or removed because of partisan or doctrinal disapproval. Challenges which are not resolved at the building level shall be submitted to the superintendent or his/her designee. The decision of the superintendent may be appealed to the School Board or reviewed at the Board’s request. The decision of the Board will be final.

Procedure

A parent or guardian of a student, with whom specific instructional materials are being employed; who challenges the use of such material in a school should be given an explanation of the following procedure for challenged materials.

1. The complainant should be invited to have a conference with the principal and the professional person on the staff responsible for the use of the challenged material to see if the matter can be resolved to the satisfaction of all parties. (If the objection involves more than one school, all steps of the procedure delegated to the principal will be handled by the Assistant Superintendent of Instruction.)
2. If an agreement cannot be reached, the principal should assist the complainant in filing a formal complaint by using the “Media Complaint Form.” The staff person should fill out the “Media Complaint Response Form.”
3. Once the formal complaint has been filed, the principal shall convene and chair a committee including two patrons and three staff members to review the material in question to see if it conforms to the County textbook/materials selection policies. If this committee can agree on a recommendation acceptable to all parties as to the disposition of the challenged materials, the principal will carry out the recommendation of the committee. The principal shall also file a written report of the committee findings with the Superintendent.

4. If the complaint cannot be resolved to the satisfaction of the complainant, principal or staff person, all relevant materials must be forwarded to the Superintendent. A division level committee composed of patrons and staff members shall be convened by the Superintendent or his/her designee to review the materials and the school committee report, and make a recommendation to the Superintendent. This committee shall include (1) one member of the superintendent's parent advisory committee, (2) one parent teacher organization officer, (3) school parent advisory committee member, (4) the principal of the school involved, (5) the assistant superintendent of instruction, (6) the supervisor of media services, (7) a member from librarians association.
5. The Superintendent, after reviewing the report of the division committee, may propose a solution to the problem. If resolution is not reached at this point, the Superintendent will make a recommendation for action to the school board.
6. The school board will make the final decision by instructing the principal to retain, modify, or withdraw the challenged materials.
7. None of these provisions in any respect diminishes the managerial responsibility and authority of the principal/designee to act as the instructional decision making leader of the school and the responsibility and authority of the Superintendent/designee to act as the instructional decision making leader of the division, subject to the ultimate and final authority of the School Board over all curriculum-related matters.
8. At their option, even if this policy is deemed by the principal/designee or Superintendent/designee not to apply to a particular situation in question, the principal/designee or the Superintendent/designee may utilize the processes outlined in this policy.

Media Complaint Response Form

See Rockingham County Public Schools Handbook of Administrative Directives: Forms for Challenged Materials Policy, AD-IIAC-6/09

CHILD ABUSE AND NEGLECT REPORTING

Reporting Requirement

Any employee of Rockingham County Public Schools who, in his professional or official capacity, has reason to suspect that a child is an abused or neglected child, shall report the matter immediately (within 72 hours of the first suspicion of child abuse/neglect) to:

1. the local department of social services where the child resides or where the abuse or neglect is believed to have occurred;
2. to the Virginia Department of Social Services' toll-free child abuse and neglect hotline (1-800-552-7096); or
3. to the person in charge of the school or department, or his designee, who shall make the report forthwith.

Definition of Physical Abuse

Abused or neglected child means any child less than eighteen years of age whose parents or other person responsible for his care creates or inflicts, threatens to create or inflict, or allow to be created or inflicted upon such child a physical or mental injury other than accidental means, or creates a substantial risks of death, disfigurement, or impairment of bodily or mental functions, including, but not limited to, a child who is with his parent or other person responsible for his care either (i) during the manufacture or attempted manufacture of a Schedule I or II controlled substance, or (ii) during the unlawful sale of such substance by that child's parent or other person responsible for his care, where such manufacture, or attempted manufacture or unlawful sale would constitute a felony violation of 18.2-248.

Notice of Reporting Requirement

The School Board shall post in each school a notice that:

1. any teacher or other person employed there who has reason to suspect that a child is an abused or neglected child, including any child who may be abandoned, is required to report such suspected cases of child abuse or neglect to local or state social services agencies or the person in charge of the relevant school or his designee; and
2. all persons required to report cases of suspected child abuse or neglect under VA Code § 63.2-1509 are immune from civil or criminal liability or administrative penalty or sanction on account of such reports unless such person has acted in bad faith or with malicious purpose. The notice shall also include the Virginia Department of Social Services' toll-free child abuse and neglect hotline (1-800-552-7096).
3. If in doubt about whether a situation meets the physical abuse definition, or any child abuse or neglect definition, contact your local Child Protective Services intake worker at the department of social services or the state hotline for consultation.

Complaint of Abuse and Neglect Against School Personnel

The school board and the local department of social services shall adopt a written interagency agreement as a protocol for investigating child abuse and neglect reports, including reports of sexual abuse of a student, against school personnel. The interagency agreement shall be based on recommended procedures for conducting investigations developed by the Department of Education and Social Services.

COLLEGE COURSES FOR CREDIT

Students wishing to take college courses before they have completed requirements for high school graduation may petition the principal of the school to do so and qualify to earn credits for graduation under the following conditions:

1. The student may take college courses in summer term or regular college term. College courses may be taken during the regular school day on site or off school grounds with prior principal approval.
2. Assurance is given by the appropriate officials of the sponsoring institution that courses taken in the advanced program are comparable substitutes for or exceed those in the prescribed high school program. The measure of comparability will be based on course content, SOL's where applicable including state tests, course/ grading expectations, hours of instruction, and instructor qualifications. One high school credit will be awarded for 6 or 8 (lab) college credits effective for the 2004-2005 school year and beyond (one-half credit will be awarded for 3 or 4 (lab) (college credits).

3. For a concurrent course, the student must confirm that it is his/her responsibility to register for class, pay all fees, and transmit all required data and final grades to the high school in order to have them apply toward his/her scholastic credentials and diploma requirements. Prior written approval is needed from the high school principal for concurrent course registration. The college accepts the student for admission to the course and the course is given by the college for degree credits.
4. Dual enrollment courses will be handled through the school's normal course registration process. Some cost may be incurred by the student on a course-specific basis.
5. Some college courses are eligible for weighted grade status (Policy IZE).

STUDENT CONDUCT

Code of Responsible Student Conduct

The education provided through our local public schools must seek to enable all students to become lifelong learners and responsible, productive members of society. A successful educational process includes not only academic instruction but also student development of marketable job skills and positive behaviors and attitudes towards honesty, hard work, family, environment, modesty, civility, wellness, and country. We seek to instill and cultivate in each student “Pillars of Character” – respect, trustworthiness, responsibility, citizenship, caring and fairness. To these ends, throughout all schools in Rockingham County, students are expected to observe a Code of Responsible Student Conduct. This Code helps create and ensure a healthy, safe, and effective learning environment for everyone, promotes a school atmosphere of respect, 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.

Educators have three major responsibilities for children under their care; to instruct, to supervise, and to provide for student safety. Principals and teachers have the authority and discretion to interpret and apply this Code of Responsible Student Conduct to students under their care. The Code applies to all students in the Rockingham County Public Schools, while present on or using school or school-controlled property, going to or from school, attending school-related events or activities, or engaging in any activity which may or does have a relationship with or an impact upon any part of the schools’ learning environment or process.

As a student citizen of Rockingham County Public Schools, I recognize and accept responsibility to abide by the rules, regulation, and policies of this school division and strive to have my actions reflect, in everything I do, the Six Pillars of Character by:

-Demonstrating RESPECT for all persons and property.

- I will be fair, tolerant, gracious, and caring in thoughts, words, and actions as to all those persons involved in my school life – other students, faculty and staff, bus drivers, administrators, and parents. Threats to students and school staff are regarded as serious violations of the Code of Responsible Conduct.
- I will behave in a manner that ensures that uninterrupted learning takes place in my school and school-related activities.
- I will promptly follow the directions of those in authority.

- I will protect and safeguard the ownership and condition of the property of others, as well as books, equipment, and other school materials, returning it in the best state possible.

-Demonstrating TRUSTWORTHINESS towards all persons.

- I will be honest in all aspects of school-related activities.
- Without being asked to do so, I will volunteer fully accurate, reliable information to all persons at all times.
- In school-related work, I will use, accept, and give only help which is authorized and permitted by my teachers and other persons in authority.

-Demonstrating RESPONSIBILITY in everything I do.

- I will know and follow the letter and spirit of the Code of Responsible Student Conduct and other school rules and procedures, refraining from attempting to violate or circumvent them.
- I will regularly attend and be punctual for school, for class, and for school-related activities.
- For any absence from school, class or school-related activities, I will have obtained proper authorization and will document the authorization and reason for the absence.
- For any tardiness to school, class or school-related activities, I will have obtained proper authorization and will document the authorization and reason for tardiness.

-Demonstrating exemplary CITIZENSHIP at all times.

- I will remain drug, alcohol, and tobacco free, avoiding even the presence of any person illegally or wrongfully processing or using alcohol, tobacco or other similar substances.
- I will present myself and dress at all times in a manner which observes, demonstrates, and promotes basic standards of safety, cleanliness, good grooming, and modesty in attire and items of fashion, endeavoring to avoid any possible disruption to the learning environment (or endeavoring to foster the most favorable learning environment).
- I will present myself and dress at all times in a manner which does not threaten or intimidate others, undermine the respect for authority of teachers, staff, administrators, or parents, or directly or indirectly promotes the use or possession of drugs, alcohol, tobacco, weapons, or suggests lewdness or vulgarity. At school dances I will refrain from dancing in a sexually explicit manner. If dancing in a front to back manner, I understand that grinding is prohibited.
- I will promptly report, verify and document to a person in authority any information which I have, which may indicate that there has been or will be a violation of this Code of Responsible Student Conduct.

-Demonstrating a CARING attitude toward all individuals.

- I will demonstrate an attitude that everyone is an individual of worth.
- I will listen to the opinions of others recognizing that they may be different than my own.
- I will promote and participate in programs of service and act to help others.

-Demonstrating FAIRNESS in all my activities.

- I will examine my actions and thoughts with respect to fairness toward another party.
- I will always deal with others in a fair manner.
- I will not take advantage of a situation to gain an unfair advantage over another person.

Student Suspension and Expulsion

All students are subject to disciplinary action for any misconduct that occurs:

- in school or on school property or at school-related events or activities
- in a school vehicle
- while participating in or attending any school sponsored or related activity or trip
- on the way to and from school
- off school property, when the acts lead to: (1) an adjudication of delinquency pursuant to VA Code §16.1-305.1 or a conviction of an offense listed in VA Code 16.1-260 or (2) a charge that would be a felony if committed by an adult
- off school property or after school hours when the behavior threatens or is likely to threaten to substantially disrupt or adversely affect the school-related environment for students or staff or other operations or activities, poses or is likely to pose a danger to the safety or welfare of students or staff, or otherwise works or is likely to work a substantial detriment to the interests of the school, its students, staff or school community. In considering discipline for off school or after school hours misconduct, factors such as the following will be considered:
 - The time and location of the misconduct;
 - The nature and severity of the misconduct;
 - The specific school interests having been or potentially being impacted by the misconduct;
 - Any school affiliation of other persons present at the time of the misconduct.

Acts of misconduct which will lead to superintendent notification or police notification or Commonwealth Attorney notification and may lead to criminal convictions, suspension, exclusion from activities, or expulsion include but are not limited to:

- Possession of matches and/or lighters
- possession or use of alcohol, illegal drugs, controlled substance, imitation controlled substance, anabolic steroid or drug paraphernalia (see Policy JFCF)
- selling drugs
- assault/battery
- sexual assault
- arson
- intentional injury (bullying, fighting)
- theft, larceny, robbery
- bomb threats, including false threats, against school personnel or school property
- use or possession of explosives (see Policy JFCD)
- possession of weapons or firearms (see Policy JFCD)
- destruction of property
- vandalism

- extortion, blackmail, or coercion
- stalking of any person
- driving without a license on school property
- homicide
- burglary
- sex offenses (such as: indecent exposure, obscene phone calls, sodomy and child molestation)
- malicious mischief
- shooting
- any illegal conduct involving firebombs, explosive or incendiary devices or materials, hoax explosive devices or chemical bombs
- stabbing, cutting or wounding
- interference with school authorities including threats
- intimidation of school authorities
- gambling
- hazing
- gang-related activity
- discharge the fire alarm system
- possession, distribution, and/or sale of pornographic/obscene material
- use of profane or obscene language or conduct directed toward another student or school staff
- threats directed toward another student or school staff
- trespassing
- bullying (intimidation, taunting, name-calling, insults, cyber bullying)
- making false statements about another student or staff
- cheating on a test or assigned work by giving, receiving, offering, and/or soliciting information
- plagiarizing by copying the language, structure, idea, and/or thoughts of another
- falsifying a statement(s) on any assigned schoolwork, test, or school document
- other conduct which disrupts the educational environment or is in violation of any federal, state, or local law.

Corrective Disciplinary Action

In-School Corrective Disciplinary Action

The in-school corrective disciplinary actions available to school administrators and the School Board in response to student misconduct may include but is not limited to the following (may be differentiated by grade level):

- admonition and/or counseling
- parent/student conference
- modification of student classroom assignment and schedule
- poor school standing removal from the bus
- student behavior contract
- referral to student support services
- after-school or in-school detention
- suspension of student privileges for a specified period
- removal from class
- initiation of student study process
- in-school alternative education during the regular school day

Removal from School

In addition to in-school corrective disciplinary action, school administrators and the School Board may remove a student from school for misconduct using the following:

- short-term suspension
- long-term suspension
- expulsion
- consequences after a student returns to school from suspension/expulsion such as probationary status requiring satisfactory performance/conduct, restitution, and limited privileges.

Out-of-School Suspension and Expulsion of Students and Exclusion of Certain Expelled Students

A. Short-term Suspensions -- Ten (10) days or less

1. A student may be suspended for not more than ten (10) school days by the school principal, assistant principal, or, in their absence, any teacher. In addition to short-term suspension, a student's misconduct may result in the imposition of in-school "corrective disciplinary action" lasting any specified number of school days at the principal's discretion.
2. Prior to out-of-school suspension or in-school corrective disciplinary action, the student should be given oral or written reasons for the suspension and an explanation of the facts as known to school personnel, and an opportunity to present his/her version of what occurred.
3. In the case of any student whose presence poses a continuing danger to persons or property, or an ongoing threat of disruption, in the opinion of the school administrator imposing the suspension, the student may be removed from school immediately and the notice, explanation of facts, and opportunity to present the student's version, should be given as soon as practicable thereafter.
4. Upon suspension out-of-school or in-school corrective disciplinary action, the school administrator imposing the suspension or corrective action should notify the student's parent as soon as possible, preferably by phone. The school administrator should send to the parent a written confirmation of the suspension or in-school corrective disciplinary action, giving the facts/reasons for the suspension or corrective action, and of the right to appeal the suspension or corrective action to the Superintendent or designee under the procedures established in this policy, forwarding a copy of the notice to the Superintendent.
5. The student or parent may appeal the out-of-school suspension or in-school corrective disciplinary action to the Superintendent or designee by filing a written request in the Superintendent's office not later than three (3) calendar days after receipt of the school administrator's written notice confirming the suspension or in-school corrective disciplinary action. The written request should state in detail why the suspension or in-school corrective disciplinary action should be overturned and provide a copy of all germane information. The Superintendent or designee will confirm or modify the action of the school administrator based on an examination of the record of the student's behavior and other information related to the appeal. The Superintendent or designee will notify the student or parent of the decision verbally and send a letter explaining the decision to the parent. The decision of the Superintendent or designee shall be final.

6. Any suspension may be effective and be implemented notwithstanding a pending appeal to the Superintendent or designee.
7. Students with disabilities receiving special education services may be suspended for ten (10) days or less or receive in-school corrective disciplinary action at a time in accordance with the initial suspension/disciplinary action procedures outlined above. Suspensions from the bus, in-school suspensions, and other in-school corrective disciplinary actions should be treated as out-of-school suspensions if the student does not substantially receive the special education services specified in the IEP during the suspension.
8. If a student with a disability receiving special education services receives cumulative suspensions of more than ten (10) days per school year, this circumstance may constitute a change in placement, depending on the length of the suspensions, the proximity of multiple suspensions, and the total amount of time missed due to suspension. The principal or assistant principal should keep a tally of the total number of days of suspension imposed for each student with a disability receiving special education services. Prior to the accumulation of ten (10) days of suspension, the principal should refer a student to the Director of Pupil Personnel Services or designee for a review of the student's educational program including a functional behavioral assessment (FBA) and a behavior intervention plan (BIP). Once the student has accumulated ten (10) days of suspension in any school year, the principal should make a referral to the Director of Pupil Personnel Services to review the student's IEP services.

The Director of Pupil Personnel Services or designee may obtain pertinent information, including but not limited to updated evaluations, and/or convene an IEP Team meeting to determine whether any modifications in the student's special education program may be appropriate.

B. Long-term Suspensions – More than ten (10) days

1. Contemporaneously with, or following, the imposition of an initial suspension of ten (10) school days, the principal or designee may recommend that a student be suspended for more than ten (10) school days. The principal or designee should provide written notice to the student and parent of the suspension and recommendation for longer suspension, the reasons, and of the right to a hearing before the Superintendent or Superintendent's designee and an appeal to the School Board. The principal or designee will notify the Superintendent or designee in writing of the recommendation for long-term suspension, and enclose a copy of the written notice provided to the student and parent. The Superintendent or designee will convene the Superintendent's Discipline Committee to act on the recommendation for long-term suspension, and the Superintendent or designee will notify the parent in writing of the date, time and place of the hearing before the Discipline Committee.
2. For sufficient cause, the Superintendent or designee (e.g., the Superintendent's Discipline Committee) may extend a previous school-imposed suspension, providing written notice to the parent and student.
3. After the Superintendent's Discipline Committee has met and made its decision, the principal will notify the student or parent of the Committee's action verbally, and the Superintendent or

designee will send a letter confirming the Committee's action to the parent and student, with a copy to the principal or designee.

4. The student or parent may appeal a long-term suspension to the School Board by filing a written request in the office of the Superintendent no later than three (3) calendar days after receipt of written notice of the long-term suspension. The written appeal request should state in detail why the suspension should be overturned and provide a copy of all germane information. Such appeal shall be decided by the School Board within thirty days based upon the student's record. After the School Board has decided the appeal, the Superintendent or designee will send a letter to the parent and student confirming the School Board's decision; identifying the availability of any community-based educational, alternative education, or intervention program; and indicating when the student

is eligible to return to regular school attendance upon the expiration of the suspension or to attend an appropriate alternative education program approved by the School Board during or upon the expiration of the suspension.

5. Any suspension may be effective and be implemented notwithstanding a pending appeal to the School Board.

C. Expulsions

1. Contemporaneously with, or following the imposition of an initial suspension of ten (10) school days, the principal or designee may recommend that student be expelled from further attendance in the Rockingham County Public Schools. The principal or designee should provide written notice to the student and parent of the recommendation and the reasons for it. A copy of the written recommendation notice should be forwarded to the Superintendent.
2. The Superintendent or designee will notify the parent in writing of the date, time, and place of the School Board hearing. For sufficient cause, the Superintendent or designee may extend any previous suspension, providing written notice to the parent and student.
3. Following the School Board decision on an expulsion recommendation, the principal or designee will notify the student or parent verbally of the School Board's action. The Superintendent or designee will send a letter to the parent confirming the School Board's action, with a copy to the principal or designee, providing notification of the length of the expulsion; information concerning the availability of community-based educational, training, and intervention programs; and whether or not the student is eligible to return to regular school attendance, or to attend an appropriate alternative education program approved by the School Board, or an adult education program offered by the school division, during or upon the expiration of the expulsion; and the terms or conditions of such readmission.
4. Additional procedures applicable in cases involving students with disabilities receiving special education services are stated in subsection D.

D. Long-term Suspension/Expulsion of Students Receiving Special Education Services

1. Because long-term suspensions and expulsions constitute a change in placement of a student with disabilities receiving special education services, the Director of

Pupil Personnel Services or designee should be notified promptly by the principal of any proposed or recommended long-term suspension or expulsion of such a student.

2. The Director of Pupil Personnel Services or designee will provide notice of the contemplated change in placement and procedural safeguards to the parent, and will obtain any updated evaluations necessary to complete a manifestation determination as well as a review of the appropriateness of placement.
3. In light of any necessary updated evaluations or other information, the Director of Pupil Personnel Services or designee will provide notice(s) and convene the Individualized Education Plan (IEP)/Manifestation Determination (MD) Team, composed in accordance with Virginia Department of Education regulations, pursuant to change of placement procedures, to determine if the misconduct (behavior) was caused by, or had a direct or substantial relationship to the disability or was the direct result of a failure to implement the IEP. The Director of Pupil Personnel Services or designee will provide written confirmation to the parent of the Team's decision and the applicable procedural safeguards, as well as any other notice(s) required by law.
4. During any evaluation and IEP/MD Team process, the student may be suspended from school for more than ten (10) days through an IEP addendum for such an extended suspension or change in placement. Absent an IEP addendum, authorization for an extended suspension or change in placement may be sought from a court or hearing officer in appropriate cases unless exclusion is otherwise permitted by law (e.g., in accordance with paragraph 7 of this section D).
5. If the IEP/MD Team determines that there is no manifestation, and if the placement (IEP) at the time of the misconduct was appropriate, the student may be considered for a long-term suspension or expulsion.
6. If the IEP/MD Team determines that there is a manifestation or that the student's placement (IEP) at the time of the misconduct was inappropriate, a change in placement should be imposed only through an IEP Team or by order of court or hearing officer, unless exclusion is otherwise permitted by law. The IEP Team must conduct a functional behavior assessment (FBA) and behavioral intervention plan (BIP) for the student, or review and modify an existing BIP to address the behavior. The IEP Team may provide for other, nondisciplinary placement options through change of placement procedures.
7. A student with disabilities receiving special education services who is found to have brought a gun, starter gun, firearm, muffler or silencer, bomb, grenade, rocket, destructive device, air rifle, BB gun, unloaded gun in closed container, or any other weapon designed to, or which may readily be converted to, expel a projectile by the action of an explosive to school or a school function, or knowingly possesses or uses illegal drugs or solicits the sale of a controlled substance while at school or a school function, or inflicts serious bodily injury upon another person at school or a school function may be placed in an interim alternative educational setting pursuant to the Regulations of the Virginia Board of Education (8 VAC 20-80-68) or the Individuals With Disabilities Education Act (IDEA) for up to 45 school days, in addition to disciplinary measures imposed in accordance otherwise with the law. The interim alternative placement will be determined by the student's IEP Team. Parental consent is not required for

this 45 school day interim alternative placement. Until the IEP Team has been convened, such a student may be suspended for 10 school days or less.

- a. If the parents request a due process hearing to challenge the interim alternative education setting or a manifestation determination, the student must remain in the interim alternative educational setting pending the decision of the hearing officer or until expiration of the time period not to exceed 45 school days, unless another placement is agreed upon. During the 45 day period, the Director of Pupil Personnel Services or designee will have convened the IEP/MD Team to make the manifestation determination and IEP-appropriateness determinations in accordance with paragraphs 2, 3, 5, and 6 above.

E. Exclusion of Certain Expelled Students

1. When a parent seeks to enroll a student in the Rockingham County Schools who previously has been expelled or suspended for more than thirty days from school attendance from a school division or private school within or outside Virginia, for an offense in violation of School Board policy related to weapons, alcohol or drugs, willful infliction of injury to another person, or destruction of school property or privately-owned property while located on school property, the principal should review the case, including all available records documenting the previous expulsion from school attendance for one of the enumerated offenses. If necessary, the principal should contact school officials from the school division or private school which the student previously attended to verify the pertinent information.
2. If, based on all available germane information the principal believes that the student presents a danger to other students or school staff of the Rockingham County Public Schools, the principal may recommend that the Superintendent's Discipline Committee review the case; provide a hearing; make a finding that the student presents a danger to other students or school staff of the Rockingham County Schools; and initially exclude the student from attendance in the Rockingham County Schools for up to one (1) year. The principal should provide prior written notice of the recommendation to the student and parent and explain that the student may be subject to exclusion, the reasons, and that the Superintendent's Discipline Committee will hold a hearing and determine whether to exclude the student, and upon exclusion the student and parent may appeal the decision to the School Board. A copy of the principal's written notice to the student and parent about the recommended exclusion should be forwarded to the office of the Superintendent, with a request to convene the Superintendent's Discipline Committee.
3. After the Superintendent's Discipline Committee has afforded a hearing and made a decision, the principal will notify the student and parent verbally of the committee's decision on the exclusion recommendation. The Superintendent or designee will notify the parent in writing, indicating that the student and parent may appeal the Committee's decision to the School Board. A copy of the written notification should be provided to the Superintendent.
4. The student and parent may appeal the Committee's exclusion decision to the School Board by filing a written request not later than three (3) calendar days after receipt of the written notice of the Committee's decision, explaining in detail why the decision is in error and providing a copy of all germane information. Any exclusion decision may be effective and be implemented

notwithstanding a pending appeal to the School Board. The Superintendent or designee will notify the parent in writing of the date, time and place of the appeal hearing before the School Board. After the School Board hearing, the Superintendent or designee will send a letter to the student and parent, notifying them of the School Board's decision on the appeal.

5. In the case of a suspension of more than thirty days, the term of the exclusion may not exceed the duration of such suspension. In excluding any such expelled student from school attendance, the local school board may accept or waive any or all of any conditions for readmission imposed upon such student by the expelling school board pursuant to § 22.1-277.06. The excluding school board shall not impose additional conditions for readmission to school.

F. Petition for Readmission

1. Upon the expiration of the exclusion period for an expulsion or a withdrawal of admission, which period shall be established by the School Board, committee thereof, or superintendent or his designee, as the case may be, at the relevant hearing, the student may petition the school board for readmission. If the petition for readmission is rejected, the School Board shall identify the length of the continuing exclusion period and the subsequent date upon which such student may reapply to the School Board for admission. The School Board may permit students excluded pursuant to this section to attend an alternative education program provided by the School Board for the term of such exclusion.

- G. The Superintendent's Discipline Committee will serve as the Superintendent's designee on recommendations for long-term student suspensions and for the exclusion of certain expelled students, pursuant to School Board policy and the Superintendent's administrative directives.

H. Training of Personnel

Training of administrators and other staff with responsibility for implementation of the student conduct policy will be ongoing. Such training should address the purpose and intent of the student conduct policy, staff responsibilities, standards of student conduct, discipline procedures, reporting requirements, and other policies closely related to student conduct.

I. Review of Standards of Student Conduct

Periodic review of the standards of student conduct will be conducted by the School Board and administrative staffing involving other relevant parties. Revision of these standards, if necessary, will be completed in a timely manner and be communicated to students, parents, and school staff.

J. Distribution of Standards of Student Conduct

A copy of the Student Conduct Policy (JFC) will be included in the Rockingham County Public Schools Student Handbook and will be issued to all students at the beginning of each school year. All transfer students will be given a copy of this policy upon registration. Parents and students will acknowledge receipt of the policy (handbook) by signing and returning the handbook "signature" page. Parents sign a

statement which documents the parent responsibility requirements cited in VA Code § 22.1-279.3. Each year, during the first week of school, all students will be provided specific instruction on the contents of the Student Conduct Policy as well as other policies related to student conduct and a safe, orderly school environment.

Dress Code

The following dress/attire, for example, are unacceptable under the terms of Rockingham County Schools' Code of Responsible Student Conduct:

- Clothing which exposes undergarments or is worn in an unconventional manner.
- Dog collars and chains.
- Dress that inflames or defames.
- Dress promoting or depicting a drug, tobacco, alcohol, violence, or sexually explicit message.
- Dress with profane statements or meanings.
- Dress which promotes or proclaims gang activities.
- Hats or caps shall not be worn inside schools during regular school hours.
(e.g., see-through apparel, tops exposing the midriff, strapless or spaghetti string tops, body piercing... only customary earrings worn in the ear are allowed.)

The Superintendent may issue Administrative Directives and Regulations as deemed necessary or appropriate for the implementation of this policy.

Sanctions for Dress Code Violations (see Handbook of Administrative Directives AD-JFC-6/07)

SCHOOL PROCEDURES FOR DISCIPLINARY ACTION

Middle School

Each middle school has an individual disciplinary plan that focuses on the Character Counts pillars, its Effective School-wide Discipline Plan, the School Board policies and regulations, and the individual school's policies found in the school handbook.

As individual middle school students are referred to the office for violations of these policies, schools respond with varying actions that include lunch detention, poor school standing, after-school detention, Student Conduct Committee referral, out-of-school suspension, Superintendent's Disciplinary Committee referral, and finally referral to the School Board for possible expulsion.

Specific disciplinary infractions may cause a principal to utilize any of the actions listed above. However, when a middle school student accumulates 10-12 discipline referrals within the middle school grades, the school will call a parent conference and inform the student and the parent that the next referral will result in a referral to the Student Conduct Committee. An additional referral will result in an appropriate response of three (3), five (5) or ten (10) day suspension.

Additional referrals will result in a ten (10) day suspension with a referral to the Superintendent's Disciplinary Committee and a recommendation for a long-term suspension. Principals should consider a referral to the Student Conduct Committee and these disciplinary options with students that have 5-6 discipline referrals in any given year.

High School

Accumulated discipline referral numbers from the middle schools will continue to the high school. As a student accumulates additional disciplinary referrals, the high school has the flexibility to initiate the same disciplinary actions described above (lunch detention, poor school standing, after-school detention, Saturday School, the Student Conduct Committee, out-of-school suspension, the Superintendent's Disciplinary Committee, and finally referral to the School Board for possible expulsion).

When a high school student accumulates 25-30 discipline referrals at the high school (middle school referrals included), the school will call a parent conference and inform the student and the parent that the next referral will result in a referral to the Student Conduct Committee or the Superintendent's Disciplinary Committee if the SCC has been utilized. An additional referral will result in an appropriate response of three (3), five (5) or ten (10) day suspension.

Additional referrals will result in a ten (10) day suspension with a referral to the Superintendent's Disciplinary Committee and a recommendation for a long-term suspension. Principals should consider these disciplinary options with students that have 5-6 discipline referrals in any given year.

The administrator has discretion regarding moving an individual student more slowly or rapidly through these guidelines depending upon the violation involved.

DRESS CODE

Rockingham County School Board Policy JFC provides certain examples of dress/attire, which are unacceptable under the terms of Rockingham County Schools' Code of Responsible Student Conduct. The listing includes:

- Clothing which exposes undergarments, is immodest, or is worn in an unconventional manner
- Dog collars and chains
- Dress that inflames or defames
- Dress promoting or depicting a drug, tobacco, alcohol, violence, or sexually implicit or explicit message
- Dress with profane statements or meanings
- Dress which promotes or proclaims gang activities
- Hats or caps shall not be worn inside schools during regular school hours

Further specific examples include see-through apparel, tops exposing the midriff, cleavage and strapless or spaghetti string tops. Only customary earrings worn in the ear are acceptable body piercing allowed to be worn in the schools. There should be no visible stud fillers. Skirts worn should be mid-thigh length or longer. Shorts should be sufficiently long to enable the fingertips to reach the end of the leg length when standing in a relaxed manner. Tank tops should not have arm openings that expose the chest or undergarments. Grills on teeth are prohibited as well as heel wheels. It is clearly understood that appropriate dress within our schools enhances school climate and promotes student learning.

The interpretation of this policy must be clearly defined and strictly administered. Clearly violence has become a national issue for all our schools. Clothing which has a sexual connotation or promotes violence or vulgarity in any form should not be permitted in our schools.

The issue of inflammatory or defaming clothing must be addressed. One's personal feelings and positive self-esteem should be promoted in our schools. When clothing that is worn becomes distracting, we must be in a position to explain that distraction to parents, students, and our community and take action to see that it does not repeat itself.

The following sanctions are provided to promote uniformity in the interpretation of rules to follow when students violate specific Dress Code regulations.

First Offense	request change of clothes, alternative clothing, and notification of parent
Second Offense	One (1) day BIP, notification of parents
Third Offense	3 days out of school suspension, notification of parents
Fourth Offense	10 days out of school suspension with recommendation to the Superintendent of Schools for suspension for the remainder of the semester or school year with required notification of parents

DISTRIBUTION OF NON-SCHOOL RELATED/ SPECIAL INTEREST MATERIALS

Distribution of Non-School Related Materials on School Property

Under the management of the principal or designee, all non-school related materials for students may be distributed in the schools in accordance with the following guidelines:

1. All such materials may only be temporarily placed at a single, stationary location designated by the principal/designee;
2. The materials will be distributed by making them available for voluntary pickup in a specific, stationary location, which does not interfere with school operations. Direct hand-to-hand distribution by anyone will not be permitted;
3. The materials are accessed only during non-instructional time and are discarded by the principal/designee at the end of each school week;
4. The materials do not create a disruption, or are forecast to create a disruption, to the safe and orderly operation of the school.
5. The materials do not include or suggest, in any aspect, implicitly or explicitly, anything obscene, vulgar, profane, or promoting the violation of any criminal law.

For purposes of this policy, the following definitions apply:

“Non-school materials” means any item or matter that has not been properly approved and authorized, in

advance, for use in the school as part of school programs or activities, whether or not purchased with school funds.

“Non-instructional time” means the time immediately before and immediately after classroom instruction on a school day, i.e., time between classes, lunch period, before and after school.

If the School Board permits the use of its facilities by members of the community or the distribution of literature on school property or at school functions, it will permit such use or such distribution by the Boy Scouts of American and the Girl Scouts of the USA to the same extent and in the same manner as all other persons or groups.

Student Delivery of Material

No literature of a partisan, sectarian, or controversial nature shall be distributed in the schools for reasons other than academic pursuit.

Students shall not be required to convey or deliver materials that:

1. Advocate the election or defeat of any candidate for elective office;
2. Advocate the passage or defeat of any referendum questions, or
3. Advocate the passage or defeat of any matter pending before a local School Board; local governing body, the General Assembly of Virginia, or the Congress of the United States.

This section shall not be construed to prohibit the discussion or use of political or issue-oriented materials as part of classroom discussions or projects or to prohibit the delivery of information materials.

ALCOHOL AND DRUGS IN SCHOOLS

Substance Abuse

The use, possession and distribution of controlled substances as described in the following policy are prohibited in connection with a school related function. Violation of the policy may likely result in *expulsion from school.

***Expulsion is the permanent denial of access to the Rockingham County Public Schools.**

The following philosophy, definitions and procedures will apply in implementing the policy.

I. Substance Abuse Education and Discipline

The Rockingham County School Board recognizes that substance abuse is a local, state, and national problem and that serious educational and disciplinary efforts must be made to address it. Mindful of its obligation under Virginia law to provide students with instruction concerning drugs and drug abuse and its responsibility to set an example and to provide an environment conducive to learning, the Rockingham County School Board adopts this policy for the safety and welfare of all students and personnel.

- A. Requirement that Parents and Students be Given Copy of Standards of Conduct and Statement of Disciplinary Sanctions Required.

Prior to the beginning of the school year, or as soon thereafter as practicable, a copy of this substance policy, including the standards of conduct and disciplinary sanctions, will be provided by each principal to all parents and students enrolled in Rockingham County Public Schools. For students enrolling after the beginning of the school year, a copy of this policy statement shall be provided by the principal to parents and students upon registration.

B. Notification to Parents and Students of Mandatory Compliance

Compliance with the standards of conduct under this policy statement is mandatory for the continued attendance of any student in Rockingham County Public Schools.

II. Definitions

For the purpose of this policy, and the School Board's interpretation and application of the policy, the following general definitions apply:

A. Substance Abuse

1. Possession, use, distribution, or being under the influence of any controlled substance while on school property or while engaging in, attending or connected with a school-related activity, whether or not on school property.
2. Possession, use, distribution, or being under the influence of any "imitation controlled substance" ("look alike") while on school property or while engaged in, attending, or connected with a school-related activity, whether or not on school property.
3. Possession, use, or distribution of drug paraphernalia while on school property or while engaging in, attending, or connected with a school-related activity, whether or not on school property.
4. Attempted possession, use, or distribution of a controlled substance, imitation controlled substance or drug paraphernalia while on school property or while engaging in attending, or connected with a school-related activity, whether or not on school property.

B. Controlled Substance

For purposes of this policy, the term "controlled substance" includes alcohol, any drug, medicine, and any intoxicant, including but not limited to marijuana, imitation drug ("look alike") anabolic steroid, any substance containing any combination of caffeine and ephedrine sulfate, inhalant, depressant, hallucinogen, and any other substance, drug, prescription medication or non-prescription or over-the-counter medication not being taken for legitimate medicinal purposes.

C. Imitation Controlled Substance ("Look-Alike")

"Imitation Controlled Substance" or "look-alike" means a pill, capsule, tablet, caplet, or any other substance in any form whatsoever:

1. Which by overall dosage unit appearance, including color, shape, size, marking or packaging or by representations made, would cause the likelihood that such a pill, capsule, or tablet may be mistaken for a controlled substance; or

2. Which by express or implied representation purports to act like a controlled substance as a stimulant or depressant of the central nervous system and which is not commonly used or recognized for use in that particular formulation for any purpose other than for such stimulant or depressant effect.

D. Drug Paraphernalia

1. The term “drug paraphernalia” means but is not limited to all equipment, products, and materials of any kind which are either designed for use or which are intended to be used in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, strength testing, analyzing, packaging, repackaging, storing, containing, concealing, injecting, ingesting, inhaling, or otherwise introducing into the human body marijuana or any other controlled substance. Drug paraphernalia includes but is not limited to those items defined or listed in VA Code 18.2-265.1 or successor provision(s), incorporated herein by reference as if fully set out herein, but is not limited to:
 - a. Kits intended for use or designed for use in planting, propagating, cultivating, growing or harvesting of marijuana or any species of plant which is a controlled substance or from which a controlled substance can be derived;
 - b. Kits intended for use or designed for use in manufacturing, compounding, converting, producing, processing, or preparing marijuana or controlled substances;
 - c. Isomerization devices intended for use or designed for use in increasing the potency of marijuana or any species of plant which is a controlled substance;
 - d. Testing equipment intended for use or designed for use in identifying or analyzing the strength or effectiveness of marijuana or controlled substance;
 - e. Scales and balances intended for use or designed for use in weighing or measuring marijuana or controlled substances;
 - f. Diluents, and adulterants, such as quinine hydrochloride, mannitol, or mannite, intended for use or designed for use in cutting controlled substances;
 - g. Separation gins and sifters intended for use or designed for use in removing twigs and seeds from, or in otherwise cleaning or refining, marijuana;
 - h. Blenders, bowls, containers, spoons, and mixing devices intended for use or designed for use in compounding controlled substances;
 - i. Capsules, balloons, envelopes, and other containers intended for use or designed for use in packaging small quantities of marijuana or controlled substances;
 - j. Containers and other objects intended for use or designed for use in storing or concealing marijuana or controlled substances;
 - k. Hypodermic syringes, needles, and other objects intended for use or designed for use in **parenterally** in injecting controlled substances into the human body;
 - l. Objects intended for use or designed for use in ingesting, inhaling, or otherwise introducing marijuana, cocaine, hashish, or hashish oil into the human body, such as: metal, wooden, acrylic, glass, stone, plastic, or ceramic, pipes with or without screens, permanent screens, hashish heads, or punctured metal bowls;

water pipes; carburetion tubes and devices; smoking and carburetion masks; roach clips, meaning objects used to hold burning materials, such as a marijuana cigarette, that has become too small or too short to be held in the hand; miniature cocaine spoons, and cocaine vials; chamber pipes; carburetor pipes; electric pipes; air-driven pipes; carburetor pipes; electric pipes; air-driven pipes; chillums, bong, ice pipes or chillers.

III. Procedures for Handling Substance Abuse Violations

A. Possession, Use or Distribution, or Attempted Possession, Use or Distribution of Controlled Substance, Imitation Controlled Substance, or Drug Paraphernalia

In the event of reasonable suspicion of possession, use or distribution of a controlled substance, imitation controlled substance, or drug paraphernalia:

1. The principal or other appropriate personnel may search any area of or articles on or about school property, including but not limited to desks, lockers, briefcases, backpacks, and other articles, and automobiles, whether on or off school property when there exists a reasonable suspicion that a controlled substance, imitation controlled substance or drug paraphernalia is present.
2. At all times, desks, lockers and similar articles remain the property of the School Board, and they may be opened at any time and searched without prior notice to anyone. There is no expectation of privacy in these articles or any other articles or areas of on, or about school property.
3. By operating a vehicle to or on school property, or in connection with any school-related activity, whether on or off school property, consent to a search is impliedly given. The search may be conducted without prior notice to anyone. There is no expectation of privacy.
4. By bringing any article to or on school property or in connection with any school-related activity, whether on or off school property, consent to a search is impliedly given. The search may be conducted without prior notice to anyone. There is no expectation of privacy in these articles.
5. Any contraband material is to be retained and received for delivery to police and/or school authorities for appropriate disposition. The material should be received in the presence of witnesses and marked for future identification. Any delivery of the material should be made in exchange for a receipt from the person assuming possession of the material. Notation should be made of who secured the material and to whom the material was given, including a description of the material, and date and time of delivery.

B. If it is determined preliminarily that a student has engaged in any form of substance abuse, the following procedure should be followed:

1. The Sheriff's Department of Rockingham County, the Superintendent, and the parent(s) of guardian(s) are to be notified immediately or as soon as practicable. Any material suspected of being a controlled substance should be provided to the Sheriff's Department immediately for safekeeping.
2. The principal or designee shall confer as soon as practicable with the student and parent(s) or guardian(s) presenting the principal's findings and proposed course of action, including any discipline. After considering all of the information available to the

principal, the principal may determine that no violation has occurred, seek additional information, or ultimately determine that a violation has occurred.

3. The principal may instruct the parent(s) or guardian(s) to remove the student from school and to have the pupil examined immediately by a licensed physician for testing and/or treatment, with the physician to forward a copy of the findings to the administrator. If a student requires emergency medical treatment, the parent(s) or guardian(s) shall be notified and, if they are not available, the emergency care permission process shall be followed.

IV. Penalties for Substance Abuse Violation

A. Violation(s) for Possession or Use of Controlled Substance, Imitation Controlled Substance or Drug Paraphernalia

1. Grades K-5 – The principal will conduct a conference with the student and parents, advising them of the available facts, intended action, and giving them an opportunity to respond. The principal may suspend the student and place the student on poor school standing, as may be appropriate. In addition, in the principal’s discretion, the student may be required to successfully complete a substance abuse course or activity at the student’s expense.
2. The principal will notify the Superintendent of all substance abuse violations. The Superintendent will review each violation to determine if further disposition is needed. Further action may include, but not be limited to extended suspension or referral to the Superintendent’s Discipline Committee or School Board for further disciplinary action.
3. Grades 6-12 – Upon making a final determination of a violation, the principal shall effect an immediate out-of-school suspension for ten (10) days and advise the student and parent(s) or guardian(s) in writing, and, if possible, verbally, that a recommendation will be made to the Superintendent or School Board for long-term suspension or expulsion from school. In addition, the student will be referred for an evaluation and may be required to successfully complete a substance abuse course or activity at the student’s expense. The Superintendent will notify the student and parent(s) or guardian(s) of the violation(s), the date and time of the hearing before the Superintendent’s Discipline Committee or School Board and of the opportunity to present witnesses and any other relevant information at the hearing.

B. Grades 6-12 Only – Distribution or Attempted Distribution, and Possession with Intent to Distribute Any Controlled Substance, Imitation Controlled Substance, or Drug Paraphernalia

Upon making a final determination of a violation, the principal shall effect an immediate out-of-school suspension for ten (10) days and advise the student and parent(s) or guardian(s) in writing, and, if possible, verbally, that a recommendation will be made to the Superintendent and School Board for expulsion of the student from school. The Superintendent, shall advise the student and parent(s) or guardian(s) in writing of the charge(s), date and time of the hearing before the School Board, and of the opportunity to present witnesses and any other relevant information to the School Board.

C. Ineligibility of Students to Compete in Athletic Competitions

Any nonprofit corporation founded in Virginia in 1913 that currently organizes and governs interscholastic activities among the public high schools shall develop, implement, and enforce rules requiring that a student who is a member of a school athletic team be ineligible for two school years to compete in interscholastic athletic competition, if it has been determined by the

school principal and division superintendent that the student used anabolic steroids during the training period immediately preceding or during the sport season of the athletic team, unless such steroid was prescribed by a licensed physician for a medical condition.

V. Other Responsibilities and Actions

A. Counseling

Students with questions and/or concerns about substance abuse should be encouraged to seek the help of counseling by school personnel. School personnel who are approached by students seeking help with possible substance abuse problems should follow one or more of the following procedures, depending upon the nature of the request:

1. Counsel with the student about the need to evaluate the problem.
2. Inform the student about the community agencies available to help with the problem.
3. Encourage the student to discuss the problem with parents, or guardian, when appropriate.
4. Refer the student to the community agencies available to help with the problem after consultation with the administrator.

B. Responsibilities of Professional Personnel

Teachers should:

1. Have an up-to-date knowledge of substances, their use, abuse and knowledge of preventive substance abuse education.
2. Be able to recognize any significant changes in appearance and behavior of student.
3. Be alert to the presence of unidentified persons in the school building or on the grounds. This information shall be brought to the immediate attention of the principal.
4. Include instruction in substance abuse in appropriate curriculum guides.
5. Report to the principal any reasonable suspicion of substance abuse.
6. Report to the principal any student reasonably suspected of possession, using, or distributing any controlled substance, imitation controlled substance, or paraphernalia on the school property or while engaging in or attending a school-related activity.

C. Administrators Should

1. Have up-to-date knowledge of substances, their use and abuse, and knowledge of an effective substance abuse education program.
2. Report all significant activities relating to substance abuse to the Superintendent.
3. Notify parent(s) or guardian(s) when a student's appearance and behavior seem symptomatic of substance usage. In any emergency, medical assistance shall be obtained.

4. Report any law violations concerning substance abuse to the law enforcement officials, after consultation with Superintendent or designee.
5. Take appropriate disciplinary action against a student who is determined to have violated any substance abuse policy or law.
6. Maintain information concerning substance use in confidential files.

D. Drug Abuse Education

A comprehensive drug education program, using state and local curriculum guides, will be developed and implemented in all grade levels. The assistant Superintendent for instruction will be responsible for the selection of appropriate materials and curricular offerings for the various grade levels and subject areas.

CELL PHONES AND OTHER ELECTRONIC DEVICES

The use of any personal radio, cassette disc player, ipod, or other electronic listening device by students will be permitted at school or school events under guidelines specified by each school principal. Earphones must be used when using any of the above devices. The school cannot, in any way, be responsible for the loss, theft, or damage of any personal electronic listening or communication device.

The use of cell phones, pagers, beepers, and other communication devices is strictly prohibited from the time the student arrives on school property until the end-of-school dismissal bell. The school bus is also school property, and the use of cell phones on school buses to and from school is prohibited. Students may have cell phones in their possession, but they must be turned off and concealed (out of sight) at all times. The student use of cell phones or other electronic devices on field/athletic trips is determined by the principal, teacher, or coach. In the event of a school crisis, the principal will determine the time and place at which students may use cell phones to communicate information with parents.

Accordingly, the use of a cell phone as a camera is strictly prohibited on school grounds at any time. The use of laser pointers by students on school property and/or at any school-sponsored event is prohibited.

USE OF CAMERAS ON SCHOOL PROPERTY

As cameras are used by the school administration in or about any facility, bus, or school activity, they are regarded as evidence-gathering devices only, not devices guaranteeing or warranting surveillance monitoring or crime detection or prevention. Any film or other means of capturing images is the property of the school and not a scholastic or student record subject to any state or federal law, such as the Family Educational Rights and Privacy Act (FERPA).

EQUAL EDUCATIONAL OPPORTUNITIES

Each student should be given the opportunity to achieve in a developmentally appropriate manner, being limited only by individual differences. Therefore, the division will foster an educational environment that provides equal educational opportunity for all students. Educational programs and services will be designed to meet the varying needs of all students and will not discriminate against any individual for reasons of gender, race, creed, color, religion, national origin, economic status, or disability.

Further, no student will, on the basis of gender, be excluded from participating in, denied the benefits of, or subjected to discrimination under any educational program or activity conducted by the division. The school division will treat its students without discrimination on the basis of gender as this pertains to course offerings, athletics, counseling, employment assistance, and extracurricular activities.

See: Civil Rights Act of 1964, as amended in 1972, Title VI, Title VII, Executive Order 11246, 1965, as amended by Executive Order 11375, Education Amendments of 1972, Title IX (P.L. 92-318) 45 CFR, Parts 81 86 (Federal Register June 4, 1975, August 11, 1975)

Student Complaints and Grievances - Title IX Complaint Procedure for Students

A. PURPOSE

The Board hereby establishes procedures for resolving complaints arising from alleged violations of Title IX of the Education Amendments of 1972 (PL 92-318) as amended (PL 93-568 and PL 94-482).

B. GENERAL

1. The Division Superintendent has designated the Title IX Coordinator to lead the efforts of the Rockingham County Schools to comply with and carry out its responsibilities for implementing the law, including investigation of any complaint of alleged noncompliance with the law or accompanying regulations.
2. The school system shall inform students, parents of student, and employees of the name, office address, and telephone number of the Title IX Coordinator, through the permanent and prominent communication channels such as school handbooks, Rockingham County Schools publications, etc.
3. Complaints about discrimination on the basis of sex in the treatment of students may be made by students, their parents, employees of the school system, or other citizens of Rockingham County acting on behalf of students. (Any such person shall be hereafter referred to as “the complainant.”)
4. Procedures for making and resolving such complaints shall follow those outlined in this policy.

C. PROCEDURE

1. Meeting the Principal – If a student is not satisfied that a complaint previously presented to a member of the school staff has been resolved satisfactorily, the student or his/her parent may request a meeting of the student, parent, and principal. The principal may require the parent to attend and shall, following the meeting, inform the parent in writing of his or her decision on the complaint.
2. Appeal to Title IX Coordinator – The principal’s decision on a complaint may be appealed by the student or his/her parent to the Title IX Coordinator within three school days following receipt of the principal’s decision. The parent’s written appeal shall state precisely the reasons for dissatisfaction with the principal’s decision and shall be limited to the matter under appeal. Upon receipt of an appeal from a parent, the Title IX Coordinator shall review the complaint and inform the parent in writing of his/her decision. The Title IX Coordinator may at his/her discretion include a meeting with the principal and the parent as part of his/her review of the parent’s appeal.

3. Appeal to Superintendent – The Title IX Coordinator’s decision may be appealed by the student or his/her parent to the Superintendent within three school days following receipt of the Coordinator’s decision. The parent’s written appeal shall state precisely the reasons for dissatisfaction with the Title IX Coordinator’s decision and shall be limited to the matter under appeal. Upon receipt of an appeal from a parent, the Superintendent or his/her designee shall review the complaint and inform the parent in writing of his/her decision. The Superintendent may at his/her discretion include a meeting with the principal and/or Title IX Coordinator and the parent as part of his/her review of the parent’s appeal. The Superintendent or his/her designee will notify the parent in writing of his/her decision and indicate that the student and parent may appeal the decision of the School Board.

4. Appeal to School Board – The student or his/her parent may appeal the Superintendent’s decision to the School Board by filing a written request not later than five (5) calendar days after receipt of the written appeal shall state precisely the reasons for dissatisfaction with the Superintendent’s decision. The written appeal shall state precisely the reasons for dissatisfaction with the Superintendent’s decision. The School Board will consider the appeal based on the documentation submitted on the appeal and the written record of the case. The School Board shall make a decision within 30 calendar days of receiving the record. The Superintendent or his designee will notify the parent of the School Board’s decision and send a letter to the parent explaining the decision.

STUDENT FEES, FINES AND CHARGES

It shall be the policy of the School Board to charge student fees and to recover funds for the loss of or damage to School Board property in accordance with the Code of Virginia.

Only those fees and charges permitted by law or the regulations of the Board of Education may be on required of students. No school or employee may require a fee or charge of any student without the prior approval of the superintendent or his or her designee who may approve such fees and charges only if the School Board has adopted a resolution authorizing the superintendent or his or her designee who may approve such fees and charges. In approving any such fee or charge, the superintendent/designee shall ensure that the fee or charge is either reduced or waived for those students who are unable to afford them. The superintendent/designee shall inform the School Board of any fee or charge assessed, and of any changes to such fees/charges.

The School Board may take action against a pupil or the pupil’s parent for any actual loss, breakage, or destruction of or failure to return property, owned by or under the control of the School Board, caused or committed by such pupil in pursuit of his studies. Such action may include seeking reimbursement from a pupil or the pupil’s parent for any such loss, breakage, or destruction of or failure to return school property.

The School Board shall provide, free of charge, such textbooks and workbooks as are required for courses of instruction for each child attending public schools. Students may be charged for a field trip or an educational related program that is not a required activity.

Books are to remain the property of the school. Students will be held accountable for books issued. Any book lost, destroyed, or defaced will be paid for by the student at a price proportionate to the condition of the book when issued.

Withholding of student grades/report cards/diploma pending payment of outstanding fees, fines and/or charges, shall not be permitted.

FUNDRAISING AND SOLICITATION

All fund-raising activities conducted for the benefit of Rockingham County school division must provide an educational benefit to students and must not interfere with the instructional program. All fund-raising activities conducted by school-sponsored organizations or clubs must be approved in advance by the principal. Fund-raising refers to the raising of non-appropriated funds by students, parents, or others for the educational benefit of students and their schools.

Students may participate in fund-raising activities provided such activities are approved in writing and carefully monitored and regulated by the school principal or a designee. Elementary school students may not participate in door-to-door solicitation. Students will not be excused from class to participate in fund-raising activities. No grade will be affected by a student's participation, or lack of participation, in a fund-raising activity.

Each principal shall develop and maintain a list of all approved fund-raising activities and report all activities to the superintendent upon request.

The superintendent may furnish the School Board with an up-to-date listing of all fund raising activities being conducted by the school division.

GRADING, PROMOTION, AND REPORTING STUDENT PROGRESS

Philosophy

Evaluation is an integral part of learning and teaching. The process used must be understood by teachers, parents, and pupils. It must convey in specific terms the status of progress, or the lack thereof, and provide direction for further teaching and learning.

Of primary importance in student evaluation is the attainment of the stated competencies of a particular subject. However, the components which make up the evaluation should be many and varied; homework, teacher-made, local, and state test results, constructive class participation, earnest desire to learn, attempts to complete assignments, initiative, capability, regular attendance at school, promptness, and respect for the dignity and the rights of others should be considered.

The evaluation process encompasses the above components with an effort to enhance the student's self-esteem and promote regular progress. A teacher must recognize differences in curricula, classes, and individuals when determining expectations and when evaluating students. At times, the grading of students with letter grades may not be practical, i.e. limited English proficient students. With the written permission of the principal, a teacher may use a narrative report to evaluate student progress when encountering extenuating circumstances.

Pupil Reporting

1. Regular formal progress reports will be made on a six-week basis for all grades except kindergarten which will be reported four times during the school year.

2. While these regular formal reports are very important, many other methods of communicating with parents regarding the progress of their child are essential. Some of the following should be used as additional methods of reporting:
- Conferences
 - Folders of the student's work
 - Written narratives (for example: communications to parents in the form of letters, comments on the report cards)
 - Reports on Standards of Learning progress, scores on local and state tests, information from student's reading card
 - Interim reports

3. Report cards – the following symbols will be used:

a. **Kindergarten**

S = Satisfactory
P = Progressing
N = Needs to Improve

b. **Grade 1**

Core Subjects:
O = Outstanding
S = Satisfactory
P = Progressing
N = Needs Improvement
Other Subjects:
Same as above

c. **Grade 2**

Core Subjects:
A = Outstanding
B = Above Average
C = Average
N = Needs Improvement
Other Subjects:
O,S,P,N

d. **Grades 3-5**

Core Subjects:
A = Outstanding
B = Above Average
C = Average Work
D = Below Average Work
F = Progress too slow for successful completion of subject requirements
Other subjects:
O,S,P,N

e. **Grades 6 through 12**

A = Outstanding Work
B = Above Average Work
C = Average Work
D = Below Average Work
F = Progress too slow for successful completion of course requirements

4. Many of the components in the evaluation of student work cited in the “philosophy” section of this policy, cannot be given a numerical equivalent. Where a numerical equivalent is appropriate, the county standard is:

- A = 94 - 100
B = 86 - 93
C = 78 - 85
D = 70 - 77
F = 69 and below

b. To determine grade point average (GPA) for high school courses, the scale shall be:

<u>Regular</u>	<u>Honors</u>	<u>Advanced Placement and College Courses (weighted)</u>
A = 4	4.5	A = 5
B = 3	3.5	B = 4
C = 2	2.5	C = 3
D = 1	1.5	D = 2

c. Plus (+) or minus (-) may be used at the discretion of the teacher.

- d. Examinations - Semester examinations will be given beginning at the eighth grade level. Middle school examinations (eighth grade) will count 10% of the semester grade. Examinations in courses for high school credit will count 20% of the semester grade.
- e. A student in courses for high school credit shall be exempt from the final examination providing that the student maintains a grade of 94% or higher through the last grading period of the course. All students are required to take first semester examinations. The Superintendent may, at his/her discretion, administratively exempt other students from the examination requirement, i.e. as part of an attendance-incentive procedure or SOL-incentive procedure.
- f. Courses eligible for Honors designation are the following courses: U.S. History, Government, Chemistry, Physics, Biology II, Chemistry II, Foreign Language(s) IV and V, Analysis, Calculus, English 11 and 12, and courses offered through Massanutten Governor's School that do not carry college credit. Summer assignments are controlled by the principal.
- g. Weighted grades will be awarded for courses passed from an accredited college. Weighted college courses must be in the disciplines of mathematics, foreign language, science, social science, English, computer technology, technology (integrated and/or engineering type courses) and courses offered through Massanutten Governor's School that carry college credit. Eligible courses taken for high school credit must have prior principal approval.
- h. Courses to be graded on a pass/fail basis include peer tutoring, business/industry mentorship, and teaching mentorship.
- i. Students pursuing an IEP diploma are measured on meeting the goals and objectives of their individualized education plan (IEP). Since these goals may include life skills, daily functioning, and some limited academic concepts, students may be graded on a pass/fail basis.

Promotion

It is the purpose of the schools of Rockingham County to meet the educational needs of all students. It is recognized that each child is unique and that all students in a class will progress at a different rate.

When necessary, children should be retained in a grade when it is determined by the teacher, principal and parent that retention is in the best interest of the child. When a disagreement arises about a student's retention, the principal shall make the final decision about promotion/retention of student.

Middle School Promotion Requirements

Middle school students in sixth grade must pass five (5) out of seven (7) courses. Within the courses passed, three (3) core subjects must be passed. The core subjects are social studies, science, language arts/reading, and mathematics.

Middle school students in seventh and eighth grade must pass six (6) courses for promotion. Within the courses passed, four (4) core subjects must be passed. The core subjects are social studies, science, language arts/reading, mathematics, and computer literacy/technology.

Failure to pass the required number of courses will result in the student being required to attend a middle school summer program. Failure to successfully complete summer school requirements will result in the student being retained by the principal.

GRADUATION REQUIREMENTS

To graduate from Rockingham County Public Schools, a student must meet all applicable requirements

set forth in the Standards of Accreditation and the Standards of Quality. The requirements for a student to earn a diploma are those in effect when the student enters ninth grade for the first time.

Notification

The School Board will notify the parent of rising eleventh and twelfth grade students of

- (i) the number of standard and verified units of credit required for graduation pursuant to the standards of accreditation and
- (ii) the remaining number of such units of credit the individual student requires for graduation.

The School Board will notify the parent of students with disabilities who have an IEP and who fail to meet the requirements for graduation of the student's right to a free and appropriate education to age 21, inclusive, pursuant to Va. Code § 22.1-213 et seq.

The School Board will notify the parent of students who fail to graduate or who fail to achieve the number of verified units of credit required for graduation as provided in the standards of accreditation and who have not reached 20 years of age on or before August 1st of the school year of the right to a free public education. If the student who does not graduate or achieve such verified units of credit is a student for whom English is a second language, the School Board will notify the parent of the student's opportunity for a free public education in accordance with Va. Code § 22.1-5.

Graduation Requirements

Rockingham County Public Schools shall meet or exceed the graduation requirements of the Regulations Establishing Standards for Accrediting Public Schools in Virginia.

Diplomas and Certificates

High schools may issue a standard diploma, an advanced studies diploma, a modified standard diploma, a special diploma, a certificate of program completion, a general education development certificate or a general achievement diploma to qualifying students.

Modified Standard Diploma

The Modified Standard Diploma program is intended for certain students at the secondary level who have a disability and are unlikely to meet the credit requirements for a Standard Diploma. Eligibility and participation in the Modified Standard Diploma program shall be determined by the student's Individual Education Program (IEP) team and the student, where appropriate, at any point after the student's eight grade year.

Standard and Advanced Studies Diplomas

Any student shall be awarded a standard or advanced studies diploma upon earning the units of credit prescribed by the Board of Education and passing the prescribed State tests (with accommodations, as necessary.) §22.1-253.13:4

Special Diploma

Any student receiving special education services who does not earn the units of credit prescribed by the Board of Education and/or who does not pass the prescribed literacy tests, but who does complete the requirements of his/her Individualized Education Program, shall be awarded a special diploma.

General Achievement Diploma

Any student shall be awarded a general achievement diploma upon meeting the requirements of Va. Code § 22.1-254.

Certificates of Program Completion for Workplace Readiness

Any student who does not earn prescribed units of credit for graduation or completes the requirements of his/her individualized education program does not qualify for diplomas, but does qualify for a certificate if he/she completes a prescribed course of study* as defined by the local School Board.

*A prescribed course of study consists of thirteen units of credit including one unit of math, one unit of English, one unit of computer technology, one unit of social studies, one unit of science, and two additional units from any of the four core subject areas, four units from career cluster courses, and two units of electives. A receiving student must be at least 17 years of age.

Alternative Education Program

Credits earned in an alternative education program may be applied toward graduation requirements if the alternative education program has prior approval by the School Board.

General Education Development

The School Board endorses the General Education Development program and shall provide resources to prepare individuals to take the GED examinations. Any student shall be awarded a general education development certificate upon meeting the requirements of Va. Code § 22.1-254.

Graduation Ceremonies

Participants in a graduation ceremony shall have completed the requirements for a standard, modified, or advanced diploma, a special diploma, a certificate of program completion for workplace readiness, a general education development certificate, or a general achievement diploma.

Foreign exchange students considered on the senior level by the school administration and in regular attendance may participate in the school's graduation ceremonies to receive a Certificate of Attendance prepared by the school.

GUIDANCE AND COUNSELING PROGRAM

The Rockingham County School Board affirms that parents are the student's first teachers and that the public schools should serve to strengthen family and parental support. No student will be required to participate in any personal/social counseling program to which the student's parents object. All students are expected to participate in academic, career, and character education guidance programs.

Guidance counselors grades K-12 provide a program in accordance with the Regulations of the Virginia Board of Education Governing Guidance and Counseling Programs, Code of Virginia, Family Educational Rights and Privacy Acts of 1974, and Rockingham County Public Schools Board policy. The four areas of emphasis are prescribed by the above regulation, laws, and policy is as follows:

- a) Academic Guidance (Academic Advising) – Advice which assists students and their parents to acquire knowledge of the curricula choices available to students, to plan a program of studies, to arrange and interpret academic testing, and to seek post-secondary academic opportunities;
- b) Career Guidance (Career Advising) – Advice which helps students to acquire information and plan action about work, jobs, apprenticeships, and post-secondary educational and career opportunities;
- c) Character Education Guidance (Character Advising) – Advice and lessons to assist students in developing strong character traits, including citizenship, responsibility, caring, respect, trustworthiness, and fairness, and which emphasize the prevention of bullying.

Grades K-5 Classroom lessons emphasize these six character traits. Grades 4 and 5 also experience a developmentally appropriate bullying prevention program.

Grades 6-8 Grade 6 classroom presentations emphasize these six character traits, and Experience a developmentally appropriate bullying prevention program.

Grades 7 and 8 experience a developmentally appropriate bullying prevention program, while further developing these six character traits.

Grades 9-12 The high school character education program is led by an assigned school administrator and team of staff members. Various activities and recognition events for students are held throughout the school year. The guidance counselors support school-wide efforts to enhance character development.
- d) Personal/Social Counseling – Counseling which assists a student to develop an understanding of themselves, the rights and needs of others, how to resolve conflict and to define individual goals, reflecting their interests, abilities and aptitudes. Such counseling may be provided either (i) in groups in which generic issues of social development are addressed or (ii) through structured individual or small group multi-session counseling which focuses on the specific concerns of the participant(s).

Review of Guidance Materials: Parents may contact the school guidance office to schedule an appointment should he/she wish to review Rockingham County Public Schools guidance materials.

In accordance with Rockingham County Public School Board Policy, parents may choose to have his/her child(ren) “Opt-Out” of the personal/social component of the guidance program. Parents must notify the school that this option has been chosen and the child will not participate in personal/social counseling activities, by completing an Opt-Out Form requested from the Principal.

Counseling techniques, which are beyond the scope of the professional certification or training of counselors, including hypnosis, or other psychotherapeutic techniques that are normally employed in medical or clinical settings and focus on mental illness or psychopathology are prohibited.

STUDENT ASSISTANCE SERVICES

Student Assistance Services is a program of early identification, intervention and support designed to assist students, parents and school personnel to identify issues which are barriers to the student's learning and school success. Student assistance is not a treatment program; rather, it is designed as a program that utilizes strategies that not only enhance a student's personal success in school but also works toward improving the overall school climate. The RCPS Student Assistance Services approach is to partner with parents, students and school personnel, and community agencies when the presenting concerns are beyond the scope of the school. A Student Assistance Counselor is assigned to each RCPS middle and high school.

HAZARDOUS MATERIAL

All hazardous materials not used for instructional or custodial purposes are forbidden on all school grounds, in the school building, on school vehicles, at school sponsored activities, or in connection with all school related events.

For the purpose of this policy, the term "hazardous material" means any material that causes a physical and/or health danger to students or others. This includes materials such as, but not limited to, flammable liquids, mercury, sulfuric acid, nitric acid, hydrochloric acid, acetic acid, sodium hydroxide, potassium hydroxide, phosphorus, phenol, iodine, alkali metals, chloroform, ethers, chlorine, toluene, carcinogenic chemicals, and all poisons.

Violations of this policy may result in an out-of-school suspension for up to ten (10) days and may be referred to the Superintendent/designee for consideration of additional disciplinary action, up to expulsion.

HOMEWORK

The Rockingham County School Board endorses homework as an extension of the school's program. The objective of homework is to assist and improve learning and to strengthen skills and understandings gained in the classroom. Desirable homework practices bring the home and school closer together by facilitating parent understanding of topics taught at school. Homework allows teachers and students to cover more content, reinforces and supplements students' learning experiences, and fosters student initiative, independence, study habits, creativity, and responsibility. The types of homework should include practice to reinforce newly-acquired skills, preparation to obtain background for new classroom information, and extension to apply knowledge in creative ways.

Homework is most beneficial when it is a cooperative effort among teachers, students, and parents. The responsibility lies in three areas.

It is the teachers' responsibility to ensure that homework is:

- reasonable in length
- directly related to classroom work
- well defined in advance by the teachers

- understood by the students
- reviewed by the student and teacher daily; and
- positive in nature

It is the students' responsibility to complete homework neatly and correctly.

It is the parents' responsibility to support this portion of the educational program by encouragement and involvement with the student and teacher.

On-going communication among teacher, student, and parent is essential for the success of this important part of the school's program.

The types and length of homework assignments should vary according to the students' level and abilities. The following guidelines are adopted for Rockingham County Public Schools:

1. KINDERGARTEN (Minimal, as needed)
Homework is to be minimal and based on teacher judgment of the students' needs.
2. PRIMARY GRADES 1-2 (15 to 30 minutes total, daily, as needed)
 - a. Homework is to be initiated as an expectation in the students' educational program.
 - b. Homework is assigned at the discretion of the teacher with an emphasis on reading, math, and language arts.
3. ELEMENTARY GRADES 3-5 (30 minutes to 1 hour total, daily, as needed)
 - a. Homework is to be expected as part of the students' educational program.
 - b. Long-term assignments may be given which will assist the student in learning and in developing planning skills and responsibility.
4. MIDDLE GRADES 6-8 (1 to 1-1/2 hours total, daily, as needed)
 - a. Homework is to be a well established part of the students' educational program.
 - b. Homework consists of routine assignments to support classroom instruction.
 - c. Homework provides opportunities for research.
 - d. Coordination and cooperation among departments and teachers are expected.
 - e. Major tests, examinations, research papers, and required reading may vary the amount of time suggested.
5. HIGH SCHOOL GRADES 9-12 (1 to 2 hours total, daily, as needed)
 - a. Homework is to be assigned regularly as part of the students' educational program.
 - b. Coordination and cooperation among departments and teachers are expected.
 - c. Homework consists of both short-term and long-term activities.

- d. Major tests, examinations, research papers, and required reading may vary the amount of time suggested.
- e. Students in Advanced Placement classes should expect a greater amount of homework as these classes contain college level content.

INTERNET PRIVACY

The Rockingham County School Board is committed to complying with the Government Data Collection and Dissemination Practices Act and the Virginia Freedom of information Act. The Rockingham County School Division shall not collect unnecessary personal information by means of its website, and shall collect only appropriate personal information to the extent necessary to serve its constituents and the community.

Personal information collected and retained by the school division's website will be maintained in compliance with the Governmental Data Collection and Dissemination Practices Act. Any individual wishing to learn the purpose for which information has been recorded and the particulars of its use and dissemination may contact the Superintendent or the Superintendent's designee regarding this information. Any person wishing to correct, erase or amend inaccurate, obsolete or irrelevant information may do so by procedures established by the Superintendent or the designee.

The school division shall inform the public of any personal information collected through its website by posting the following privacy statement or a link to this privacy statement on the website home page:

“It is the policy of the Rockingham County School Division that personal information about citizens will be collected only to the extent necessary to provide the service or benefit desired; that only appropriate information will be collected; that the citizen shall understand the reason the information is collected and be able to examine their personal record which is maintained by a public body. This website:

1. collects no personal information. Internet servers do collect communication protocol addresses from the personal computers accessing the website in order to facilitate communication. By itself, this information does not constitute personal information.
2. does not place a ‘cookie’¹ on your computer, and
3. will not track your movements through the website.”

¹A message given to a Web browser by a Web server. The browser stores the message, and the message is sent back to the server each time the browser requests a page from the server. The main purpose of cookies is to identify users and possibly prepare customized Web pages for them. A user entering a Web site using cookies may be asked to fill out a form providing the user's name or other identifying information.

MAKE-UP WORK DURING SUSPENSION AND EXCUSED ABSENCES

All regular and special education students who receive an out-of-school suspension or received an excused absence will be permitted to make up missed class work and receive credit for the graded work. The principal will control the implementation of this policy in his/her school.

Students who are suspended for ten (10) days from school as a result of violations of the school division's drug, weapons, Code of Responsible Student Conduct, or other policies, with a principal's recommendation for long-term

suspension or expulsion, are permitted to make up work from home but are not permitted to attend any alternative education program pending School Board action.

MINUTE OF SILENCE

The Rockingham County School Board recognizes a minute of silence as required by State law. Therefore, each teacher shall observe a minute 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: (1) remains seated and silent and (2) does not disrupt or distract other students during the minute of silence. The minute 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 or not to pray or meditate during the minute of silence. Students and employees are prohibited from praying aloud during the minute of silence.

PARENTAL RIGHTS AND RESPONSIBILITIES

Each parent of a student enrolled in a public school has a duty to assist the school in enforcing the standards of student conduct and compulsory school attendance in accordance with the requirement of Virginia Code 22.1-279.3. The intent of this requirement is to provide students with an education in an atmosphere free of disruption and threats to persons or property and to provide opportunities for parental involvement regarding student attendance, behavior, and educational progress.

When parents of a student are estranged, separated, or divorced, building personnel will uphold the parental rights of both parents. Unless there is a court order to the contrary, both parents have the right, upon request, to:

1. view the child's school records, in accordance with Board policy;
2. receive school progress reports, the school calendar, and notices of major school events;
3. participate in any of the student's school activities in which such participation is supported or encouraged by the policies of the school division. School activities include, but are not limited to, lunch breaks, special in-school programs, parent-teacher conferences and other school meetings, extra-curricular activities, and field trips;
4. receive all notifications in accordance with the Individuals with Disabilities Education Act;
5. receive notice of the student's extended absence according to Board policy, if both parents have joint physical custody.

The custodial parent has the responsibility to:

1. keep the school office informed as to the address of residence and how he or she may be contacted at all times.
2. provide the school office with the current address and phone number of the non-custodial parent, unless such address is unknown and the parent signs a statement to that effect, or unless a court order restricts the educational or contact rights of the parent, and

3. provide a copy of any legal document which restricts the educational and/or contact rights of the non-custodial parent.

The non-custodial parent has the responsibility to keep the school office apprised of changes in his or her current phone number and address. Further, the non-custodial parent may make timely requests to participate in parent-teacher conferences. At the request of a noncustodial parent, such parent will be included as an emergency contact for their child unless a court order has been issued to the contrary.

School personnel shall not release a student from school to any person who is not a custodial parent unless: 1) the custodial parent has given specific written or oral communication to school personnel or 2) a medical emergency has occurred at which time the student will be released to the person(s) named on the current "emergency care form."

Under no circumstances shall the noncustodial parent take the child from the school premises without the permission of the custodial parent. When the custodial and non-custodial parents (or parents with joint or shared custody) have different opinions as to how the child be dealt with by school personnel, the views of the parent with the dominant physical custody shall control.

STUDENT PUBLICATIONS

Definition of Official School Publications

Official school publications such as newspapers, yearbooks, and literary magazines may be prepared in regularly scheduled classes and are components of the curriculum approved by the School Board. These publications are not intended to provide a public forum for students or the general public. In all instances related to these publications, the School Board will be the publisher, the principal will be the editor, the faculty sponsor will be co-editor, and students appointed by the co-editor may serve as assistant editors and journalists.

Responsibilities of Student Editors and Journalists

Student editors and journalists shall be responsible for preparing and writing factual material that is not obscene, defamatory, or an invasion of privacy or that

- is reasonably foreseeable to lead to the substantial disruption of school activities or to endanger the health or safety of students or staff;
- which advocates the commission of an unlawful act or the violation of a lawful school policy or regulation;
- which advertises or advocates illegal products or services; or
- which advocates prejudice, hatred, violence, or harassment on the basis of race, religion, national origin, ancestry or disability.

Responsibilities of Student Publications Faculty Co-Editor

School publications faculty co-editors shall instruct students in the Code of Ethics of the American Society of Newspaper Editors and help students to understand and follow it. Faculty members shall instruct students in correct and appropriate journalistic techniques and consult with the principal, who is the editor, on

material that may violate the law or the journalism Code of Ethics. Material that may be considered controversial by some members of the school community should be carefully considered by students and the faculty editor, and brought to the attention of the principal (editor).

Responsibilities of the School Principal (Editor)

The school principal is responsible for approving all publications in accordance with School Board policy and his/her judgment and discretion.

STUDENT SEARCH AND SEIZURE

Search and Seizure—General

The purpose of this policy is to help preserve and foster a safe, non-disruptive educational environment for effective teaching and learning, to maintain and promote order and discipline and the school curriculum, to deter students from bringing or attempting to bring weapons, drugs, alcohol or other contraband onto school-controlled property or to school-related activities, and to achieve these objectives consistent with law.

While students are entitled to the guarantees of the United States Constitution's Fourth Amendment, they still are subject to reasonable searches and seizures. School officials are empowered to conduct reasonable searches of particular students and student property when there is reasonable suspicion that a student may be in possession of drugs, weapons, alcohol, look-alikes, or other contraband in violation of school rule or policy or law. A school administrator initially may seek voluntary consent to the search.

All school-related property always remains under the control of school officials and is subject to inspection at any time. School-related property includes but is not limited to computer equipment, lockers, cabinets, desks, bookcases, containers, buses and other vehicles and items controlled or directed by school officials.

In the initiation and conduct of any search, a school administrator will remain in charge at all times. In general, no member of law enforcement may be authorized to conduct a search on behalf of the school but may facilitate a school search under the continuing control and direction of a school administrator. A canine also may be utilized under proper circumstances to facilitate a school administrator's actions. Law enforcement officials may, under circumstances authorized by law, conduct their own independent searches (e.g., upon belief that a crime is being committed in their presence or in exigent circumstances).

Reasonable Suspicion

The school official performing a search must be able to articulate a reason for suspecting the student possesses something which violates a school rule, school board policy or regulation, or the law. For example, reasonable suspicion may exist because of eyewitness observations by school personnel, information from a reliable informant, suspicious behavior, a bulge suggestive of weapon or contraband, identifiable smell of tobacco, alcohol or marijuana, unusual or indicative behavior, or the student's history and school record of misconduct. A mere "hunch" or guess is not a sufficient basis to undertake a search.

Individualized Suspicion

In order for a search to be reasonable, it ordinarily must be based on not only reasonable suspicion but also on

individualized suspicion of wrongdoing. This requirement does not mean that the suspicion must always be confined to only one person at a time. There may be special situations in which a group of students is so specific and small that each of the individuals in the entire group may be searched consistent with the individualized suspicion requirement.

School-Related Property – Lockers and Desks and Computer Equipment, etc.

Lockers, desks, computer equipment (including but not limited to files, records of internet access and any other records, software and similar educational technology), bookcases, containers and other similar property owned, leased or controlled by the school will be considered school-related property, regardless of whether on campus or off-campus. The school ultimately exercises exclusive control over the school-related property and a student may and should have no expectation of privacy whatsoever regarding such items, which always will be subject to inspection at any time by school officials without consent, reason, or notice.

The Person

A student may be searched if there is individualized reasonable suspicion that the search will turn up evidence that the student has violated a rule of the school, school board policy or regulations, or the law. A particular student's effects (e.g. purse, book bag or personal electronic device) are also subject to being searched by school officials and are subject to the same considerations. As a search of a student becomes more intrusive, an increasingly higher degree of individualized suspicion must exist. The scope of the search must be reasonably related to the objectives of the search and not excessively intrusive in light of the age and sex of the student and the nature of the suspected infraction.

A search should be conducted in private, to the extent practicable. In all circumstances in which the search of a student appears necessary, school officials should inform the student of the action to be taken and the reason(s) for the search. School officials should initially request voluntary consent for the search.

If a student resists or otherwise refuses to voluntarily consent to a search, the student should be immediately separated in a reasonable manner until a parent and/or law enforcement representative arrives to assist with the situation in order to observe or minimize disruption. If the student presents any danger to self or others, or if there is reasonable suspicion to believe that the student possesses a weapon or drugs or alcohol, the student immediately may be reasonably searched by a school administrator. An uncooperative or disruptive student will remain subject to disciplinary action.

If a pat-down search of a student's person is conducted, it will be conducted in private by a school official of the same sex and with two adult witnesses present. No pat-down search should involve contact with bodily areas typically regarded as particularly sensitive areas.

If school officials conclude that a more intrusive search (e.g. a search that would involve exposure of or contact with particularly sensitive bodily areas) is needed, they should call the parent(s) of the students involved and report their suspicions to parent(s) and to the police. School officials should not conduct highly intrusive searches. Any strip search is prohibited.

Except as to a small number of particular students, group searches will not be permitted. Searches of students and their effects must be particularized.

Vehicles

Students are permitted to park on school premises as a matter of privilege, not of right. Any person who operates a vehicle on school property or in connections with any school-related activity impliedly authorizes school authorities to conduct a search of the vehicle and its contents without notice, without further consent, and without a search warrant. School authorities may conduct routine periodic patrols of parking lots and inspections of the exteriors of student vehicles on school property or in connection with any school-related activity without cause, without notice, without consent, and without a search warrant. The interiors of vehicles may be inspected whenever there is individualized reasonable suspicion to believe that illegal or unauthorized materials are contained inside, without notice, without student consent, and without a search warrant.

Metal Detectors

As part of protecting the health, welfare and safety of students, faculty, staff, and visitors, metal detectors may be used to scan and screen for firearms and other weapons or other contraband. Searches with metal detectors may be conducted whenever individualized reasonable suspicion exists or when, under reasonable circumstances, all persons are subjected to the same procedures as part of an overall safety and security plan for an event or other occasion.

Canine Sniffs by Trained Dogs

Canine sniffs of student lockers, desks and other property may be performed at any time. If the dog alerts to an area, then individualized suspicion exists for the search of the area and the space(s) and items in the vicinity. No use of canines should be undertaken except at the request of the Superintendent or central office designee. When the canine arrives at the location for the canine initiative, the principal/designee becomes the Superintendent's designee in directing and controlling any search. In no event may a canine be permitted to sniff directly any student.

Location

Searches of students and student property may be conducted wherever the student is involved in or attending a school sponsored or related function, whether it is on the school campus or not. Searches, whether on or off the school campus, are to be conducted consistent with school board policy.

Random Searches

With the prior approval of the Superintendent or central office designee, school officials may elect to conduct a search of a randomly selected group of students as part of an administrative program to prevent the occurrence of a dangerous or illegal situation or incident (e.g., the presence of weapons or drugs or alcohol). The search of a randomly selected student population may take place without "individualized suspicion." These searches must be reasonable and should minimize the intrusion into students' privacy. There must beforehand be evidence concerning the prevalence of the concern (e.g., weapons or drugs) prior to undertaking such a random search. The manner of selecting those students who will be searched must be truly random and should be established by a school official (from the school board administrative offices) who will not be personally involved in the search.

Seizure of Illegal Item

If a search yields or reveals an illegal contraband, then the item should be promptly tagged, bagged, and

documented (e.g., photographed, receipted) and turned over to law enforcement for ultimate safeguarding disposition. All other items should be retained by a designated school administrator or the school resource officer until the item is no longer required or needed. Any contraband should be safeguarded and kept separate from any other items in such a way as to preserve its clear identity.

Cameras

If cameras are used in or about any facility or activity, they are regarded as evidence-gathering devices only, not devices guaranteeing or assuring or creating any expectation or duty of surveillance monitoring or crime detection or prevention. Any film or other means of capturing images is school-related property and not a scholastic or student record subject to any state or federal law, such as the Family Educational Rights and Privacy Act (FERPA).

Notice

Students will be provided notice of this policy concerning search and seizure by having it placed, highlighted, or referenced in the school handbook or distributed by supplemental publication. In the event that any provision of this policy, if strictly construed, reasonably is forecasted to result in danger to any person by reason of (a) apparent emergency, or (b) by adverse conduct of a student or other person, any person acting under the authority of the Rockingham County School Board pursuant to this policy is authorized to take any reasonable action. Schools are not required to notify parents prior to conducting a student search. Whenever a student has been searched, parents or guardians should be notified as soon as practical.

Restraint of Student

To protect a student or others, a school administrator may temporarily restrain a student. Reasonable care should be taken in such action.

SEXUAL HARASSMENT/HARASSMENT BASED ON GENDER, RACE, NATIONAL ORIGIN, DISABILITY AND RELIGION

I. Policy Statement

The Rockingham County School Division is committed to maintaining a learning/working environment free from sexual harassment and harassment based on gender, race, national origin, disability or religion. Therefore, Rockingham County School Division prohibits sexual harassment and harassment based on gender, race, national origin, disability or religion of any student or school personnel at school or any school sponsored activity.

It shall be a violation of this policy for any student or school personnel to harass a student or school personnel sexually, or based on gender, race, national origin, disability or religion. Further, it shall be a violation of this policy for any school personnel to tolerate sexual harassment or harassment based on a student's or employee's gender, race, national origin, disability or religion by students, school personnel or third parties participating in, observing or otherwise engaged in school sponsored activities.

For the purpose of this policy, school personnel means, school board members, school employees, agents, volunteers, contractors or other persons subject to the supervision and control of the School Division.

The School Division shall: (1) promptly investigate all complaints, written or verbal, of sexual harassment and harassment based on gender, race, national origin, disability or religion; (2) promptly take appropriate action to stop any harassment and (3) take appropriate action against any student or school personnel who violates this policy and take any other action reasonably calculated to end and prevent further harassment of school personnel or students.

II. Definitions

A. Sexual Harassment.

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:

- (i) submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment or education; or
- (ii) submission to or rejection of the conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
- (iii) that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile or offensive employment or educational environment (i.e. the conduct is sufficiently severe, persistent or pervasive to limit a student's or employee's ability to participate in or benefit from the educational program or work environment).

Examples of conduct which may constitute sexual harassment include:

- unwelcome, sexually motivated or inappropriate patting, pinching or other physical contact (other than necessary restraint of students by school personnel to avoid physical harm to people or property).
- unwelcome sexual flirtation or propositions.
- sexual slurs, leering, epithets, threats, verbal abuse, derogatory comments or sexually degrading descriptions.
- graphic verbal comments about an individual's body, or overly personal conversation of a sexual nature.
- sexual jokes, notes, stories, drawings, gestures or pictures.
- spreading sexual rumors.
- touching an individual's body or clothes in a sexual way.
- displaying sexually suggestive objects, pictures, cartoons or posters.
- impeding or blocking movement.

B. Harassment Based on Gender, Race, National Origin, Disability or Religion

Harassment based on gender, race, national origin, disability or religion consists of physical or verbal conduct relating to an individual's race, national origin, disability or religion when the conduct:

- (i) has the purpose or effect of creating an intimidating, hostile or offensive working or educational environment; or
- (ii) has the purpose or effect of substantially or unreasonably interfering with an individual's work or educational performance; or

- (iii) otherwise adversely affects an individual's employment or educational opportunities.

Examples of conduct which may constitute harassment based on gender, race, national origin, disability or religion include:

- graffiti containing racially offensive language.
- name calling, jokes or rumors.
- physical acts of aggression against a person or his property because of that person's gender, race, national origin, disability or religion.
- slurs, negative stereotypes and hostile acts which are based on another's gender, race, national origin, religion or disability.
- written or graphic material containing ethnic comments or stereotypes which is posted or circulated and is intended to degrade individuals based on their gender, race, national origin, disability or religion.

III. Complaint Procedure

A. File Report

Any student or school personnel who believes he or she has been the victim of sexual harassment or harassment based on gender, race, national origin, religion or disability by a student, school personnel or a third party should report the alleged harassment as soon as possible to the building principal, the lead supervisor, or to one of the compliance officers designated in this policy. Further, any student who has knowledge of conduct which may constitute prohibited harassment should report such conduct to the building principal, the lead supervisor, or to one of the compliance officers designated by the policy. Any school personnel who has notice that a student or other school personnel may have been a victim of prohibited harassment shall immediately report the alleged harassment to the building principal, the lead supervisor, or to one of the compliance officers designated in this policy.

The reporting party should make complaints of harassment in writing. However, oral reports will also be accepted. The complaint must be filed with either the building principal, the lead supervisor, or one of the compliance officers designated in this policy. However, a complaint may be filed with any administrator. The principal, administrator, or lead supervisor must immediately forward any report of alleged prohibited harassment to the compliance officer. Any complaint that involves the building principal or the lead supervisor must be reported directly to the compliance officer. Any complaint that involves the compliance officer must be reported to the Superintendent. Any complaint that involves the Superintendent must be reported to the Chairperson of the School Board or other member of the School Board.

The complaint, and identity of the complainant and alleged harasser will not be disclosed except as required by law or policy, as necessary to fully investigate the complaint or as authorized by the complainant.

B. Investigation

Upon receipt of a report of alleged prohibited harassment, the building principal, the lead supervisor, or compliance officer shall immediately authorize or undertake an investigation. The investigation may be conducted by school personnel or a third party designated by the school division. The investigation shall be completed as soon as practicable, but not later than 10 school days after receipt of the report unless circumstances are deemed to necessitate a more immediate investigation. If the alleged harassment may also

constitute child abuse, then it must be reported to the Department of Social Service in accordance with law.

The investigation may consist of personal interviews with the complainant, the alleged harasser, and any others who may have knowledge of the alleged harassment or the circumstances giving rise to the complaint. The investigation may also consist of the inspection of any other documents or information deemed relevant by the investigator. The school division shall take necessary steps to protect the complainant and others pending the completion of the investigation.

In determining whether alleged conduct constitutes a violation of this policy, the division will consider, at a minimum: (1) the surrounding circumstances; (2) the nature of the behavior; (3) past incidents or past or continuing patterns of behavior; (4) the relationship between the parties; (5) how often the conduct occurred; (6) the identity of the alleged perpetrator in relation to the alleged victim (i.e. positions of power); (7) the location of the alleged harassment; (8) the ages of the parties and (9) the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a case-by-case determination based on all of the facts and circumstances following a complete and thorough investigation.

All employees will cooperate with any investigation of alleged harassment conducted under this policy or by an appropriate state or federal agency.

C. Appeal

1. Meeting with Principal or Lead Supervisor

If the aggrieved party is not satisfied that a complaint has not been resolved satisfactorily, the aggrieved party may request a meeting with the principal or lead supervisor. The principal may request a parent to attend if the complainant is a student. Following the meeting, the principal or lead supervisor will inform the aggrieved party of the decision.

2. Appeal to Compliance Officer

The principal's or lead supervisor's decision on a complaint may be appealed by the aggrieved party to the Compliance Officer or Alternate Compliance Officer within three (3) school days following receipt of the decision. The written appeal shall state precisely the reasons for dissatisfaction with the decision and shall be limited to the matter under appeal. Upon receipt of the appeal, the Compliance Officer shall review the complaint and inform the aggrieved party in writing of the decision. The Compliance Officer may at his or her discretion include a meeting with the principal, lead supervisor, parent, or school employee as part of his or her review of the appeal.

3. Appeal to Superintendent

The Compliance Officer's decision may be appealed by the aggrieved party, to the Superintendent within three (3) school days following receipt of the Compliance Officer's decision. The written appeal shall state precisely the reasons for dissatisfaction with the Compliance Officer's decision and shall be limited to the matter under appeal. Upon receipt of an appeal from a parent, the Superintendent or designee shall review the complaint and inform the aggrieved party in writing of the decision. The Superintendent

may, at his or her discretion, include a meeting with the Compliance Officer, principal, lead supervisor, parent, or employee as part of the review of the appeal. The Superintendent or designee will notify the aggrieved party in writing of the decision and indicate that the aggrieved party may appeal the decision to the School Board.

4. Appeal to School Board

If the Superintendent determines that no prohibited harassment occurred, the aggrieved party who was allegedly subjected to harassment may appeal this finding to the School Board by filing a written request not later than five (5) calendar days after receipt of the Superintendent's decision. The written appeal shall state precisely the reasons for dissatisfaction with the Superintendent's decision. Notice of appeal must be filed with the Superintendent who will forward the relevant portions of the record to the School Board. The School Board shall make a decision within 30 calendar days of receiving the record. The School Board may ask for oral or written arguments from the aggrieved party and the Superintendent and any other individual the School Board deems relevant. The Superintendent or designee will notify the aggrieved party of the School Board's decision and will send a letter to the aggrieved party explaining the decision.

Employees may choose to pursue their complaints under this policy through the relevant employee grievance procedure instead of the complaint procedure in this policy.

D. Compliance Officer and Alternate Compliance Officer

The Rockingham County School Board has designated the Director of Vocational and Alternative Education, Rockingham County Public Schools, 100 Mount Clinton Pike, Harrisonburg, VA 22802, 564-3200, as the Compliance Officer responsible for identifying, preventing and remedying prohibited harassment. Complaints of harassment may also be made to the Alternate Compliance Officer: the Executive Director for Human Resources, Rockingham County Public Schools, 100 Mount Clinton Pike, Harrisonburg, VA 22802, 564-3200.

The Compliance Officer shall:

- (1) receive reports or complaints of harassment;
- (2) oversee the investigation of any alleged harassment;
- (3) assess the training needs of the school division in connection with this policy;
- (4) arrange necessary training to achieve compliance with this policy;
- (5) insure that any harassment investigation is conducted by an impartial investigator who is trained in the requirements of equal employment/education opportunity, including the authority to protect the alleged victim and others during the investigation.

IV. Retaliation

Retaliation against students or school personnel who report harassment or participate in any related proceedings is prohibited. The School division shall take appropriate action against students or school personnel who retaliate against any student or school personnel who reports alleged harassment or participates in related proceedings.

V. Right to Alternative Complaint Procedure

Nothing in this policy shall deny the right of any individual to pursue other avenues of recourse to address concerns relating to prohibited harassment including initiating civil action, filing a complaint with outside agencies or seeking redress under state or federal law.

VI. Prevention and Notice of Policy

Training to prevent sexual harassment and harassment based on gender, race, national origin, disability and religion should be included in employee and student orientations as well as employee in-service training.

This policy shall be (1) displayed in prominent areas of each division building in a location accessible to students, parents and school personnel, (2) included in the student and employee handbooks; and (3) sent to parents of all students within 30 calendar days of the start of school. Further, all students, and their parents/guardians, and employees shall be notified annually of the names and contact information of the compliance officers.

VII. False Charges

Students or school personnel who make false charges of harassment shall be subject to disciplinary action.

SPORTSMANSHIP, ETHICS AND INTEGRITY

The School Board recognizes the value of extracurricular activities in the educational process and the values that students develop when they have the opportunity to participate in an organized activity outside of the traditional classroom.

Participants and supervising adults involved in School Board approved extracurricular activities are expected to demonstrate the same level of responsibility and behavior at practice and competitions as is expected in the classroom. The School Board further encourages the development and promotion of sportsmanship, ethics and integrity in all phases of the educational process and in all segments of the community, including administrators, participants, adult supervisors, parents, fans, spirit groups and support/booster groups. Good sportsmanship is expected of all attendees at all school sponsored events. Failure to comply with the above may result in removal from the school premises by the principal/designee or law enforcement officer.

VIRGINIA ASSESSMENT PROGRAM/TESTING OF STUDENTS

1. A program of standardized testing prescribed by the Virginia Department of Education is administered annually. Standardized tests will be administered according to state and local directives. However, in administering tests or other assessment instruments, school board employees shall not require any public elementary school students being tested to disclose their race or ethnicity on such tests. A school division, however, may obtain such information from a student's permanent record and place the information on the test or assessment.
2. Each student should learn the relevant grade level/course subject matter before promotion to the next grade. The division superintendent shall certify to the Department of Education that the division's

promotion/retention policy does not exclude students from membership in a grade, or participation in a course, in which SOL tests are to be administered. Each school shall have a process, as appropriate, to identify and recommend strategies to address the learning, behavior, communication, or development of individual children who are having difficulty in the educational setting.

3. In kindergarten through eighth grade, where the administration of Virginia Assessment Program tests are required by the Board of Education, each student shall be expected to take the tests; students who are accelerated should take the tests for the grade level of the content received in instruction. Schools shall use the Virginia Assessment Program test results in kindergarten through eighth grade as part of a set of multiple criteria for determining the promotion or retention of students. Students promoted to high school from eighth grade should have attained basic mastery of the Standards of Learning in English, history and social science, mathematics, and science and should be prepared for high school work. Students shall not be required to retake the Virginia Assessment Program tests unless they are retained and have not previously passed the related tests.
4. Students in kindergarten through grade 8 should not be required to attend summer school or weekend remediation classes solely based on failing a SOL test in science or history/social science. Student may be required to participate in such programs in mathematics and English.
5. Each student in middle and secondary school shall take all applicable end-of-course SOL tests following course instruction. Students who successfully complete the course requirements and achieve a passing score on an end-of-course SOL test shall be awarded a verified unit of credit in that course. Students may earn verified units of credit in any courses for which end-of-course SOL tests are available. Middle and secondary schools may consider the student's end-of-course SOL test score in determining the student's final course grade. However, no student who has failed an end-of-course SOL test but passed the related course shall be prevented from taking any other course in a content area and from taking the applicable end-of-course SOL test. Students who pass high school courses and fail the course SOL test may retake the end-of-course SOL test any number of times until a passing score is attained.
6. Eligible students may qualify for an expedited retake of an end-of-course SOL assessment to earn a verified credit where the student meets the criteria established by the Virginia Board of Education.

Under the criteria established by the state Board, the student must:

- Need the test for verified credit; and
- Have passed the course associated with the test, and
- One of the following:
 - Failed the test by a narrow margin, or
 - Failed the test by any margin and have extenuating circumstances that would warrant retesting, or
 - Did not sit for the regularly scheduled test for legitimate reasons.

For purposes of these criteria, “narrow margin” means a scaled score of 375-399. The Division Superintendent will be responsible for making the determination of what constitutes “extenuating circumstances” and “legitimate reasons” for purposes of establishing eligibility for an expedited retest of an end-of-course SOL assessment.

7. Participation in the Virginia Assessment Program by students with disabilities shall be prescribed by provisions of their Individualized Education Program (IEP) or 504 Plan. All students with disabilities shall be assessed with appropriate accommodations and alternate assessments where necessary.

8. All students identified as limited English proficient (LEP) shall participate in the Virginia Assessment Program. A school based committee shall convene and make determinations regarding the participation level of LEP students in the Virginia Assessment Program. In kindergarten through eighth grade, limited English proficient students may be granted a one-time exemption from SOL testing in the areas of writing, science, and history and social science.
9. Any student taking courses for credit shall be required to take the relevant Virginia Assessment Program tests. Students who are auditing courses and who will not receive a standard unit of credit for such courses shall not be required to take the Standards of Learning tests for those courses.
10. Upon recommendation of the Superintendent and demonstration of mastery of course content and objectives, qualified students may receive a standard unit of credit and be permitted to sit for the relevant SOL test to earn a verified credit without having to meet the 140-clock-hour requirement. The Superintendent by regulation shall determine the manner in which a student may demonstrate master of course content and objectives, and documentation of such mastery will be maintained in the student's permanent record.
11. Students may also earn verified credits by taking alternative tests to the SOL assessment. Such tests may only be approved by the Virginia Board of Education, and the student may earn verified credits only by achieving that score established by the Board of Education.
12. In addition to, and to support, the Virginia Assessment Program, school personnel may test students to meet specific needs within a school or school division. This local testing should be approved by the principal at the school level and by the Superintendent for division-wide testing.

AWARDING LOCALLY VERIFIED CREDITS

Local school boards may award verified credits in science and history/social sciences that may be used to fulfill the requirement of four verified credits of the student's own selection. This policy *does not* apply to the awarding of verified credits in English or mathematics, which must be earned by passing the high school Standards of Learning tests (or approved substitute tests) in reading, writing and mathematics.

To be eligible to earn locally awarded verified credits in science, or history/social science under this policy, a student must:

- Enter the ninth grade for the first time in school years 2000-2001, or thereafter;
- Pass the high school course, not pass the related Standards of Learning or approved substitute test, and score within a designated range on the Standards of Learning test that does not represent passing but does represent a certain level of achievement;
- Meet the additional achievement criteria specified below;
- Have earned fewer than four of the student-selected verified credits required for a Standard Diploma.
- Score within a 375-399 scale score range on any administration of the Standards of Learning test after taking the test at least twice; and

- Demonstrate achievement in the academic content through an appeal process administered at the local level.

To apply for locally awarded verified credit under this policy, the student will provide information to his/her school's Verified Credit Review Panel. This review panel includes the Principal (Chairperson), Department Chair of Content Area, and Guidance Counselor. Credit is awarded by the majority vote of the three-member school Review Panel. The following procedures apply:

- The student will request consideration for credit through his/her guidance counselor. The student will furnish a checklist of items to the school Review Panel for consideration. The counselor will present this information to the school Review Panel. In some situations, the student and/or classroom teacher will be asked to appear before the Review Panel.
- The school Review Panel will review information which provides evidence of the student's achievement of adequate knowledge of the Standards of Learning content. The school Review Panel shall have discretion in determining the information to be considered and may include, but not be limited to, results of classroom assessments, division wide exams, course grades, and additional academic assignments (e.g., papers, projects, essay or written questions) as deemed appropriate.
- Based on the evidence reviewed, the school Review Panel may (a) award the verified credit, (b) deny the verified credit, (c) suggest participation in a remedial program and retesting, or (d) make additional academic assignments as deemed appropriate prior to determining whether to award the verified credit.
- Credit will be awarded by a majority vote of the three-member Review Panel.
- No more than four verified credits may be awarded through this process and these guidelines may not be used to award verified credits for an Advanced Diploma.
- Credit through this policy is available only to students who take SOL tests not the approved substitute tests.
- The decision of the school Review Panel may be appealed to the County Review Panel. This review panel includes the Assistant Superintendent for Instruction (Chairperson), Director of Student Assessment, and the Supervisor of Science/Social Studies & Fine Arts. The majority vote of this three-member County Review Panel is final.

MANAGEMENT OF STUDENT SCHOLASTIC RECORDS

I. Introduction

Rockingham County Public School's management procedures for scholastic records are in accordance with governing federal and state law.

Management procedures adopted by public school divisions in the State of Virginia include, but are not limited to, the following:

- Require that the superintendent or designee be responsible for the collection, maintenance, security, use, disclosure, and content of the scholastic record;

- Require that all scholastic records maintained on an individual student be considered the student's official school record;
- Ensure the protection of confidentiality of personally identifiable information of the scholastic records during collection, storage, disclosure, and destruction;
- Obtain written parental consent prior to disclosing personally identifiable information, except to the extent that the Family Educational Rights and Privacy Act (FERPA) authorizes disclosure without consent;
- Maintain all scholastic records in a central location accessible to professional personnel within the school and/or school division who have legitimate educational interests in the students, and the parent of the student;
- Provide annual notification of rights to parents and eligible students that comply with FERPA and the Protection of Pupil Rights amendment;
- Maintain for public inspection a current listing of names and positions of employees with the school division who have access to personally identifiable data in scholastic records;
- Establish procedures to ensure that the parent (and eligible student) is provided access to all scholastic records maintained on his or her child;
- Provide parents and eligible students access to their scholastic records within a reasonable time but not to exceed 45 days;
- Comply with the Records Retention and Disposition Schedule No. 21, required by the Virginia Public Records Act;
- Provide professional development on local policies and procedures pertaining to the management of the student's scholastic record;
- Provide public notice prior to records destruction;
- Ensure prompt transfer of a student's scholastic record to another school or educational institution in which the student is enrolling or plans to enroll;
- Transfer records to the Virginia Department of Juvenile Justice, the Virginia Department of Correctional Education, regional or local jail, or detention home within five work days;
- Grant parents and eligible students all other rights afforded by FERPA.

The information presented in this document is compiled from various sources including the 2005 manual, the Family Educational Rights and Privacy Act and regulations (FERPA), the Protection of Pupil Rights Act (federal law that applies to programs that receive funding from the U.S. Department of Education and provides protection for parents relative to the surveying of their child), the Individuals

with Disabilities Education Improvement Act (IDEIA), Virginia statutory and regulatory provisions, case law and the Guidelines for the Management of the Student's Scholastic Record in Virginia Public Schools.

FERPA is designed to establish and protect certain rights of students and their parents. The purpose of the Act is two-fold: to assure parents (including guardians or individuals acting as parents in the absence of a parent or grandparent) and eligible students (students who have reached 18 years of age or are attending an institution of postsecondary education) access to their scholastic records; and to protect certain rights to privacy by limiting the availability or transferability of records without their consent.

There are four basic rights granted to parents and eligible students under FERPA. These rights are as follows:

- The right to inspect and review the student's scholastic records within a reasonable time period but not to exceed 45 days of the day the school receives a request for access;
- The right to request the amendment of a student's scholastic records that the parent or eligible student believes are inaccurate or misleading;
- The right to consent to disclosures of personally identifiable information contained in a student's scholastic records, except to the extent that FERPA authorizes disclosure without consent;
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA.

II. Content of Scholastic Record

"Scholastic records," identified in federal regulations as "education records," are those records that are collected orally, in writing, or by electronic means and must be:

1. Directly related to a student; and
2. Maintained by an educational agency or institution or by a party-acting for the agency or institution.

The content of the scholastic record should be limited to data needed by the local educational agency (LEA) to assist the student in personal, social, educational, and career development and educational and vocational placement.

Certain records are not considered scholastic records and should not be maintained in the student's file. Such records include:

1. Records of instructional, supervisory, administrative and ancillary educational personnel which are in the sole possession of the maker and are not accessible or revealed to any other person except a temporary substitute for the maker of the record;
2. The notice of the filing of a petition alleging commission of certain crimes or notice of the court disposition of such petition or charges, if no disciplinary action is taken by the LEA or the adjudication or conviction is related to an incident which did not occur on school property or during a school-sponsored activity; or

3. Records of law enforcement created by a law enforcement unit, operating within or supporting the LEA, for purposes of law enforcement.

Certain records typically exist for every student and include the following information:

1. Record data disclosure form;
2. Name and address of student;
3. Birth date and certificate serial number;
4. Name and address of parent;
5. Program of studies plan;
6. Scholastic work completed;
7. Schools attended;
8. Class rank;
9. Level of achievement, including grade and grade point average;
10. Type of diploma (or certificate);
11. Student termination (graduation/withdrawal);
12. Record of attendance;
13. Test data, including results of normative tests, such as achievement batteries and inventories, and the Virginia State Assessment Program;
14. Literacy Development Plan, if needed;
15. Cumulative health record, including pre-school physical examination report and school entrance examination report;
16. Verification of immunizations;
17. Student I.D. or social security number (unless waiver is granted);
18. Notice of school status as a condition of admission (a sworn statement or affirmation indicating whether the student has been previously expelled from school attendance);
19. Student discipline records; and
20. All other information required by Virginia Board Regulations Governing Secondary School Transcripts.

III. Specialized Information

In addition to the information that must be collected and maintained in every student's scholastic record, certain specialized information may be collected and maintained for students requiring differentiated programs and/or special services.

Special Education Records

The Local Education Agency (LEA) must maintain information and documentation relative to student eligibility and special education and related services in the student's scholastic record in order to provide appropriate services and for auditing purposes. This documentation includes, but is not limited to, the following information:

1. Records of referral;
2. Permission for initial testing;
3. Reports of assessment, including educational, physiological (medical, speech, hearing, vision), psychological, or sociological;
4. Additional reports, if any, from private practitioners, institutions, or governmental agencies;

5. Permission for initial placement;
6. Summary of eligibility minutes; and
7. Individualized Educational Program (IEP) plans.

Custody Documents

When a child's parents are divorced or separated, it is important for school officials to know whether the non-custodial parent has been restricted and/or prohibited from exercising parental rights by the court. There is no requirement, however, that an LEA maintain custody or adoption papers in the student's scholastic record. If an administrator is provided with a controlling court order expressly prohibiting a named parent from having access to a child's records, the administrator may make a notation in the student's scholastic record referencing the court order, the name of the court, the judge, and the date of the order. In this way, the record will contain only the necessary information.

If the administrator decides to maintain a copy of such a court order, it is important to note that:

1. Such record must be kept in the student's scholastic file. In this manner the school system can assure transfer to the next school site.
2. Parents maintain the responsibility to inform the administrator at the new school site, be it within the LEA or elsewhere, that the court order exists.
3. Records still must be sent in response to a legitimate party request, such as another LEA. A statement must then be sent to a local custodial parent within 5 days that the record was sent.
4. All requests from a natural parent for records must be addressed. Only a controlling court order expressly prohibiting such action would permit denial of the request.

Disciplinary Records

Disciplinary records are records that are directly related to a student and any disciplinary action taken against that student for violation of school rules or policies occurring on school property or at school-sponsored events. Every notice of adjudication or conviction received by the superintendent, and information contained in the notice, shall be maintained by the superintendent and by any other person to whom he/she disseminates it, separately from all other records concerning the student. However, if the school administrators or the school board takes disciplinary action against a student based upon an incident that formed the basis for the adjudication or conviction, the notice shall become part of a student's disciplinary record. Disciplinary records must be maintained as part of a student's education record. FERPA requires schools to transfer any and all education records, including disciplinary records, on a student transferring to another school.

Notices of Court Disposition

Virginia courts are required to give notice of the filing of a petition alleging commission of certain crimes or adjudication or conviction of charges to the school division where a student attended at the time of disposition, or if not enrolled at that time, at the time of the offense. Such notifications are not disciplinary records and must be maintained separately from all other records concerning the student and are not to be retained after the student has been awarded a diploma or certificate. However, if the LEA takes disciplinary action against the student based upon the incident that formed the basis for the

adjudication or conviction, the notice then becomes part of the student's disciplinary record. If no disciplinary action is taken or the incident underlying the adjudication or conviction did not occur on school property or during a school-sponsored activity, the notice does not become part of a student's disciplinary or scholastic record. Such records are maintained in the main office of the school.

Law Enforcement Records

Records of a law enforcement unit means those records, files, documents, and other materials that are (1) created by a law enforcement unit, (2) created for law enforcement purposes, and (3) maintained by the law enforcement unit. Law enforcement records are not considered disciplinary records. They must be maintained separate from a student's education record.

Notices of the Filing of a Petition

Beginning July 1, 1995, §16.1-260 of the *Code of Virginia* requires that Virginia courts notify division superintendents whenever a petition is filed alleging that a juvenile has committed one of several enumerated crimes. A division superintendent shall not disclose information contained in or derived from a notice of petition. Section §16.1-305.2 of the *Code of Virginia* governs the management of that notice. If the juvenile is not enrolled as a student in a public school in the division to which the notice was given, the superintendent shall promptly notify the intake officer of the juvenile court in which the petition was filed and may forward the notice of petition to the superintendent of the division in which the juvenile is enrolled, if known. Division superintendents are required not to disclose the information in the notice unless they believe that it is necessary to ensure the physical safety of the juvenile, other students, or school personnel within the division. The division superintendent may, at any time prior to notice of the disposition in the case, notify the principal of the school in which the juvenile is enrolled of the filing of the petition and the nature of the offense. After the juvenile has been taken into custody, the principal may then further disseminate the information only to those students and school personnel who have direct contact with the juvenile and need the information to ensure physical safety or an appropriate educational placement or services.

Every notice of adjudication of delinquency or conviction for an offense received by a superintendent, and information contained in the notice, which is not a disciplinary record, shall be maintained by him and by any others to whom he disseminates it, separately from all other records concerning the student. However, if the school administrators or the school board takes disciplinary action against a student based upon an incident, which formed the basis for the adjudication of delinquency or conviction for an offense, the notice shall become a part of the student's disciplinary record.

The code does not prescribe how long these notices should be retained. Therefore, it would be reasonable to maintain these notices in the same manner as that prescribed for notices of adjudication or disposition.

HIV/AIDS and Drug /Alcohol Treatment Records

Section §32.1-36.1 of the *Code of Virginia* specifically provides for the confidentiality of test results regarding human immunodeficiency virus (HIV/AIDS). Information regarding these test results is extremely sensitive and requires careful management. HIV records should be maintained in a separate file from the student's education record. If an educational agency has such information regarding a student, the principal shall follow the school board policy regarding the student's medical condition. In

addition, the school division shall maintain confidentiality of drug and alcohol treatment records as required by federal and state law.

Home Instruction Records

“Home instruction,” also known as “home schooling,” means instruction of a child or children by a parent or parents, guardian, or other person having control of such child or children, as an alternative to attendance in a public or private school in accordance with the provisions of §22.1-254.1 of the *Code of Virginia*. The records of a home-schooled child’s educational program, including courses taken and grades achieved in these courses, and the results of annual evaluations which may include the results of standardized tests need to be reported to the division superintendent or designated education official within the school division in which the child is being home-schooled.

IV. Permanent Retention

The following information will be kept permanently in the scholastic records:

- Record data disclosure form;
- Name and address of student;
- Birth date and serial number on birth certificate;
- Name and address of parents;
- Program of studies plan;
- Scholastic work completed;
- Level of achievement (grades, grade point average and class rank);
- Type of diploma or certificate earned;
- Attendance;
- Test data;
- Certificate of immunization;
- Social security number (unless waiver is granted); and
- Citizenship status if other than United States.

Other personally identifiable information in the student's scholastic record will be retained until no longer educationally useful or 5 years after the student graduates from a secondary school, completes a board of education adopted program, or leaves school.

V. Maintenance

The superintendent of the school division has designated the building administrator(s) and the Director of Pupil Personnel Services to be responsible for the protection of confidentiality of personally identifiable information in the collection, maintenance, security/storage, use, disclosure, amendment, and destruction of the scholastic records. Records of each student enrolled in Rockingham County Public Schools are located at the school, which the student attends.

Certain specialized information is also kept at the central office. All files are developed, maintained, and stored in a confidential manner. These records are accessible to all professional personnel within the school division who have legitimate educational interests in the students.

When requested, the school will provide parents or eligible students with a list of the types and locations of scholastic records collected, maintained, or used by the school division as well as the titles and addresses of the officials responsible for the records.

Access

Rockingham County Public Schools will permit parents, guardians, or eligible students access to scholastic records in accordance with applicable law. The school division will comply with requests for parental or eligible student access to records within a reasonable period of time not to exceed 45 days from receipt of the request. Parents or eligible students may present themselves in person during regular business hours or request scholastic records in writing.

For students under the Individuals with Disabilities Education Act (IDEA), parents or eligible students have the right to inspect and review education records before any meeting regarding an Individualized Education Program (IEP) or hearing related to the identification, evaluation, or educational placement of the student or the provision of a free appropriate public education.

If any scholastic records include information on more than one student, the parents of a student will have the right to inspect and review only the information relating to their child or to be informed of that specific information.

The term “eligible student” means a student who has attained 18 years of age or is attending an institution of postsecondary education. The permission or consent required of and the rights accorded to parents relative to education records will be accorded to these students.

The term “parent means” a biological or adoptive parent or a guardian of a child. This term also includes a surrogate parent who has been appointed pursuant to Virginia Special Education Regulations. The term also includes persons who have provided sufficient evidence that they are authorized to act in the place of a parent, such as a grandparent or stepparent with whom the child lives, in the absence of a parent or a guardian. Rockingham County Public Schools may presume that both parents have the authority to inspect and review records relating to the student unless the system has been provided with sufficient evidence that either parent does not have the authority under applicable state law, court order, or a legally binding instrument governing such matters as guardianship, separation, and divorce.

The right to inspect and review scholastic records includes the right to a response from the school division to reasonable requests for explanations and interpretations of the scholastic records and the right to request the school division to provide copies of the scholastic records containing information, if failure to provide copies would effectively prevent the parent from exercising the right to inspect and review the scholastic record. For students under the Individuals with Disabilities Education Act (IDEA), this includes the right to have a representative of the parent or eligible student inspect and review the scholastic record.

A record will be maintained of all parties obtaining access to or requesting disclosure of personally identifiable information from a student's education record including:

1. The name of the party who has requested or received personally identifiable information
 2. The agency or institution represented, if any;
 3. The legitimate interest/purpose of the party in requesting or obtaining the information;
- and

4. The date of disclosure.

School officials may, but are not required to, maintain such record if the request was from or the disclosure to:

1. The parent or eligible student;
2. A school official with legitimate educational interest;
3. A party with written consent of parent or eligible student; or
4. A party seeking directory information.

The schools will maintain for public inspection a current listing of the positions of employees within the school division who have access to personally identifiable information/data in scholastic records.

All Rockingham County Public Schools personnel collecting or using personally identifiable information will be trained regarding applicable policies and procedures.

As the superintendent's designee, the principal or designee will be present for scholastic record interpretation and explanation of the files. For central office records, interpretations and explanations will be done by the Director of Pupil Personnel Services or designee. This relates to all parties having access to these files with the exception of clerical personnel who need access for maintenance purposes.

Disclosure and Fees

Before personally identifiable information is disclosed from a student's scholastic record, the parent or eligible student shall provide a signed and dated written consent. The written consent must specify the records to be disclosed, the purpose of the disclosure, and the party or parties to whom disclosure may be made.

No fees are charged for a copy of student records. In addition, no fees are charged for search, retrieval, interpretation, or reproduction of scholastic records including the Individualized Education Program (IEP).

However, there are parties or parties to whom data may be disclosed without prior written consent of the parent or eligible student. Schools must ensure that no personally identifiable information is disclosed to any parties without prior written consent other than that authorized by FERPA. The disclosure must meet one or more conditions for Rockingham County Public Schools to disclose personally identifiable information from an education record of a student without the consent of a parent or eligible student. Those conditions, according to FERPA, are as follows:

- Other school officials, including administrative staff, teachers, and ancillary staff associated with instructional or behavioral consultation activities within the school division whom the school division has determined to have legitimate educational interest. This includes adult clerical personnel employed by the school division. Although "support staff members" (such as foreign language interpreters, sign language interpreters, or instructional paraprofessionals) may be considered to have a legitimate educational interest, access to a student's cumulative record by such employees will occur only with prior administrative knowledge and approval.

- To an attorney working on behalf of Rockingham County Public Schools;
- To officials of another school, school system, or institution of postsecondary education where the student intends to enroll. When transferring records (including, when applicable, disciplinary records maintained on a pupil) to another school division written notice of the transfer will be sent to the parent, guardian, or other person having control or charge of the student within five (5) days of the date on which the record was transferred;
- To authorized representatives of the Comptroller General of the United States, the Attorney General of the United States, the U. S. Secretary of Education, or state or local educational authorities;
- To state and local officials or authorities to whom the information is allowed to be reported or disclosed pursuant to a state statute adopted before November 19, 1974, if the allowed reporting or disclosure concerns the juvenile justice system and the system's ability to effectively serve the student whose records are released. This includes officials of learning centers of the Department of Youth and Family services, a local jail, or detention center upon notice by the Department of Correctional Education under Virginia law. A state statute adopted after November 19, 1974 specifically requires disclosure to them, if the allowed reporting or disclosure concerns the juvenile justice system and such system's ability to effectively serve, prior to adjudication, the student whose records are released. The officials and authorities to whom such information is disclosed must certify in writing to the Rockingham County Public School division that the information will not be disclosed to any other party except as provided under state law without prior written consent of the parent of the student;
- To a party when the disclosure is in connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, the amount of the aid, the conditions of the aid, or enforce the terms and conditions of the aid. "Financial aid" means payment of funds to an individual, or a payment in kind of tangible or intangible property to an individual, that is conditioned on the individual's attendance at an educational agency or institution;
- At the discretion of the Superintendent, to organizations conducting studies for, or on behalf of, educational agencies or institutions to develop, validate, or administer predictive tests; administer student-aid programs; or improve instruction. The agency or institution may disclose information only if the study is conducted in a manner that does not permit personal identification of parents and students by individuals other than representatives of the organizations, and the information is destroyed when it is no longer needed for the purposes for which the study was conducted;
- To accrediting organizations to carry out their accrediting functions;
- To government agencies conducting audits, evaluations, or compliance investigations. This information must be destroyed when it is no longer needed;
- To parents of a dependent student as defined in Section 152 of the Internal Revenue Code of 1986;
- To a party to comply with a judicial order or lawfully issued subpoena.

In order to release information under this provision, an administrator must make a reasonable effort to notify the parent or eligible student of the order or subpoena in advance of compliance. The administrator should indicate to the parent or eligible student that unless the administrator is informed otherwise in writing by a specified date, the parent or eligible student will be deemed to have consented to the production and records will be forwarded unsealed in accordance with the subpoena. Parents have five (5) administrative days to provide the school system with written objection. The parent/guardian should also be told that if there is a timely, written objection received by the administrator within the five-day (5) period, the records will be forwarded “under seal” so that the court may determine when and upon what terms access to the records will be allowed.

If the parent/guardian objects, the administrator should inform the parent/guardian that a motion must be filed with the court to obtain restriction on use of the records, notifying the parent that the records are being sent to the court “sealed” because the parent/guardian objects.

During the five-day (5) objection period school personnel should undertake a reasonable effort to identify all documents that fall within the description of the subpoena and assemble those documents for reproduction and distribution. If there is any doubt about whether certain records (i.e., staff personal notes) fall within the subpoena description, the principal should consult with central office staff.

In producing any documents pursuant to a subpoena, documents should be filed only with the court or other tribunal. Production of the subpoenaed documents to any other person should be done only upon prior consultation with central office staff.

Subpoenaed documents produced “under seal” should be securely sealed in all respects so that any attempted access to the sealed documents may be ascertainable. The envelope or container for the documents produced under seal should display a bold legend essentially as follows:

“THESE DOCUMENTS ARE PRODUCED PURSUANT TO SUBPOENA AND UNDER SEAL PENDING FURTHER REVIEW AND ORDER OF THE COURT. OBJECTION HAS BEEN MADE TO ANY DISCLOSURE OF THESE DOCUMENTS. THESE DOCUMENTS ARE STRICTLY CONFIDENTIAL AND SHOULD NOT BE DISCLOSED, REPRODUCED, OR DISSEMINATED ABSENT COURT ORDER MADE IN ACCORDANCE WITH LAW.”

In the case of a Federal grand jury subpoena, the court will order, for good cause shown, the school division not disclose to any person the existence or contents of the subpoena or any information furnished to the grand jury in response to the subpoena. In the case of any other subpoena issued for a law enforcement purpose, the court or other issuing agency may order, for good cause shown, the school division not to disclose to any person the existence or contents of the subpoena or any information furnished in response to the subpoena.

- To a court, if the educational agency has initiated legal action against a parent or student. The disclosure is of scholastic records that are relevant for the educational agency to proceed with the legal action as plaintiff;
- To a court, if a parent or eligible student initiates legal action against an educational agency; the disclosure involves scholastic records that are relevant for the educational agency to defend itself;

- To a party that has requested personally identifiable information needed in connection with a health or safety emergency. Knowledge of the information must be necessary to protect the health or safety of the student or other individuals;
- To a party that has requested information the educational agency has designated as “directory information” unless a request for non-disclosure has been received;
- To the parent of a student who is not an eligible student or to the student;
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense. The disclosure may only include the final results of the disciplinary proceeding conducted by the institution on postsecondary education with respect to that alleged crime or offense.
- A state or local law enforcement officer, including a probation officer, parole officer or administrator, or a member of a parole board seeking information in the course of his duties.
- Employees or officials of a protective services agency regarding a pupil referred to that agency as a minor requiring investigation or supervision by that agency.
- A student's daily attendance record may be released to an employee of a local social services department for the purpose of determining eligibility for public assistance.
- Data about a student who is a veteran of U.S. military service, or an orphan or dependent of such veteran, or an alien may be disclosed to an officer or employee of the United States government seeking the information in the course of his or her duties. The school division may only furnish the following information about the student: name and address; daily attendance record; grades received in school subjects; parent's name; date and place of birth; and names and addresses of other schools attended.
- A student's preschool physical examination report, immunization record and school entrance health examination form may be released to employees or officials of a state or local health department.
- Names and addresses of present and former students may be disclosed for the purpose of informing students and former students of available educational and career opportunities to any officer or employee of a public or private school, college or university; an official of a private business or professional school or college; and any military recruiter.

Unless noted above, Rockingham County Public Schools, with written consent from parents or eligible students, may disclose information from the student's record, other than directory information. Such written consent must specify records to be released, the reason for such release, and to whom the records are to be released. A copy of the records to be released will be provided to parents or eligible students if desired.

When a school official discloses information from the student's records, other than directory information, to anyone other than the parents of the student, the student himself/herself, or other school officials, except as allowed under specified conditions noted above and documented on the Record Data

Disclosure Form, he/she will inform the person who receives the information that it may not be transferred to any other party without the consent of the parents or eligible student. If the person receiving information transfers it to any other party without parent or eligible student consent, the school board may not allow access to scholastic record information to that person for at least five (5) years.

The schools will keep permanently with the student's file(s) a Record Disclosure Form which will be available to parents or eligible students, to school officials responsible for record maintenance, and to parties authorized.

Procedures to Amend Information

Any parent or eligible student who believes that information in the scholastic record of the student is inaccurate, misleading or violates the rights of the student may request that the school division amend the record. The school division will decide, within a reasonable time, whether to amend the record as requested. If the school division decides not to amend the record, it will notify the parent or student of the decision and of their right to a hearing to challenge the content of the record.

If, as a result of the hearing, the school division determines that the information should be amended, the school division will amend the record accordingly and inform the parent and/or student of the amendment in writing. If the school division determines that the information should not be amended, it will inform the parent or eligible student of the right to place a statement in the record commenting on the information or explaining why they disagree. If a statement is placed in the record, the school division will maintain the statement with the record for as long as the record is retained and disclose the statement whenever the contested information is disclosed.

If the record is amended by either a statement or purging of information, the school division will furnish past recipients of the information notification that an item has been purged or corrected.

The school division may utilize informal attempts to reconcile differences; however, the parent or eligible student may exercise the right to a hearing without benefit of the decision from any informal proceeding.

Hearing Procedures

A hearing will be conducted according to the procedures prescribed by the Family Educational Rights and Privacy Act (FERPA) as follows:

- a. The hearing will be held within a reasonable time after the request is received.
- b. The school division will provide the parent or eligible student with notice of the date, time, and place within a reasonable time in advance of the hearing.
- c. The hearing may be conducted by any party, including an official of the school division who does not have a direct interest in the outcome of the hearing.
- d. The parent or the eligible student will be afforded a full and fair opportunity to present evidence relevant to the issue. The parent or eligible student may, at their own expense, be assisted by another, including an attorney.

- e. The school division will make its decision in writing within a reasonable period of time after the hearing.
- f. The decision of the school division will be based solely upon the evidence presented at the hearing and will include a summary of the evidence and the reasons for the decision.

Destruction of Information

The school division will inform parents or eligible students when personally identifiable information collected, maintained, or used is no longer needed to provide educational services to the student. This information will be destroyed at the request of the parent; however, a permanent record of the following will be maintained:

- record data disclosure form;
- name and address of student;
- birth date and serial number on birth certificate;
- name and address of parents;
- program of studies plan;
- scholastic work completed;
- level of achievement (grades, grade point average and class rank);
- type of diploma or certificate earned;
- attendance;
- test data;
- certificate of immunization;
- social security number (unless waiver is granted); and
- citizenship status if other than United States.

If the parents or eligible students do not request destruction of other personally identifiable information, it too may be retained permanently. Prior to destruction of data, a reasonable effort will be made to notify parents or eligible students that they have a right to be provided with a copy of the information that will be destroyed. The schools may not destroy any education records if there is an outstanding request to inspect and review the records.

A review of an enrolled student's records will be conducted in grades five (5) and twelve (12). Only those records which must be maintained permanently and those determined to be educationally useful will be kept.

Among the records which will be retained as educationally useful during the period of compulsory school attendance will be disciplinary records for an offense in violation of School Board policies relating to weapons, alcohol or drugs (controlled under federal law) or for the willful infliction of injury to another person or for destruction of school property or privately-owned property while located on school property.

In addition, under the Library of Virginia's Records Management Division General Schedule No. 21, expulsion records should be retained five (5) years after the student graduates, completes a Board of Education adopted program or leaves school; and then destroyed. The reference to "expulsion" in GS No. 21 should be treated as long-term suspension (greater than 10 days) or expulsion as otherwise defined in Virginia Code Section 22.1-276.01.

Other scholastic records which must be maintained for five (5) years following student graduation include:

- registration/enrollment records;
- cumulative health record;
- results of standardized group tests and inventories;
- fine and gross motor screening;
- grade books and related records; and
- special education records, including:
 - referral for a special education evaluation;
 - permission to evaluate;
 - evaluation reports;
 - eligibility committee minutes;
 - permission to release information;
 - triennial reviews;
 - appeal reports;
 - individualized education programs (IEP).

Destruction of scholastic records is the best protection against improper and unauthorized disclosure; however, the scholastic records may be needed for other purposes. When informing parents or eligible student about their rights under this section, the school officials should remind them that the scholastic records may be needed by the student or the parents for social security benefits or other purposes. If the parents or eligible student request that the information be destroyed, then the school division will retain only that information required under state law and regulations.

Directory Information

Rockingham County Public Schools may make public the following as "Directory Information" unless the principal of the school the student attends is notified in writing by parent or eligible student within fifteen (15) administrative days of annual publication of this information that the parent or eligible student objects to the following being designated as "Directory Information:"

- a. Name of student in attendance or no longer in attendance;
- b. Address;
- c. Date and place of birth;
- d. Telephone listing;
- e. Dates of attendance;
- f. Participation in officially recognized activities and sports;
- g. Height and weight, if member of athletic team;
- h. Awards and honors received; and
- i. Other similar information.

Notification of Rights

All parents and eligible students are to be notified annually of their rights in regard to scholastic records as follows by publication in a newspaper of general circulation and student handbook:

- a. To inspect and review the student's education record;

- b. To request the amendment of the student's education record to ensure that it is not misleading, inaccurate, or in violation of the student's privacy or other rights;
- c. To consent to disclosure of personally identifiable information except to the extent that FERPA permits disclosure without consent;
- d. To file a complaint with the United States Department of Education, Family Policy and Regulation office, concerning alleged failures of the school division to comply with FERPA;
- e. To obtain a copy of the school division policy regarding management of student records. The notice must also inform parents and eligible students where copies of the school division policy are located.

Rockingham County Public Schools recognize the right of parents and eligible student to file with the FERPA office a complaint concerning an alleged failure by the school division to comply with the Family Educational Rights and Privacy Act (FERPA). The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605.

Upon request, parents and eligible student may obtain from each school and/or School Board office policies and procedures regarding rights relative to scholastic records, including but not limited to explanations, interpretations, and inspections, reviews, copies, and amendments.

Notice for parent/student handbook and annual notice for the newspaper:

ROCKINGHAM COUNTY PUBLIC SCHOOLS ANNUAL NOTICE FOR STUDENT RECORDS

Scholastic records are kept on each student enrolled in Rockingham County Public Schools. Records are maintained at the building level in the principal's office or guidance office. Each building principal is responsible for maintenance of these records. In addition, some specialized records are kept in the School Board office. The Director of Pupil Personnel Services or designee is responsible for maintenance of these records.

Parents and eligible students have the right to inspect and review the student's scholastic records that are collected, maintained, or used by the Rockingham County Public Schools. Included in this is the right to inspect and review education records before any meeting regarding an IEP or hearing related to the identification, evaluation, or educational placement of the student or the provision of a free appropriate public education. The school division will comply with requests for parental or eligible student access to records within a reasonable period of time not to exceed forty-five (45) days from the receipt of the request. Also, the school division will respond to reasonable requests from parents and/or eligible students for explanations and interpretations of the scholastic records. No fees are charged for reproducing a copy of scholastic records. A review of scholastic records may be initiated by writing your child's school principal.

Rockingham County Public Schools also will make available the scholastic records to school officials

responsible for record maintenance and to others authorized for legitimate educational interests. A school official is a person employed by the division as an administrator, supervisor, instructor, or support staff member; a person serving on the School Board; or a person or company with whom the division has contracted to perform a special task. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. The purpose of disclosure may include sending records to another local educational agency (when a student transfers) or other appropriate person. A signed release is required for scholastic information to be released, except to the extent that applicable law permits. Whenever a pupil transfers from one school division to another, the scholastic record (or copy), including disciplinary records maintained on a pupil, should be transferred to the school division to which the pupil transfers upon request from such school division. Permission of the parent, guardian, or other person having control or charge of the student will not be required for transfer of such scholastic record to another school or school division within or outside of Virginia. However, when transferring records to another school division, written notice of the transfer will be sent to the parent, guardian, or other person having control or charge of the student within five days of the date on which the record was transferred.

Rockingham County Public Schools recognize the right of parents and/or eligible students to request the amendment of the student's education record to ensure that it is not misleading, inaccurate, or in violation of the student's privacy or other rights. Parents should write the school principal, clearly identifying the part of the record they are requesting to be changed and specifying why it is misleading, inaccurate, or in violation.

Destruction of portions of scholastic records occurs when they are no longer educationally useful or five (5) years after the student graduates from secondary school, completes a program adopted by the Board of Education, or leaves school. With sufficient proof of identity eligible students or parents have a right to be provided a copy of any records being destroyed. Scholastic records may be needed by the student or the parents for social security benefits or other purposes. If copies are desired, contact your high school or the School Board office. The following information will be kept permanently in the scholastic records: record data disclosure form; name and address of student; birth date and serial number on birth certificate; name and address of parents; program of studies plan; scholastic work completed; level of achievement (grades, grade point average and class rank); type of diploma or certificate earned; attendance; test data; certificate of immunization; social security number (unless waiver is granted); and citizenship status if other than United States.

Rockingham County Public Schools recognize the right of parents and eligible student to file with the FERPA office a complaint concerning an alleged failure by the school division to comply with the Family Educational Rights and Privacy Act (FERPA). The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605.

Rockingham County Public Schools may make public the following designated as "Directory Information" unless the principal of the school is notified in writing within fifteen (15) administrative days of annual publication of this information that the parent or eligible student objects to the following being designated as "Directory Information:"

1. Name of student in attendance or no longer in attendance;
2. Address;
3. Date and place of birth;
4. Telephone listing;

5. Dates of attendance;
6. Participation in officially recognized activities and sports;
7. Height and weight, if member of athletic team;
8. Awards and honors received; and
9. Other similar information.

Upon request, parents and eligible student may obtain from each school and/or School Board office policies and procedures regarding rights relative to scholastic records, including but not limited to explanations, interpretations, and inspections, reviews, copies, amendments.

ACCESS TO STUDENTS AND STUDENT RECORDS

Rockingham County Public Schools will develop and maintain scholastic records in accordance with the provisions of federal and state law. "Scholastic records," identified in federal regulations as "education records," are those records that are (1) directly related to a student; (2) maintained by an educational agency or institution or by a party acting for the agency or institution. The term does not include records of instructional, supervisory, and administrative personnel and educational personnel ancillary to those persons that are kept in the sole possession of the maker of the record, and are not accessible or revealed to any other person except a temporary substitute for the maker of the record. Such information or data may be recorded in any medium including, but not limited to, handwriting, print, tapes, film, microfilm, microfiche, and/or computer media.

The principal or designee of each school has been designated as the official responsible for the collection, maintenance, security, use, disclosure, and content of the scholastic records. For scholastic records maintained at the central office, the Director of Pupil Personnel Services or designee is the responsible official.

Access to Students and Student Records

A. Counseling Practicum

Each practicum experience in counseling should consist of a minimum of 100 clock hours. Each practicum should spend a minimum of 40 hours in observation of group and individual counseling. Parental permission must be secure prior to counseling observation. Practicum students do not have access to individual student records.

B. Counseling Intern

Each intern experience in counseling will consist of a minimum of 600 clock hours. The intern should spend a minimum of 240 hours of direct services (parental permission must be secured prior to counseling). Counseling interns have access to individual student record files when there is a legitimate educational interest.

C. School Resource Officer

School Resource Officers do not have access to individual student records. Parents should be notified when their child is participating in a "counseling group" being co-led by a School Resource Officer.

D. Outside Agencies Personnel

The principal of the school must give his/her approval before individuals representing an outside agency (i.e., CASA, RMH Women's Health Focus, etc.) may be utilized in group counseling work. Individuals representing an outside agency not cited in policy JO do not have access to individual student records.

E. Community Services Board (CSB)

In those schools collaborating with CSB, the principal must notify all parents that a Community Services Board Counselor (use specific individual's name) will be collaborating with the school counseling staff during the school year. A parent may request that this individual not provide any services to their child during that school year; otherwise, the CSB counselor will function as a school counselor. CSB counselors have access to individual student record files when there is a legitimate educational interest.

F. School Counselors/Psychologists/Social Workers

Parents should be notified when their child is participating in long term counseling or group counseling being led by a school counselor, psychologist or social worker. Exceptions to parent notification would be when the counselor determines the well-being of the child would be jeopardized by the parent notification, i.e., suspected abuse. School counselors, psychologists, and social workers have access to individual student record files when there is a legitimate educational interest.

G. Student Teachers

Student teachers have access to individual student record files when there is a legitimate educational interest.

H. Classroom Practicums (Including Special Education Practicums)

Practicums do not have access to individual student records. With parental permission (Consent to Exchange Information Form), practicum students in special education may have access to individual student records, complete a case study, and attend an eligibility or IEP meeting.

TOBACCO-FREE SCHOOL FOR STUDENTS

All Rockingham County Public Schools have been declared tobacco free sites and drug free zones by the Rockingham County School Board. Use of tobacco products by anyone is prohibited on school property.

Use of Tobacco

Students are prohibited from use, possession and/or distribution of tobacco products including imitations and/or "look-alikes" on school premises at any time.

It is recommended the following procedure for violation of the tobacco policy be printed in each school's student handbook.

Student Use of Tobacco

- A. **First Offense** – Confiscation of the products and three days out-of-school suspension.
- B. **Second Offense** – Confiscation of the products and five days out-of-school suspension.
- C. **Third Offense** – Confiscation of the products and 10 days out-of-school suspension. On the third offense the student will be referred to the School Board with a recommendation for long-term suspension or expulsion from further attendance in Rockingham County Public Schools

Students are prohibited from use, possession and/or distribution of imitations and/or “look-alikes” of tobacco on school premises. Disciplinary action appropriate to the offense will follow infractions of the tobacco “look-alike” policy.

It is the policy of the Rockingham County School Board to comply with all applicable state and federal laws regarding non-discrimination in employment and educational programs and services. The Rockingham County Public Schools will not discriminate on the basis of race, religion, gender, national origin, disability, economic status, or age as to employment or educational programs and activities.

**PARENT AFFIRMATION REGARDING PREVIOUS STUDENT
SUSPENSION / EXPULSION**

Virginia law requires that, prior to admission to any public school of the Commonwealth, a school board shall require the parents, guardian, or other person having control or charge of a child of school age to provide, upon registration, a sworn statement or affirmation indicating whether out-of-school disciplinary measures have been imposed upon the student at a private school or in a public school division in the Commonwealth or in another state for an offense in violation of school or school board policies relating to weapons, alcohol or drugs, or for the willful infliction of injury to another person or for destruction of school property or privately-owned property while located on school property. Any person making a materially false statement or affirmation shall be guilty upon conviction of a Class 3 misdemeanor. The registration document shall be maintained as a part of the student's scholastic record. (Virginia Code Section 22.1-3.2 and 22.1-277.2)

VA Code § 22.1-277.2 authorizes the exclusion of a student suspended or expelled from another school division or private school upon a finding by the principal that the student presents a danger to other students or staff of the school division. Written notice will be provided to the student and student's parent of such action and notice of a right to appeal this exclusion from school attendance to the Superintendent's Discipline Committee. Action of the Superintendent's Discipline Committee is subject to appeal to the School Board.

PLEASE COMPLETE AND SIGN THE STATEMENT BELOW

I, the undersigned, truthfully declare and affirm that _____ has/has not (circle one) received out-of-school suspension (for any length of time) and/or expulsion at a private school or public school in Virginia or another state for an offense in violation of school or school board policies relating to weapons, alcohol or drugs, or for the willful infliction of injury to another person or for destruction of school property or privately-owned property while located on school property. I understand that, for purposes of this affirmation, "willful infliction of injury to another" means a malicious assault with the intent to cause serious bodily injury.

I understand that if I make a materially false affirmation I shall be guilty upon conviction of a Class 3 misdemeanor. I am aware that this affirmation will be maintained as a part of my student's scholastic record.

Parent, guardian, or person having
control of child

Date

STUDENT ORGANIZATIONS

(Secondary Schools)

Policy Statement

It is the policy of the school division to permit the establishment and operation of student organizations in the secondary schools and to permit such organizations to meet on school premises during school sponsored activity periods or non-instructional time. The purpose of this policy is to establish criteria and procedures governing the operation of secondary school student organizations.

Curriculum-related Student Organizations

Curriculum-related student organizations serve as an extension of the regular school curriculum. Their function is to enhance the participants' educational experience and supplement the course materials, studies, or discussion within the educational program of the schools. The activities of these organizations should bear a direct relationship to the regular curriculum and be an extension, enhancement or reinforcement of the curriculum or classroom program or activities in a meaningful way. Student organizations meeting these criteria and approved by the principal shall be deemed to be officially recognized, school-sponsored student organizations. These organizations generally may meet during school-sponsored activity periods during the school day but may meet before and after the school day during non-instructional time.

Curriculum-related student organizations shall be sponsored and supervised by not more than two full-time members of the school faculty and approved by the principal. Faculty sponsors shall participate in the supervision and direction of all activities of the organization and shall attend the entire time of all meetings or activities whether conducted on school-controlled property or at another location. Absent such faculty presence, no meeting shall be held.

Non-Curriculum-related Organizations

Under the management of the principal or designee, secondary school student groups may use school facilities in accordance with the Federal Equal Access Act and other applicable law. For purposes of this policy, the school division adopts an approach for secondary schools so that non-curriculum-related student groups may use school facilities before and after the school day during non-instructional time.

Secondary school students are permitted to organize and conduct meetings of a non-curriculum-related nature to pursue activities outside of the school curriculum, subject to the provisions of this policy. Such organizations must be student initiated and directed, and school personnel, parents and any other persons who are not students enrolled in the school are prohibited from directing, controlling, conducting or regularly attending the meetings of such organizations, except that the designated and agreed full-time faculty supervisor(s) must attend the entire time of all meetings. Non-curriculum-related student organizations that are student-initiated shall not be deemed to be school sponsored or endorsed. The fact that such organizations are permitted to conduct meetings under this policy shall not constitute an expression of school division support for the purposes of such organizations or the content of any meetings. These organizations may meet during non-instructional time before and after the school day as approved by the principal or designee upon review of each application.

No non-curriculum-related student organization shall be denied equal access to meet at school facilities

during the designated meeting times on the basis of the religious, political, philosophical or other content of the speech at the meetings of such organization. No public funding or support shall be extended to any non-curriculum-related student organization other than the opportunity to meet on school premises during non-instructional time before or after the school day pursuant to this policy.

Non-curriculum-related student organizations that are student-initiated shall not have a faculty sponsor. However, the designated and agreed faculty supervisor(s) shall attend the entire time of every meeting or activity of such organizations in a non-participatory capacity for purposes of general supervision. The organization shall be responsible to assure the presence of such faculty for its meetings. Absent such faculty presence, no meeting shall be held.

No faculty member shall be compelled to attend a meeting of any non-curriculum-related student organization if the content of such meeting is contrary to the beliefs of that faculty member. School employees present at any meeting of a non-curriculum-related student organization which may include, but not be limited to, religious worship, prayer or practice or is identified as having a religious purpose shall attend in a non-participatory capacity only.

Membership

Membership in all student organizations is voluntary and shall be open to and limited to all students currently enrolled in the school. These student organizations may establish academic qualifications for membership when necessarily related to the purposes of the organization. No student shall be denied membership or participation on the basis of race, sex, color, national origin, disability or religion.

Application

Student organizations wishing to conduct meetings under this policy must make application to the principal or designee prior to the first meeting. Curriculum-related groups must apply annually no later than September 15 of each school year. Non-curriculum-related groups must apply at least twenty (20) school days before the first anticipated meeting date requested for use of school facilities. The applicant may appeal the principal's or designee's decision by filing within five (5) school days a detailed written statement of appeal, along with a copy of the application, with the division superintendent or designee.

Parent Permission

No student shall be a member of or attend the meeting of a non-curriculum-related student organization without the prior express written permission of a parent or legal guardian being filed with the school. The written permission shall clearly evidence that the parent or legal guardian has given informed consent as to the particular student organization.

Meetings and Responsible Use of Facilities

The principal of each school is responsible for scheduling meetings of student organizations and setting the times and rules related to the availability or use of facilities for such meetings.

All meetings of any student organizations at school facilities may be permitted by the principal on a

space-available basis. At no time shall a meeting of any student organization interfere with the safe and orderly operation of the school, jeopardize the welfare of students, or cause the incurrence of additional expense to the school or school division. At all times, the principal or designee retains authority and discretion to maintain order and discipline to protect the well-being of students and faculty.

Definitions

For purposes of this policy the following definitions will be used:

1. “Informed Consent” means approval given by a parent or legal guardian upon a full understanding of the student organization or group’s mission, focus, membership requirements, programs and the organization’s direct or indirect affiliation or link to any other organization or group.
2. “Non-curriculum-related student organization or group” means any student group whose subject matter actually is not taught or soon will not be taught in a regularly-offered course; whose subject matter does not concern the body of courses as a whole; whose subject matter does not directly relate to a segment of an entire course of study; when participation in the group is not required for a particular course; and when participation in the group does not result in academic credit.
3. “Non-instructional time” is the time set aside by the school immediately before actual classroom instruction begins or after actual classroom instruction ends.
4. “School day” means the span of time, designated by a school, for the regular, mandatory attendance of students during a day.
5. “Secondary school” is one which includes grades 9 -12.

Compliance with Law and Policy

Student organizations shall not engage in any activity which is contrary to law, division policy, or school rules; which disrupts or clearly threatens to disrupt the orderly operation of the school; which is contrary to the curriculum; or which would adversely affect the health, safety or welfare of any students or staff members. Failure to comply with these provisions shall be for revocation of permission to use school facilities and/or disciplinary action.

VIDEOTAPING OF STUDENTS

The use of video cameras or other filming devices in the school building or on the grounds by anyone, without prior approval of the principal, is prohibited. All unauthorized persons using such devices may be deemed trespassers, have their filming device confiscated as evidence, and may be punished as such under the law.

In all cases, the videotaping (filming) of identifiable students requires written parent permission. For students participating in VHSL-sponsored activities or school performances, parent permission is not required.

SCHOOL VISITORS

Generally

Visitors are welcome in the schools. All visitors must report to the administrative office immediately upon arrival on school grounds and upon entry into the building to register and receive a pass. Visitors may be in the school, or on school grounds, only with the permission of the principal or designee. The principal shall supervise the operation and management of the school and property to which he is assigned.

Parents

Parents are encouraged to visit their child's school on scheduled days for conferences with teachers, lunch, assemblies, parent/teacher organization meetings, and other school programs. Parents of enrolled or prospective students must secure the principal's permission to observe their child's classroom and instructional program. Principals should require advance notice for a classroom observation. Access to a classroom by parents is a privilege and not a right. Parents of special education students have no right under federal law to observe their child in the classroom. Consideration must be given to the number and length of the observation(s) and to any interruption to the teacher providing instruction.

Also the confidentiality of other students in the classroom should be considered; this should be of special concern if someone requests to observe a special education classroom where all children are known to have a disability. The principal may limit the number and/or length of observations by parents or deny them altogether. Observations by advocates or attorneys are not required by any state or federal law. Principals should allow an observation as part of an independent education/evaluation (IEE) if conducted by a licensed professional. The principal has the authority to limit IEE observations with respect to the number and length of the visit. With any observation by parents or licensed professional, the observer should not interact with the child or the teacher as to interrupt the classroom instruction.

Noncustodial Parent

Unless a court order has been issued to the contrary, a noncustodial parent may not be denied (solely on the basis of their noncustodial status) the opportunity to participate in any of his/her child's school activities in which such participation is supported or encouraged by the policies of the School Board.

Board Members

Periodically, Board members may visit schools within the division. The purpose of these visits will be to maintain contact with building employees and increase understanding of actual educational practices.

Unauthorized Persons

Any unauthorized persons, including suspended/expelled students, will be directed to leave school grounds by the building administrator or designee. It is unlawful for any person to enter a school at nighttime without the consent of an authorized person except to attend a school activity open to the public. Persons violating this provision may be prosecuted.

It is prohibited for any person, to enter or remain on any school property, including school buses, in violation of (i) any direction to vacate the property by an authorized individual or (ii) any posted notice which

contains such information, posted at a place where it reasonably may be seen. Persons violating this provision may be prosecuted.

Trespassing

No one shall be in the school building during or after school hours unless he is on official school business, participating in a supervised school activity, authorized by the administration, or as spectator at an activity open to the public. Anyone who disrupts the safe and orderly operation of any school may be prosecuted. All unauthorized persons shall be deemed trespassers and may be punished as such under the law. Unauthorized persons loitering upon school property shall be treated as trespassers. Upon consultation with the Superintendent or designee, the principal or designee is authorized to file no-trespassing charges against unauthorized persons.

WEAPONS IN SCHOOL

A. General Prohibitions

All weapons whatsoever, including, but not limited to, fireworks, ammunition, stun weapons, firearms, explosives, destructive devices, and any other items which in the circumstances may be or are intended as instruments of offensive or defensive force, are forbidden on all school grounds, in the school building, on school vehicles, and at school-sponsored or school-connected activities. Any attempt to bring a weapon onto school grounds or school vehicles, into the school building, or to school-sponsored or school-connected activities is also prohibited.

B. Violations

1. Disciplinary Action

- a. Violations of this policy will result in an out-of-school suspension for up to ten (10) days and may be referred to the Superintendent or designee for consideration of additional disciplinary action, up to expulsion.
- b. Any student found to have brought, or attempted to bring, any of the following weapons onto school property or to a school-sponsored or school-connected activity will be removed from school attendance for a period of not less than 365 calendar days; any stun weapon; any pistol, revolver, or other weapon designed or intended to propel a missile of any kind, including but not limited to a "BB gun" or pellet gun; any knife, including but not limited to a dirk, bowie knife, switchblade knife, ballistic knife, or razor; any slingshot, spring stick, metal knucks, blackjack, or any flailing or disc instrument, which may be known as a nun chuck, fighting chain, throwing star, or oriental dart; any weapon, including a starter gun, which may readily be converted to expel a projectile by the action of any explosive or other propellant, or the frame or receiver of any such weapon; any firearm muffler or silencer; or any air rifle. In such cases, another disciplinary action or term of removal may be imposed only as appropriate under case-specific, special circumstances. Factors which may be considered as special circumstances include the age and grade level of the student, nature and seriousness of the violation, degree of danger to the student and school community, disciplinary history of the student, and other matters as deemed appropriate.
- c. Any student found to have brought, or attempted to bring, a destructive device onto school property or to a school-sponsored or school-connected activity will be removed from school attendance for a period of not less than 365 calendar days. In such cases, another disciplinary action or term of removal may be imposed only as appropriate under case-specific circumstances. "Destructive device" means any explosive, incendiary, or poison gas, bomb,

grenade, rocket, missile, or other weapon which will or may readily be converted to expel a projectile by the action of any explosive or other propellant, or any device or combination of parts designed or intended for use in converting any device into any destructive device; it does not include any device not designed or redesigned for use as a weapon, or which has been redesigned for use as a signaling, pyrotechnic, line-throwing, safety, or similar device.

2. Additional Provision for Special Education Students

- a. Any student with a disability receiving special education services found to have brought, or attempted to bring, onto school property or to a school-sponsored or school-connected event, a gun, starter gun, muffler, silencer, bomb, grenade, rocket, destructive device, or any other weapon designed to or which may readily be converted to expel a projectile by the action of an explosive, as referenced in 20 U.S.C. § 1415(k)(1)(A), may be placed in an interim alternative educational setting, pursuant to the Individuals with Disabilities Education Act (IDEA) and implementing Federal and Virginia regulations, for up to 45 school days, in addition to disciplinary measures imposed pursuant to this policy and the authority of the School Board.

The Division Superintendent shall have the authority to develop regulations and/or directives for the implementation of this policy, including the establishment of an exemption for law enforcement or similar officers. See Administrative Directive: Weapons AD-JFCD-7/01.

SCHOOL PERFORMANCE REPORT CARD AND “NO CHILD LEFT BEHIND” SCHOOL RESULTS

For detailed information about each Rockingham County School's SOL test scores, attendance rates, accreditation status, safe school status, teacher qualifications, and other related information, please go to our webpage (www.rockingham.k12.va.us) and go to the site index link for "school performance report card." For information about No Child Left Behind (NCLB), go to our webpage site index link for “NCLB-School Results.” If you need assistance gaining this information, or want a printed copy, please contact your school's principal.

CHALLENGE PROGRAM DESCRIPTION

Rockingham County Public Schools gifted program, called Challenge, is integrated into the total school environment. The program serves students identified as having unusually high general intellectual ability, and provides identified students in grades kindergarten through twelve appropriate educational experiences that stimulate achievement.

Each school has a coordinator that provides appropriate experiences for students in addition to service as a resource for classroom teachers. We seek to ensure that the needs of gifted students are met through differentiation of curriculum and instruction. Teachers receive assistance in understanding and recognizing behaviors associated with giftedness and the implications for curriculum design.

The components of the program include pullout and in-class assistance. Every effort is made to coordinate the activities of the gifted resource teacher with the activities of the classroom teacher. In addition to resource instruction, the school division provides numerous experiences after school, and during the summer to help meet the needs of gifted students.

The K-5 program is primarily provided through direct instruction by the Challenge teacher. The curriculum is challenging, differentiated, and problem-solving based. An ongoing after-school Challenge program is also offered several days a week at each K-5 school.

At grades 6-8, the Challenge teacher matches services, classes, differentiation, and independent study appropriate to the student's strengths. These students and their parents are informed of and encouraged to select elective classes which are specifically taught by the Challenge teacher, and are designed for Challenge students. Challenge teachers also provide collaborative instruction in general education classrooms, for Challenge students.

For grades 9-12, the Challenge teacher provides/coordinates college preparation activities and visitations, summer enrichment programs, special seminars, and student placement in the Regional Governor's School.

Our district subscribes to the philosophy that intellectually gifted students possess talents and abilities that differ from those of their peers to such a degree that they require special educational services beyond the general curriculum to meet their educational needs. Without a program of services that differs from what is available in the regular educational program, the superior talents and abilities of many intellectually gifted students will remain undeveloped or underdeveloped.

FOOD AND NUTRITION SERVICES

A) **Mission:** Each student and customer will be offered a variety of appetizing high quality nutritious food, served promptly, at the proper temperature, and at a reasonable cost. Each customer will be served by friendly food service staff in a clean and safe environment. Students will be encouraged to learn about the importance of proper nutrition and will be active participants in the meal program.

B) National School Lunch Program:

1. Free/reduced price meal applications – Each student receives an application form. **For applications containing income information, only one application is required per family.** To qualify, a student must be directly certified (food stamps, migrant, etc.) or have an approved application on file. For continuous benefits, returning students in families with income applications **must** submit a form annually (during first 30-days of school). Applications from students entering school after the initial 30-day grace period must be approved before benefits are granted. Parents are notified about the result of the submitted application by means of a letter. **If the meal status qualifies the student for additional services, the parent must retain a copy of this approval letter for further documentation.**
2. Breakfast – Each school offers a breakfast program. **Lunch eligibility extends to breakfast.**
3. Extras – If student qualifies for free meals and packs lunch and desires to drink milk, the price of this (or other a la carte items) will be subtracted from the positive account balance or require cash.

C) Financial Procedures:

1. Pre-payment system – Each student is assigned a cafeteria number. This number is used at the point of service and is never to be shared. It is preferred that pre-payment money be paid by check (identified with account number). For elementary and middle school students cash should

2. be placed in an envelope and clearly marked with the student’s name and account number. Once the money is deposited in the student’s account, the school cannot distinguish or control how it is “spent”. Unless authorized by the parent, money in the account is for the child of the student, and the student is **not** able to “purchase” items for other students. The parent and student should communicate about the selection of breakfast, ice cream, or other a la carte items.

3. Prices -	<u>School Level</u>	<u>Breakfast</u>	<u>Lunch</u>
Full-paying	High School	\$1.00	\$1.75
Full-paying	Middle School	\$1.00	\$1.75
Full-paying	Elementary	\$1.00	\$1.75
Reduced	All	\$.30	\$0.40
Adults	All (student portions size)	\$1.25	\$2.50
2 nd Lunch	All	--	\$2.50

4. Charging – Guardians are financially responsible for all items purchased by their child(ren). Students with a negative account balance are not permitted to select a la carte items (cash or account). Students are notified at the cashier’s station as the account balance begins to approach a zero balance. Every effort should be made to avoid reaching a zero balance. **In the event it reaches zero, the following procedures apply:**

High School – No charging permitted.

Middle School – Breakfast charging is not permitted. Student may be asked to wait at the end of the line so that the line can move swiftly. Student will receive charge slip and be individually reminded that only three charges are permitted. If a student attempts to charge a fourth time without paying for previous charges, the parent will be notified and he/she will be charged and served a bread item and milk, but will not receive a full meal.

Elementary School –A student in 2nd through 5th grade who does not have sufficient money to pay for lunch would be required to complete a charge slip (breakfast and/or lunch) located in the general area of the serving line. The cashier will complete the charge slip for kindergarten and 1st grade students, but the student will be delayed. A negative balance notification (charge slip) will be sent home with the student on the day it occurs. Parents are expected to pay lunch charges immediately.

D) **Offer versus Serve:** To be served and counted as a meal: Any student may refuse one menu item at breakfast. Students in 2nd – 12th grade must select three of the five lunch menu items. Students are encouraged to select fruits and vegetables. Individual servings (without a meal) of entrees and potato products are not available to students.

E) **Delayed School:** One hour, breakfast served. -- Two hour, breakfast not served.

F) **Allergies:** Students with special dietary needs or allergies require annual physician statement.

G) **Guests:** Welcome anytime! Please call/contact school in advance if planning to eat meal.

STUDENT WELLNESS

The Rockingham County School Board encourages students to pursue individual wellness by being physically active and making lifestyle decisions that support a healthy body and mind. By facilitating learning through the support and promotion of good nutrition and regular physical activity, schools have a unique role to play in the development of student's life long health patterns.

This policy is intended to comply with section 204 of the Reauthorization Act of 2004 (public law 108-265) for school divisions participating in the United States Department of Agriculture nutrition programs. The Rockingham County School Health Advisory Board (SHAB) provides the infrastructure for addressing student wellness issues. The SHAB includes parents, food and nutrition service personnel, school administrators, community health professionals, and interested community members. The SHAB is charged with the periodic evaluation of this policy. The student wellness guidelines and goals addressed in this policy are:

- I Nutrition Education
- II Nutrition Standards
- III Related School-Based Activities that Promote Wellness
- IV Physical Activity Goals
- V Implementation and Evaluation

I NUTRITION EDUCATION

- A. Students in grades pre-K – 12 receive nutrition education that is interactive and teaches the skills they need to adopt healthy eating behaviors.
- B. RCPS personnel teach nutrition and health education in accordance with Virginia SOL's. Additionally, teachers are encouraged to integrate nutrition education into core curriculum areas.
- C. Students receive consistent nutrition messages throughout schools, classrooms, and cafeterias. Positive nutrition messages are frequently placed on published menus.
- D. Nutrition education is provided in the cafeteria as well as in the classroom. Food & Nutrition Service (FNS) personnel plan and implement a minimum of one special nutrition education activity per year.
- E. Each school FNS manager maintains an active student Nutrition Advisory Council or similar student group.
- F. It is desirable for the FNS director to be a registered dietitian to provide qualified leadership and training for FNS staff.
- G. Parents of elementary students are provided nutritional guidelines pertaining to packed lunches and school endorsed snacks and parties.
- H. The RCPS internet home page contains links to nutrition and wellness websites appropriate for students, teachers, and parents.

II NUTRITION STANDARDS

- A. **Food and Nutrition Service (FNS) Provision of Food** – School meals adhere to the Dietary Guidelines for Americans and the United States Department of Agriculture's National School Lunch and Breakfast Program nutritional requirements.
 - 1. Breakfast is provided at each school. At a minimum, participating students may select three out of four menu items to constitute a "reimbursable" breakfast.

2. For lunch, at a minimum, participating students in 2nd through 12th grade may select three out of five menu items to constitute a “reimbursable” meal (younger students receive all menu items). Students are encouraged to select fruits and vegetables.
3. Elementary students are required to receive a school lunch or bring a packed lunch.
4. Special dietary modifications are made available to students with proper physician prescription.
5. A la carte items are available during meals under the following conditions:
 - a. Ice cream is available for elementary a la carte purchase during lunch one day per week maximum (selected schools).
 - b. Elementary students in 4th and 5th grade may purchase the following additional menu items: entrees, fruits, and vegetables (excluding potatoes). Any student may purchase a la carte milk during meal periods.
 - c. A la carte items are not available to middle school students unless they received a school lunch or brought a packed lunch.
 - d. Approved a la carte beverages available to secondary students include: bottled (unflavored and vitamin) water, low-fat milk, and 100% juices. Juice drinks, flavored waters, sports drinks, iced tea, soft drinks, etc. are not available.
 - e. Students with a negative financial account balance are not permitted to purchase a la carte items.
6. A la carte foods of “minimal nutritional value” or foods that do not meet a recognized menu component are not available from the FNS department. Minimal nutritional value is defined as containing less than 5% of the US RDA for one of eight specified nutrients on a 100 calorie per serving basis. The nutrients are: protein, vitamin A, vitamin C, iron, calcium, thiamin, riboflavin, and niacin.

B. Other Foods/Beverages Available to Students During School Day – The FNS

department is not the only source for student’s food and beverage access during the school day. It is the intent of this policy to limit the availability of access in the following areas:

1. Candy sales – Students are not to sell “foods of minimal nutritional value” for consumption during the school day.
2. Food as punishment or reward -
 - i. Individual –To the extent that student incentives are employed, teachers and other school personnel will use individual student incentives other than food when possible.
 - ii. Group Parties-- If food is included in the recognition of academic performance, it should be used infrequently in the general celebration of the achievement, and not as the reward itself. Parties and events that involve the consumption of foods must not occur during school meal periods.
3. Foods brought to school by students and others –
 - i. Students are not to regularly consume commercial restaurant foods-to-go while in the cafeteria area prior to, or during lunch periods. This does not preclude students from bringing packed lunches. Students are not to receive food from others during meal periods (exception-parents for their own children).
 - ii. From 6:00 AM until the end of the school day, students in grades K-8 are not to consume canned or bottled beverages, and high school students are restricted to bottled water (exceptions – during meal periods; and for school-endorsed activities). The school day includes bus transportation.*
4. Vending – Vending machines are not available to students from 6:00 AM until the end of the school day (exception- FNS juice and bottled water machines). Nutritious choices are available in the vending machines.

III RELATED SCHOOL-BASED ACTIVITIES THAT PROMOTE WELLNESS

- A. Students are encouraged to practice appropriate hand hygiene, including before lunch periods.
- B. Drinking fountains are available to students throughout the day and in most cafeterias.
- C. Students are provided an adequate time to eat (25 minutes lunch, 10 minutes breakfast). Bus schedules are coordinated to allow ample time before class to eat breakfast.
- D. A “character counts” program is in place at each school insuring a supportive environment for social and emotional well-being.
- E. A school nurse is available on each campus to address acute health concerns and be a wellness resource.
- F. Height and weight measurements are obtained for elementary students on a semi-annual basis.
- G. School personnel have opportunities to pursue healthy lifestyles and to model healthy eating and activity patterns.

IV PHYSICAL ACTIVITY

- A. Students are given opportunities for physical activity during the school day through daily activity periods (elementary), physical education classes, walking programs, and/or the integration of physical activity into the academic curriculum.
- B. Unless special conditions exist, school personnel avoid the withholding of P.E. or recess as a way to discipline students.
- C. Schools encourage parents to support their children’s participation in physical activity, to be physically active role models, and to include physical activity in family events.
- D. Schools provide the training and resources to enable staff to promote enjoyable, lifelong physical activity among students.
- E. Students are supported in setting and meeting personal fitness goals that result in the achievement and maintenance of a health enhancing level of physical fitness.
- F. Before and after school programs include supervised, age-appropriate physical activities that appeal to a variety of interests. Students are encouraged to participate in before and after school extra-curricular sports and community activities occurring on the school campus.

V IMPLEMENTATION AND EVALUATION

- A. The FNS director, school principals, and the SHAB are responsible for overseeing the implementation and communication regarding this policy.
- B. School parent/teacher groups are encouraged to discuss wellness related topics and provide feedback to the principal and/or FNS director.
- C. The FNS director receives feedback from the superintendent’s Parent Advisory committee a minimum of one time per year regarding wellness issues.
- D. The SHAB is responsible for leading a periodic discussion regarding the implementation and evaluation of the wellness policy.

ADMISSION OF HOMELESS CHILDREN

The School Board is committed to educating homeless children and youth as defined under the McKinney-Vento Act, Title X, Part C of the No Child Left Behind Act. Immediate enrollment in the Rockingham County Public Schools is free to school-age persons living with a parent, guardian, or person in

loco parentis in a temporary shelter in the school division, not solely for school purposes; or to any school-age person lacking a fixed, regular, and adequate nighttime residence or to any school-age person who has a primary nighttime residence located within the school division that is a supervised public or private shelter designed to provide temporary living accommodations.

Homeless children and youth will not be identified to, or segregated from, other students on the basis of their status as homeless. School personnel cannot exclude from school attendance those homeless children and youth who do not provide the requisite health or immunization information required of other students. Upon admission, school personnel must immediately refer the homeless student to the local school division liaison assigned to assist homeless students in obtaining the necessary physical examinations or proof of the completion of immunizations.

The school division will coordinate the identification and provision of services to homeless children with local social services agencies and other school divisions. Such children will be provided with educational services to meet his/her needs, as determined and directed by the Superintendent and in accordance with state and federal law. These services may include, but are not limited to, the determination of a school of origin, eligibility for free or reduced price meals, remedial instruction provided to at-risk students, special education and related services, gifted and talented services, school health services, and transportation.

Any concern about the provision of services to the homeless child by the child's parent(s) or guardian should be dealt with in the manner typical of any parent concern. Attempts should be made at the building level to resolve any concern. If a parent concern cannot be resolved by the principal, the parent should be directed to seek resolution from the central office homeless liaison, superintendent or school board. If any dispute arises regarding school selection or enrollment, the central office homeless liaison will follow the Virginia Department of Education dispute resolution process. Any concern should be addressed by school personnel immediately to avoid any delay of services needed by the homeless student.

SEX OFFENDER REGISTRY NOTIFICATION

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

Annual Notification

At the beginning of each school year, the Rockingham County school division shall notify parents and employees of this policy. The school board will also annually notify the parent of each student enrolled in the school division of the availability of information in the Sex Offender and Crimes Against Minors Registry and the location of the Internet website <http://sex-offender.vsp.virginia.gov/sor/>. This annual notice will be placed in the Parent-Student Handbook of Selected Policies provided to students at the beginning of each school year.

Dissemination of Sex Offender Registry Information

Sex offender registry information should be provided to employees who are most likely to observe

unauthorized persons on or near school property including but not limited to:

- school bus drivers
- employees responsible for visitor registration
- employees responsible for bus duty
- security staff
- coaches
- playground supervisors, and
- maintenance personnel.

When registry information is disseminated, it shall include a notice that such information should not be shared with others and may only be used for the purposes discussed below. Employees who share registry information with others may be disciplined.

The Rockingham County school division recognizes that it is the responsibility of local law enforcement to notify the community of potential public danger. Therefore, the division will not disseminate registry information to parents.

Use of Sex Offender Registry Information

Registry information shall only be used for the purposes of the administration of law enforcement, screening current or prospective school division employees or volunteers and for the protection of school division students and employees. Registry information shall not be used to intimidate or harass others.

1. Registered Sex Offender Sighted. If a notified employee sees a registered sex offender on or near school property, around any school division student, or attending any school division activity, the Superintendent or designee shall be notified immediately. The Superintendent or designee will notify local law enforcement. No adult who has been convicted of a sexually violent offense, as defined in Va. Code § 9.1-902, may enter or be present, during school hours, or during school-related or school-sponsored activities, at any school or upon any public school property, unless (a) he is a lawfully registered and qualified voter, and is coming upon such property solely for purposes of casting his vote ; (b) he is a student enrolled at the school; or (c) he has obtained a court order allowing him to enter and be present upon such property, and is in compliance with terms and conditions of the order.

Persons who have been convicted of other sexual offenses may be permitted to be present at school when he/she is a parent of a student. See Section #6 of this policy.

2. School Volunteers and Student Teachers. Each staff member shall submit to the principal or designee the name and address of each volunteer the staff member proposes to use as soon as the person is identified. The principal or designee shall screen each student teacher's and volunteer's name and address against the registry information. If a match is found, the principal or designee shall notify the Superintendent or designee, who shall confirm the match. If the match is confirmed, the Superintendent or designee shall inform the individual of the match, in writing, that he or she may not serve as a volunteer or student teacher or be on school property. The notice shall provide the reason with reference to this policy except as Va. Code § 9.1-902 may apply. The

Superintendent or designee shall also inform the principal or designee, and employees that the individual may not be used as a volunteer, student teacher, or be on school property with exception as per Va. Code § 9.1-902.

3. Contractors' Employees. In addition to ensuring that the certification requirements of Policy DJF/Purchasing Procedures are met, the Superintendent or designee shall include the following language in all Division contracts that may involve an employee of the contractor having any contact with a student:

The contractor shall not send any employee or agent who is a registered sex offender to any school building or school property. Monthly, the contractor shall check the registry to determine if any employee is registered.

4. School Division Employees. Each time sex offender registry information is received, the principal or designee shall review it to determine if a school division employee is registered. If a match is found, the Superintendent or designee shall confirm or disprove the match with local law enforcement. If the match is confirmed, the Superintendent or designee shall notify the School Board. The School Board will take the appropriate action to comply with state law which may include termination of employment.
5. Applicants for Employment. Before hiring any person as an employee, the Superintendent or designee shall determine whether the prospective employee is a registered sex offender. If the prospective employee is a registered sex offender, he or she shall not be hired by the division.
6. Parents of Students. When the school division learns that a parent of an enrolled student is a registered sex offender, the parent will be notified in writing that he or she is barred from being present at school or at a school function without the written approval of the student's principal. A sex offender registrant who is the parent or guardian of a student, may be permitted to participate in appropriate parent or guardian activities (under appropriate supervision) as determined and monitored by the principal or designee, unless prohibited by court order. At no time shall the registrant parent be in a sole supervisory role or chaperone of children or come into contact with any children other than his/her own children.
7. Precautions to Protect Students. When the Superintendent or designee determines it is necessary, because of the presence of a registered sex offender, alternative arrangements may be made for bus and walking routes to and from school, recess and physical education periods, or any other activity in order to protect division students.

Requests for Registry Information

Anyone requesting registry information from the school division shall be referred to the State Police.

**IMMUNIZATION/PHYSICAL EXAMINATION SCHEDULE
2009-2010**

	Immunizations	Physical Exam
Upon Entry to School	<p>Children enrolling in Rockingham County Public Schools must be immunized and have a physical examination according to current regulations (Code of Virginia, Section 22.1-270 & Section 22.1-271.2).</p> <p>Upon entry to school, child must have 1 dose of each immunization as appropriate for age.</p> <p>A follow-up plan (appointment date and time) must be given to the school.</p>	Evidence of physical exam according to grade level requirements.
Transfer student within Virginia or out-of-state K-5	Follow required immunizations as per grade level.	Evidence of physical exam within 12 months prior to the date the pupil first entered kindergarten or elementary school (nurse or principal to determine if a physical exam meets Virginia standards).
Transfer student out-of-state or in Virginia Grades 6-12	Follow required immunizations as per grade level.	No physical examination required.
2-year-olds	<p>Age-Appropriate Immunizations</p> <p>DTP/DTaP - 4 doses - 1 dose at 2 months, 4 months, 6 months, 12-18 months</p> <p>Polio (all OPV or all IPV) - 3 doses - 1 dose at 2 months, 4 months, 6-18 months</p> <p>MMR - 1 dose not earlier than 12 months of age.</p> <p>Hib - (2 or 4 doses depending on brand given) - 1 dose at 2 months, 4 months, 6 months, 12-15 months</p> <p>Hep. B - (Hepatitis B) - 3 doses</p> <p>*Varicella/Chicken Pox - 1 dose not earlier than 12 months of age.</p>	Evidence of physical exam within 12 months prior to initial admission to school.
4-year-olds	<p>DTP/DTap - 3 doses, last dose must be received after age 4 if the child has received 6 doses before the fourth birthday, additional doses are contraindicated.</p> <p>Polio (all OPV or all IPV) - 3 doses of vaccine, last dose must be received after age 4 or 4 doses at any age.</p> <p>MMR - 1 dose (after 12 mos. of age)</p> <p>Hep. B - (Hepatitis B) - 3 doses</p> <p>*Varicella/Chicken Pox - 1 dose not earlier than 12 months of age.</p>	Evidence of physical exam within 12 months prior to initial admission to school.
Kindergarten	<p>DTP/DTap - 3 doses, last dose must be received after age 4 - if the child has received 6 doses before the fourth birthday, additional doses are contraindicated.</p> <p>Polio (all OPV or all IPV) - 3 doses of vaccine, last dose must be received after age 4 or 4 doses at any age.</p> <p>MMR - 1 dose (after 12 mos. of age) and 2nd MMR or 2nd measles (rubeola)</p> <p>Hep. B - (Hepatitis B) - 3 doses</p> <p>*Varicella/Chicken Pox - 1st dose not earlier than 12 months of age.</p>	Evidence of physical exam within 12 months prior to the date the pupil first entered kindergarten or elementary school.

***Exemptions will be allowed for those children who have written documentation by a health care provider of a history of chicken pox or of immunity.**

If you have questions, please contact your school principal.

Grades 1, 2, 3, 4 & 5	<p>DTP/DTap - 3 doses, last dose must be received after age 4 - if the child has received 6 doses before the fourth birthday, additional doses are contraindicated.</p> <p>Polio (all OPV or all IPV) - 3 doses of vaccine, last dose must be received after age 4 or 4 doses at any age.</p> <p>MMR - 1 dose (after 12 mos. of age) and 2nd MMR or 2nd measles (rubeola)</p> <p>Hep. B - (Hepatitis B) - 3 doses *V</p> <p>*Varicella/Chicken Pox - All children born on or after 1/1/97 are required to have 1 dose, not earlier than 12 months of age.</p>	Evidence of physical exam within 12 months prior to the date the pupil first entered kindergarten or elementary school.
Grade 6	<p>DTP/DTap - 3 doses, last dose must be received after age 4 - if the child has received 6 doses before the fourth birthday, additional doses are contraindicated.</p> <p>Polio (all OPV or all IPV) - 3 doses of vaccine, last dose must be received after age 4 or 4 doses at any age.</p> <p>MMR - 1 dose (after 12 mos. of age) and 2nd MMR or 2nd measles (rubeola)</p> <p>Hep. B - (Hepatitis B) - 3 doses; if student has RECOMBIVAX HB see nurse.</p> <p>Tdap- Booster required for entry into 6th grade if at least 5 years since tetanus - containing vaccine.</p> <p>*Varicella/Chicken Pox -1 dose, not earlier than 12 months of age</p> <p>Documentation of Tdap or Tetanus required for entry.</p> <p>HPV - 3 doses of HPV vaccine is required for females. First dose shall be given before child enters 6th grade. Parent/guardian may elect for the child not to receive the HPV vaccine.</p> <p>Documentation of Tdap or Tetanus required for entry.</p>	No physical exam required.
Grade 7	<p>DTP/DTap - 3 doses, last dose must be received after age 4 - if the child has received 6 doses before the fourth birthday, additional doses are contraindicated.</p> <p>Polio (all OPV or all IPV) - 3 doses of vaccine, last dose must be received after age 4 or 4 doses at any age.</p> <p>MMR - 1 dose (after 12 mos. of age) and 2nd MMR or 2nd measles (rubeola)</p> <p>Hep. B - (Hepatitis B) - 3 doses; if student has RECOMBIVAX HB see nurse.</p> <p>Tdap - Booster required for entry if at least 5 years since Tetanus - containing vaccine.</p> <p>*Varicella/Chicken Pox - All children born on or after 1/1/97 are required to have 1 dose, not earlier than 12 months of age.</p> <p>Documentation of Tdap or Tetanus required for entry.</p>	No physical exam required.
Grades 8,9	<p>DTP/DTap - 3 doses, last dose must be received after age 4 - if the child has received 6 doses before the fourth birthday, additional doses are contraindicated.</p> <p>Polio (all OPV or all IPV) - 3 doses of vaccine, last dose must be received after age 4 or 4 doses at any age.</p> <p>MMR - 1 dose (after 12 mos. of age) and 2nd MMR or 2nd measles (rubeola)</p> <p>Hep. B - (Hepatitis B) - 3 doses; if student has RECOMBIVAX HB see nurse.</p> <p>Tdap - Booster required for entry if at least 5 years since tetanus - containing vaccine.</p> <p>Documentation of Tdap or Tetanus required for entry.</p>	No physical exam required.
Grades 10, 11 & 12	<p>DTP/DTap - 3 doses, last dose must be received after age 4 - if the child has received 6 doses before the fourth birthday, additional doses are contraindicated.</p> <p>Polio (all OPV or all IPV) - 3 doses of vaccine, last dose must be received after age 4 or 4 doses at any age.</p> <p>MMR - 1 dose (after 12 mos. of age) and 2nd MMR or 2nd measles (rubeola)</p> <p>Hep. B (Hepatitis B) - 3 doses required. If the student has RECOMBIVAX HB - see nurse.</p>	No physical exam required.

*Exemptions will be allowed for those children who have written documentation by a health care provider of a history of chicken pox or of immunity. If you have any questions, please contact your principal.

REQUEST FOR DIRECTORY INFORMATION FROM HIGH SCHOOLS

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can be disclosed to some 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 receiving assistance under the Elementary and Secondary Education Act of 1965 to provide military recruiters or institutions of higher education, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the school principal that they do not want their student's information disclosed without prior written consent. The laws are: Section 9528 of the ESEA (20 U. S. C. 7908), as amended by the No Child Left Behind Act of 2001 (P. L. 107-110), the education bill, and 10 U. S. C. 503, as amended by section 544, the National Defense Authorization Act for Fiscal Year 2002 (P. L. 107-107), the legislation that provides funding for the Nation's armed forces.

REMOVE AND RETURN TO SCHOOL

HIGH SCHOOL STUDENT'S NAME _____

GRADE _____

HIGH SCHOOL _____

CHECK (✓) ONE:

I DO _____

I DO NOT _____

GIVE PERMISSION TO SCHOOL OFFICIALS TO RELEASE TO MILITARY RECRUITERS OR AN INSTITUTION OF HIGHER EDUCATION, UPON REQUEST, THE NAME, ADDRESS, AND TELEPHONE NUMBER OF MY CHILD DURING THE 2009-2010 SCHOOL YEAR.

Parent's Signature

Date





MEDIA RELEASE FORM

I hereby give permission for my child to be photographed and/or videotaped. I understand that the photographs and/or videotapes will be used for educational purposes and may appear in educational publications (including web pages, promotional videos, yearbooks, etc.) developed by Rockingham County Public Schools Personnel and/or the local media.

In situations including but not limited to VHSL events, local, regional, and national contests, Fine Arts performances, school and class projects, RCPS may recognize student performance and achievement through use of student pictures and/or student names. Parents may revoke that privilege by providing the school a separate written statement to declare that their child's image may not be used in RCPS publications.

Child's Name _____

Teacher _____ Grade _____

School Name _____

_____ The above permission/release is granted for my child. This permission may be revoked at any time with written notice to the school.

_____ I do not grant permission for my child.

Date _____

Signature of Parent/Guardian

**ROCKINGHAM COUNTY PUBLIC SCHOOLS
PARENT AND STUDENT HANDBOOK SIGNATURE PAGE FOR 2009-2010**

PARENTS AND STUDENTS: PLEASE SIGN AND RETURN THIS PAGE TO YOUR SCHOOL. YOUR SIGNATURE AND YOUR CHILD'S SIGNATURE VERIFY THAT YOUR CHILD AGREES TO FOLLOW ALL ROCKINGHAM COUNTY PUBLIC SCHOOL BOARD POLICIES INCLUDING, BUT NOT LIMITED TO, THE COMPUTER USE POLICY, COMPULSORY SCHOOL ATTENDANCE POLICY, AND THE STUDENT CONDUCT POLICY, AND THAT YOU AS A PARENT WILL ASSIST THE SCHOOL IN ENFORCING THESE POLICIES. AT ANY TIME, A PARENT OR STUDENT HAS THE RIGHT TO EXPRESS DISAGREEMENT WITH A POLICY AND PURSUE APPROPRIATE MEANS TO HAVE A POLICY REVIEWED, FOR POSSIBLE CHANGE, BY THE SCHOOL BOARD.

IF THERE IS ANY PART OF THIS INFORMATION THAT YOU DO NOT FULLY UNDERSTAND, YOU SHOULD CONTACT YOUR CHILD'S PRINCIPAL.

SCHOOL

CHILD'S NAME/PRINTED

GRADE

CHILD'S SIGNATURE

DATE

PARENT'S SIGNATURE

DATE

**ESCUELAS PÚBLICAS DEL CONDADO DE ROCKINGHAM
MANUAL DE LOS PADRES Y EL ESTUDIANTE PARA EL CICLO 2009-2010
HOJA DE FIRMAS DEL PADRE Y DEL ALUMNO**

A LOS PADRES Y ALUMNOS: FAVOR DE FIRMAR Y REGRESAR ESTA HOJA A SU ESCUELA. SU FIRMA Y LA DE SU HIJO CONFIRMA QUE SU HIJO ESTÁN DE ACUERDO EN SEGUIR TODAS LAS POLÍTICAS DE LA JUNTA EDUCATIVA DE LAS ESCUELAS PÚBLICAS DEL CONDADO DE ROCKINGHAM INCLUYENDO, PERO SIN LIMITARSE A, LAS POLÍTICAS SOBRE USO DE LAS COMPUTADORAS, LAS POLÍTICAS DE ASISTENCIA OBLIGATORIA A LA ESCUELA Y LAS POLÍTICAS DE CONDUCTA DEL ESTUDIANTE, ASI COMO EL QUE USTED PADRE DE FAMILIA AYUDARÁ A LA ESCUELA A QUE ESTAS POLÍTICAS SE CUMPLAN. EN CUALQUIER MOMENTO, UN PADRE O ESTUDIANTE TIENE EL DERECHO DE EXPRESAR SU DESACUERDO CON ALGUNA POLÍTICA Y BUSCAR LOS MEDIOS APROPIADOS PARA QUE TAL POLÍTICA SEA REVISADA A FIN DE QUE LA JUNTA EDUCATIVA HAGA LOS CAMBIOS PERTINENTES.

SI HAY ALGUNA INFORMACIÓN QUE NO ENTIENDA ENTERAMENTE, DEBE PONERSE EN CONTACTO CON EL O LA DIRECTORA DE LA ESCUELA DE SU HIJO.

ESCUELA

NOMBRE DEL ALUMNO

GRADO

FIRMA DEL ALUMNO

FECHA

FIRMA DEL PADRE O TUTOR

FECHA

REMOVE AND RETURN TO SCHOOL



Rockingham County Public Schools 2009-2010 School Calendar

August							February							AUGUST 13,14,17 Flex Workdays 18 ½ School Led Inservice, ½ Teacher Workday 19 ½ County Led Inservice, ½ Teacher Workday 20,24 Teacher Workdays 21 ½ School Led Inservice & ½ Convocation 25 School Begins--First day for students SEPTEMBER 07 Holiday OCTOBER 08 End of first grade period, 32 days 09 Teacher Workday 12 County Led Inservice 19 Report Cards issued 26 End-1st grade period-Kindergarten, 42 days NOVEMBER 02 Kindergarten Report Cards issued 03 Parent Conference Day, 12:00 –7:00 pm 25 End of second grade period, 31 days Students dismissed at 1:00 pm 26, 27 Holiday DECEMBER 07 Report Cards issued 21 Flex Workday 22-31 Christmas Holiday JANUARY 01 New Year's Day 19-21 Exams, students dismissed at 1:00 pm 21 End of third grade period, 29 days 21 End first semester, 92 days 21 End-2nd grade period-Kindergarten, 50 days 22 Teacher Workday FEBRUARY 01 All Report Cards issued 04 Parent Conference Day, 12:00 –7:00 pm MARCH 11 End of fourth grading period, 33 days Students dismissed at 1:00 pm 12 County Led Inservice 22 Report Cards issued 29-31 Spring Break APRIL 01-02 Spring Break 06 End 3rd grade period-Kindergarten, 45 days 14 Kindergarten Report Cards issued 30 End of fifth grading period, 30 days Students dismissed at 1:00 pm MAY 10 Report Cards issued 31 Holiday JUNE 08-10 Exams, students dismissed at 1:00 pm 10 End of sixth grade period, 28 days 10 End second semester, 91 days 10 End 4th grade period –Kindergarten, 46 days 10 Elementary & K Report Cards issued 11,12 Teacher workdays 17 High & Middle Report Cards issued NOTES: 1. A total of 15 scheduled workdays are included. With prior approval of the Superintendent, faculties may decide to work on non-contracted days during the summer or school year and not work on a scheduled workday. 2. A "workday/inservice" day is defined as a seven-hour day. 3. All schools schedule a 6-hour instructional day excluding the lunch break. 4. Anticipated SOL Test Window – May, 10-28 5. Teachers work only 2 of the 4 designated flex days. With Principal approval a teacher may use one earlier day, August 3 rd or later, as one of the August flex days. MAKE UP DAYS • Days 1 to 5 Banked Time • The School Board determines make-up days • 183 calendar days; 180 max school days
S	M	T	W	T	F	S	S	M	T	W	T	F	S	
						1		1 ^{RE<}	2	3	4 ^P	5	6	
2	3	4	5	6	7	8	7	8	9	10	11	12	13	
9	10	11	12	13 ^F	14 ^F	15	14	15	16	17	18	19	20	
16	17 ^F	18 ST	19 ^{CT}	20 ^T	21 ^{SC}	22	21	22	23	24	25	26	27	
23	24 ^T	25	26	27	28	29	28							
30	31													
September							March							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	
		1	2	3	4	5		1	2	3	4	5	6	
6	7 ^H	8	9	10	11	12	7	8	9	10	11 ^{G*}	12 ^C	13	
13	14	15	16	17	18	19	14	15	16	17	18	19	20	
20	21	22	23	24	25	26	21	22 ^{RE}	23	24	25	26	27	
27	28	29	30				28	29 ^H	30 ^H	31 ^H				
October							April							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	
				1	2	3					1 ^H	2 ^H	3	
4	5	6	7	8 ^G	9 ^T	10	4	5	6 ^K	7	8	9	10	
11	12 ^C	13	14	15	16	17	11	12	13	14 ^{<}	15	16	17	
18	19 ^{RE}	20	21	22	23	24	18	19	20	21	22	23	24	
25	26 ^K	27	28	29	30	31	25	26	27	28	29	30 ^{*G}		
November							May							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	
1	2 ^{<}	3 ^P	4	5	6	7							1	
8	9	10	11	12	13	14	2	3	4	5	6	7	8	
15	16	17	18	19	20	21	9	10 ^{RE}	11	12	13	14	15	
22	23	24	25 ^{*G}	26 ^H	27 ^H	28	16	17	18	19	20	21	22	
29	30						23	24	25	26	27	28	29	
							30	31 ^H						
December							June							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	
		1	2	3	4	5			1	2	3	4	5	
6	7 ^{RE}	8	9	10	11	12	6	7	8*	9*	10 ^{*GEK<}	11 ^T	12 ^T	
13	14	15	16	17	18	19	13	14	15	16	17 ^R	18	19	
20	21 ^F	22 ^H	23 ^H	24 ^H	25 ^H	26	20	21	22	23	24	25	26	
27	28 ^H	29 ^H	30 ^H	31 ^H			27	28	29	30				

January						
S	M	T	W	T	F	S
					1 ^H	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19*	20*	21 ^{*GK}	22 ^T	23
24	25	26	27	28	29	30
31						

Codes

C → County Led Inservice F → Flex Teacher Workday G → End of Grading Period H → Holiday P → Parent Conference Day K → End of Kindergarten Grading Period < → Kindergarten Report Cards Issued	R → High & Middle Report Cards Issued E → Grade 1 – Grade 5 Report Cards Issued S → School Led Inservice T → Teacher Workday * → 1:00 p.m. Release for Students
---	---

It is the policy of the Rockingham County School Board to comply with all applicable state and federal laws regarding non-discrimination in employment and educational programs and services. The Rockingham County Public Schools will not discriminate on the basis of race, religion, gender, national origin, disability, economic status, or age as to employment or educational programs and activities.