



# Student/Parent Elementary Handbook 2019-2020

## Declaration of Non-Discrimination

Rockbridge County Schools offer all programs and activities free from discrimination on the basis of race, color, national origin, religion, age, disability or gender. Grievance procedures for any forms of discrimination are published in the Rockbridge County Policy Manual located in the public library, in each school and the school board office. Specific complaints under Title IX should be sent to the Assistant Superintendent; Section 504 complaints regarding discrimination should be sent to the Director of Special Education; all other discrimination complaints should be sent to the Superintendent. These persons may be reached at the Rockbridge County Schools Administrative Offices, 2893 Collierstown Road, Lexington, VA 24450, or by calling (540) 463-7386.

## **INTRODUCTION**

The purpose of the Rockbridge County Student/Parent Handbook is to answer questions about the schools for students, parents, and other interested individuals. Please read the handbook carefully and contact the staff at your child's school if you have questions. The school calendar, including makeup days, has been included for you to plan for the school year.

The bus-rider safety rules have also been included and need to be reviewed carefully with students. Your help in stressing school safety, attendance, and conduct is very important.

### **Academics**

#### **A. CURRICULUM**

Students shall receive instruction in the following areas: Language Arts\*; Mathematics; Social Studies; Science; Health and Physical Education; Fine Arts; Career Education

\*Reading, writing, spelling, oral language, work-study skills

The Virginia Standards of Learning are the foundation for instruction. These can be found at the Virginia Department of Education web site, at the Rockbridge County Schools web site <http://www.rockbridge.k12.va.us/> or you may request a copy from your child's school.

#### **B. GRADING**

Schools send report cards home after the end of each nine weeks grading period. Parents should sign the signature envelope and return it to school. In addition to the nine-week report card, schools send interim reports home at the mid-point of each nine weeks. The school calendar included in this handbook indicates dates for report card and interim distribution.

Parents are encouraged to use the space provided on the signature envelope included with the report card to communicate with teachers.

##### **Grading Scale for Kindergarten and First Grade**

- |   |   |                              |
|---|---|------------------------------|
| 1 | Experiencing difficulty meeting grade-level standards |                              |
| 2 | Developing grade-level standards                      |                              |
| 3 | Meeting grade-level standards                         |                              |
|   | "+" meeting expectations                              | "-" not meeting expectations |

##### **Grading Scale for Grades 2<sup>nd</sup> – 5<sup>th</sup>**

- |    |        |
|----|--------|
| A= | 100-90 |
| B= | 89-80  |
| C= | 79-70  |
| D= | 69-60  |
| F= | 59-0   |

Grades are determined by the following: 50% Tests and Quizzes and 50% Classwork

Honor roll recognizes students in grades 2-5 who earned A's and B's during a nine-week grading period.

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### **C. PROMOTION/RETENTION**

The principal, in consultation with the classroom teacher, is responsible for determining the student's ability to perform at the next grade level. Many factors are important, such as:

- grades,
- attendance,
- assessment data,
- Standards of Learning test scores.

The absence of progress in the above areas may result in the student being retained. After report cards distribution at the end of first semester, principals will mail a letter to parents notifying them of areas of deficiency and possible retention. Parents should make an appointment to meet with their child's teacher and principal to discuss their child's academic progress.

### **D. SCHOLASTIC RECORDS**

The content of the scholastic record shall be limited to data needed by the school to assist the student in his/her personal, social, educational and vocational development. The scholastic records for students attending elementary schools are located in the office area. The principal is responsible for the maintenance of scholastic records. Schools can share this information with other schools with the written permission of the parents. Parents and students have the right to review scholastic records.

Information maintained within cumulative records shall include the following:

- Name and address of student
- Birth date/ birth certificate number
- Name and Address of parent(s)
- Initial Screening Form
- Scholastic work completed
- Level of achievement (grades)
- Attendance
- Standardized Achievement Test scores
- Results of required standardized group tests and inventories
- Health-physical fitness data including pre-school physical exam and certification of immunization
- K-3 Achievement Records for Standards of Learning for Math and Language Arts

Certain students requiring differentiated programs and/or special services such as gifted, special education, Title I, Response to Intervention, and/or English Language Learners' Instruction shall have a section within their record, which may contain some or all of the following:

- Record of intervention/ remediation programs offered to students
- Record of intervention/remediation progress
- Report of assessment
- Testing permission
- Placement permission
- Record of parent conference to discuss special education placement
- Eligibility committee recommendations
- Permission to release information
- Annual review report of placement
- Appeals and Reports
- IEP

Scholastic records are confidential. The school office maintains these records.

School Board Policy JO established the following as directory information:

- Student name and gender
- Address of student
- Telephone listing
- Date and place of birth of student
- Student's major field of study
- Participation in school-sponsored or recognized activities or sports
- Weight and height of members of athletic teams
- Dates of attendance
- Degrees and awards received
- Photographs

Parents may receive, upon request, a copy of the school board written policy on the management of scholastic records. The policies are contained within the Policy Manual for Rockbridge County Schools, which can be accessed online at [www.rockbridge.k12.va.us](http://www.rockbridge.k12.va.us).

## **Policies and Procedures (Non-Academic)**

### **A. ATTENDANCE**

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**File: JED**

## **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.

The superintendent's regulations will include procedures for excusing students who are absent by reason of observance of a religious holiday. Such regulations will ensure that a student is not deprived of any award or of eligibility or opportunity to compete for any award, or of the right to take an alternate test or examination, which he missed by reason of such absence, if the absence is verified in an acceptable manner.

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.

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

## 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, then 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.

IV. 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.

V. Dismissal Precautions

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

person to receive the student is on the requesting party. A formal check-out system shall be maintained in each school.

Adopted: July 7, 2009

Legal Ref.: Code of Virginia, 1950, as amended, §§ 22.1-254, 22.1-258 through 22.1-269, 22.1-279.3, 46.2-323 and 46.2-334.001.  
8 VAC 20-110-10 et seq.

Cross Ref. : JFC Student Conduct JFC-R Standards of Student Conduct

## **TARDY**

Late arrivals must report directly to the office and must be signed in by a parent, guardian or authorized adult.

## **School Responsibility**

### **SCHOOL LEVEL PROCEDURES**

#### **ELEMENTARY**

#### **STUDENT ABSENCES/EXCUSES/DISMISSALS**

1. Elementary students who are absent must bring a note from their parent or guardian on the first day the student returns to school stating the reason for the absence. The only excuses for absence that shall be deemed acceptable are:
  - a. personal illness (if over two days, the school may require a note from the doctor) or illness in the family, medical, or dental appointments
  - b. pre-arranged absences
  - c. documented court appearance
  - d. death in the family
  - e. religious holidays
  - f. extenuating circumstances which are determined by the school administration.
2. Requests for pre-approved excused absences should be made in writing by the parent or legal guardian and should state the reasons for absence and the time of absence. Such requests must be approved in advance by the principal.
3. Other verifiable reasons may be deemed excusable at the discretion of the principal. Such requests should be made in writing by the parent or legal guardian and should state the reasons for absence and the time of absence.
4. A student will be expected to make up work for all classes missed within a reasonable time. Extenuating circumstances may be considered in extending the time limit.

#### **General Provisions**

Each principal will ensure that teachers are accountable for the following:

- a. documenting attendance each day in every class
- b. communicating with a students' parent/guardian if poor attendance is affecting the student's progress and maintain a log of those contacts,

- c. including participation, which may be affected by attendance, in the student assessment procedures, and
- d. offering vital, stimulating instruction each day which necessitates and encourages student attendance.

## **B. STUDENT PERSONAL PROPERTY**

Student personal property, such as toys, electronic games, CD players, i-Pods, cell phones, sports equipment, cameras, jewelry, or large sums of money should not be brought to school. If these items are necessary for the instructional program or extended travel times, special permission will be granted by the office or bus driver. These items are the responsibility of the students.

## **C. OPERATING HOURS**

Elementary school office hours are 7:30 A.M. to 3:30 P.M.

## **D. CAFETERIA**

Rockbridge County Schools provide a breakfast and hot lunch program at each school. Students may participate or bring lunches from home. Soda and fast food are disruptive in the cafeteria at the elementary level and therefore are not permitted. If a parent must bring in these items, they will be allowed to eat their lunch in a different environment other than the school cafeteria. Students who pack lunches may purchase items from an à la carte serving line if the school has one.

Prices are established at the beginning of the school year, and students will be notified. If the price of school lunches needs to be adjusted during the school year, ample notice will be given.

Applications for free and/or reduced meals are sent home with each student. Please complete these applications as our funding for certain grants and State money depends on our numbers of students eligible for free and reduced lunch. When the forms are completed and returned to school, parents will be notified concerning approval or denial. Applications should be returned promptly (***applications can be filled out and processed at any time during the school year***) to the school in order that, if approved, students may receive free meals. If a student qualifies for free or reduced lunch, he or she also qualifies for free or reduced breakfast *and* lunch.

Any student may participate in the school lunch and/or breakfast program. Menus are published in the local newspaper, sent home each month with each student, and posted in the classroom and on the Rockbridge County Public Schools web site ([www.rockbridge.k12.va.us](http://www.rockbridge.k12.va.us)).

The sale of food to students is limited to items sold in connection with the school lunch program.

## **E. BUSES**

Bus schedules are sent home with students or can be obtained from your child's school a few days before school begins. If you have questions about your child riding the bus, please contact the school.

## **STUDENT CONDUCT ON SCHOOL BUSES**

Students are required to conduct themselves on school buses in a manner consistent with established standards for classroom behavior.

The school principal may suspend or revoke the riding privileges of students and/or take other disciplinary actions for students who are disciplinary problems on the bus. Parents (or Guardians) of children whose behavior and misconduct on school buses violates the Student

Code of Conduct or otherwise endangers the health, safety and welfare of other riders shall be

notified that their child/children face the loss of school bus riding privileges and/or other disciplinary actions.

If a student's riding privileges are suspended or revoked, the student's parents are responsible for seeing that the student gets to and from school safely. The bus driver is responsible for maintaining the orderly behavior of students on school buses and shall report misconduct to the student's principal and provide a copy of the report to the transportation office.

Adopted: July 7, 2009

## **RULES FOR BUS RIDERS**

The following rules are established for students to maintain order, provide safety and to assure the rights of each individual rider. The rules are divided into three parts - rules for going to school, rules for coming from school, and general rules for transporting students. The rules apply on field trips, to athletic events, and on activity routes or other activities transporting students.

### **Rules for going to school on a bus**

1. Do not play in the road while waiting for the bus.
2. Be at the bus stop at least five (5) minutes before the designated time. The bus is considered to be on schedule if it is not more than five minutes early or five minutes late.
3. Wait until the bus comes to a complete stop before approaching the bus.
4. When crossing a road or street, proceed only when the driver signals that the highway is clear. Students should look in both directions before crossing. Walk in front of the cross arm attached to the bus.
5. Enter the bus orderly; avoid shoving, crowding and disturbing others.
6. Use the hand rail(s) to assist going up the steps.

### **Rules for going home on a bus**

1. Enter the bus in an orderly manner; avoid shoving, crowding and disturbing others.
2. Use the hand rail(s) to assist going up the steps.
3. When the bus is in motion, do not stand or move from seat to seat or walk in the aisle.
4. Remain seated until the bus stops.
5. The bus driver signals that the highway is clear. Students should look in both directions before crossing. Walk in front of the "cross-arm" attached to the bus.
6. Students must get off at a designated stop unless prior approval is granted by the school attended.

### **General bus riding rules**

**Students are responsible for helping the regular or substitute driver with three important aspects of transportation - safety, order, and the rights of others. The following general rules are established to assist you while on the bus. All riders are subject to being recorded by video equipment. Appropriate school personnel and law enforcement may review behavior recorded for disciplinary action.**

1. Avoid talking to the driver while the bus is moving.
2. Keep your arms, head and feet inside the bus.
3. Objects must not be thrown inside the bus or out of bus windows.
4. Talking must be at a conversation level, free of profanity, never loud or boisterous.
5. Always treat fellow riders with courtesy.
6. Bus aisles and/emergency exits must be clear at all times. Book bags, band instruments, athletic equipment, purses, school project, feet and legs, etc. must not block aisles.
7. Help keep the interior of the bus clean by putting trash in the trashcan.
8. All items should be secured in a book bag.
9. School bus drivers are prohibited from making unauthorized stops for students such as food stores, gas stations, etc.
10. The use of tobacco products on the school bus is prohibited by the Code of Virginia.
11. Avoid bringing bottles or other breakable objects onto the bus.
12. Avoid eating or drinking on the school bus.
13. Students boarding a bus will be considered a bus rider and cannot transfer to other modes of transportation at school-transfer points unless prior-written permission is approved by the home- school principal.
14. Students must ride assigned buses unless prior permission has been requested and granted by the principal.
15. Damage done to seats or other bus equipment will be paid by pupil(s) involved.

## **CHANGES IN AFTERNOON BUS DROPS**

If your student needs to ride a bus in the afternoon to a different location, other than his/her normal stop, he or she will need to have a written note from a parent or guardian. This note must include the name of the student, the address of the location at which the student is to be dropped, and the day(s)/date(s) for this change in location drop. This note must be signed by a parent or guardian and also approved at your student's school by a school office secretary, school guidance counselor, or school principal (with a signature from one of these persons). We WILL NOT drop a student off at a different location without written permission, or confirmation from the school office or administration. We WILL NOT accept texts or phone calls during the route to your child's cell phone or to the driver's cell phone. This will be strictly enforced in order to maintain safety and well-being of your student. Additionally, please call your child's school prior to 2PM to make any transportation changes. School personnel will be unable to guarantee this change if the request is made after 2PM.

## **F. COMMUNITY RELATIONS**

Each elementary school will host several events throughout the year that are open to our community. Please look for information in your child's school newsletter and weekly folders. Each school shall hold an Open House during which time the school program will be outlined.

## **G. COMMUNICATIONS**

Parents should follow the proper line of communication to report any concern and/or problem their child may be experiencing: first to the teacher, second to the principal, third to the Superintendent, and ultimately to the School Board.

## **H. VISITORS**

**ALL PARENTS AND VISITORS MUST REPORT TO THE OFFICE UPON ARRIVAL AT SCHOOL.** People are welcomed and encouraged to visit our schools. If students need to be located, the request shall be made through the office staff **for the protection and safety of all children.**

## **I. TELEPHONE**

The telephone in the office is a business phone and is not for student use. The office staff in case of an emergency may grant special permission for use.

## **J. SCHOOL SERVICES**

**School Supplies** – An elementary supply list is distributed to students, and is available at local merchants prior to school opening. *If parents need assistance with obtaining supplies, please contact the school principal.*

**Textbooks** – Textbooks are furnished at no cost to families. Students are required to pay for all damaged and/or lost textbooks.

**School library** - Services are available for students at each elementary school. Students are required to pay for all damaged and/or lost library books.

**Insurance** – Student accident insurance is available to students who wish to participate. To enroll online go to <http://markel.sevencorners.com> or call 877-444-5014 for enrollment by phone.

## **K. FIRE/EMERGENCY DRILLS**

Fire/emergency drills will be conducted according to the Code of Virginia and the Standards of Quality.

## **L. FIELD TRIPS**

Classes take field trips as part of the school program. Field trips are taken to enrich the school program, to provide concrete examples, and to facilitate learning. Parental permission is required before your child can participate. **Note:** School administrators may exclude students from field trips due to disruption or unsafe behavior in the regular school setting. The teacher will provide the students with an alternative assignment while the class is gone. **A field trip permission form to cover all field trips for the year is located at the back of this student handbook for parents to complete and return to the school. Please sign and return.** This form is kept on file and when a field trip is scheduled, a notice is sent home with the students giving details.

## **M. PARTIES**

**To avoid interruption of the instructional day, individual birthday parties will not be allowed. Please do not send in cupcakes, snacks or party bags, etc. If any of these items are sent to school, parents will be asked to pick them up.** Student birthdays will be celebrated in our cafeteria once a month.

No more than two parties for students sponsored by outside agencies may be held during the school year. These parties are held at the end of the school day and shall not exceed one hour in length. Food brought for the parties must be pre-packaged for the protection and safety of the children. Special consideration should be given to avoid high fat, concentrated sugar type treats. The Governor's Nutrition Program on the VDOE website also offers suggestions for healthy snacks and treats.

**In the event that you are having a birthday party for your child outside of school hours, please be mindful of the following:**

- **Invitations should be mailed (addresses cannot be provided by the school)**
- **Invitations may be distributed at school to *all* students in the class**
- **Class time cannot be disrupted for distribution of invitations**

## **N. FUNDRAISING**

Fundraising activities involving students in door-to-door solicitations are prohibited.

## O. BACKPACKS

Rolling backpacks are discouraged due to space limitations in the classroom and locker/cubby areas. Students who ride buses in order to contain their belongings safely must use backpacks.

## P. STUDENT CONDUCT

Students learn best in an environment free from disruptive behavior. In order to establish a sound foundation upon which good discipline will be maintained, the following guidelines have been established. Note that school sponsored activities are an extension of the school day and school rules and regulations apply:

1. Showing respect for school personnel, including principal, teachers, teacher assistants, librarian, school secretary, cafeteria staff, custodians, bus drivers, community volunteers, and any other adult working in the school;
2. Using language appropriate for school;
3. Attending school regularly and punctually;
4. Using building, equipment, materials, and supplies in an acceptable manner;
5. Observing all rules of safety;
6. Respecting private and public property;
7. Abiding by school rules;
8. Respecting the rights of others.

Behavior that negatively influences the learning environment is unacceptable. General categories for which disciplinary action will be taken include the following:

1. Using foul, obscene language and/or gestures;
2. Disrupting instruction;
3. Threatening or intimidating other students;
4. Stealing;
5. Fighting;
6. Destroying public or private property;
7. Substance abuse (see policy on next page);
8. Leaving school grounds without permission;
9. Violating school rules;
10. Sexual Harassment – Sexual harassment may include, but is not limited to the following:
  - verbal harassment or abuse
  - pressure for sexual activity
  - repeated remarks to a person, with sexual or demeaning implication
  - unwelcome touching suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, job, etc.

**“IT IS PROHIBITED FOR ANY STUDENT, MALE OR FEMALE, TO HARASS ANOTHER BY MAKING UNWELCOME SEXUAL ADVANCES OR REQUESTS FOR SEXUAL FAVORS.” ANY STUDENT WHO BELIEVES**

**THAT HE OR SHE HAS BEEN SUBJECT TO SEXUAL HARASSMENT SHOULD REPORT THE ALLEGED ACT IMMEDIATELY TO THE TITLE IX COMPLIANCE OFFICER. (See Rockbridge County Schools Policy Manual Section ACB) STUDENTS MAY REPORT THE ALLEGED ACT TO A TEACHER, GUIDANCE COUNSELOR, OR TO AN ADMINISTRATOR. THE TITLE IX COMPLIANCE OFFICER FOR ROCKBRIDGE COUNTY SCHOOLS IS LOCATED AT 2893 COLLIERSTOWN RD., LEXINGTON, VIRGINIA, AND CAN BE REACHED BY CALLING (540) 463-7386.**

11. Weapons – Weapons and dangerous instruments (any object that reasonably can be a weapon) are not allowed on school property. **CARRYING, BRINGING, USING, OR POSSESSING ANY FIREARM, DANGEROUS DEVICE, OR DANGEROUS OR DEADLY WEAPON IN ANY SCHOOL BUILDING, ON SCHOOL GROUNDS, IN ANY SCHOOL VEHICLE, OR AT ANY SCHOOL SPONSORED ACTIVITY WITHOUT THE AUTHORIZATION OF THE SCHOOL OR THE SCHOOL DIVISION IS PROHIBITED, AND GROUNDS FOR DISCIPLINARY ACTION. THE DISCIPLINARY SANCTION FOR BRINGING A FIREARM TO SCHOOL OR TO A SCHOOL SPONSORED ACTIVITY IS EXCLUSION FOR AT LEAST ONE YEAR IN ACCORDANCE WITH POLICY JGD/JGE. VIOLATIONS OF THIS POLICY SHALL REQUIRE THAT PROCEEDINGS FOR THE DISCIPLINE FOR THE STUDENT INVOLVED BE INITIATED IMMEDIATELY BY THE PRINCIPAL.**

#### **Q. SUBSTANCE ABUSE POLICY**

**Possession of a controlled substance, imitation controlled substance or marijuana, as defined in §18.2-247 of the Code of Virginia, on school property or at a school sponsored activity. See section JFCF in the Rockbridge County School Board Policy Manual.**

#### **R. School Attire Guidelines**

1. RCPS has established school attire guidelines in support of preparing students for higher education or skilled workforce entry. Students who dress in a manner that is consistent with the school attire guidelines reflect a sense of individual pride, achievement, and respect. Specialized activities and/or conditions may require specialized clothing or shoes.

The school attire guidelines for students is comprised of a set of guiding principles and rules. The principles reflect our beliefs and values as they relate to proper dress. In addition, they establish the parameters of proper dress and place the rules in a larger context that helps understand their importance. They specify what is and is not appropriate dress.

##### Guiding Principles

- ◇ Clothes should be clean, in good repair and fit properly.

- ◇ Clothes, including shoes, should be appropriate for the occasion.
- ◇ Clothes should never become a distraction or a disruption to teaching and learning.
- ◇ Clothes and accessories that compromise safety are inappropriate.
- ◇ Clothing that offends groups of people is inappropriate.
- ◇ Clothing that is too revealing is inappropriate.
- ◇ Rights of self-expression must be balanced with the need to provide an optimal learning environment for all students.

Rules: The following are considered violations of the dress code:

- ◇ Head gear, worn inside, except approved for religious beliefs, are not permitted. prohibited items included are hats, sweatbands, scarves, hoodies with hood up, bandanas, etc.;
- ◇ Clothing that leaves the shoulders bare, which includes tank tops, spaghetti straps and muscle shirts (sleeveless sweaters, blouses and shirts are appropriate);
- ◇ Clothing that contains writing and/or images that communicate messages about drugs, alcohol, tobacco, violence, sex, race, gender or ethnicity;
- ◇ Sunglasses, unless prescribed by a doctor, worn inside;
- ◇ Clothing that reveals undergarments;
- ◇ Skirts, dresses and shorts more that four inches above the knee; the rule of thumb is that the hem should be closer to the knee than the hip;
- ◇ Clothing that reveals any part of the lower torso.

## Health Issues

### A. Emergency Medical Care

Emergency Medical Care forms are sent home annually. The data on this form is important and must be returned promptly to school. **PLEASE CONTACT THE SCHOOL OFFICE IF THE INFORMATION ON THIS FORM CHANGES DURING THE YEAR.** When parents are out of town for an extended period of time, please contact the school. Each school has a designated area to care for sick or injured students. Emergencies are handled by designated school personnel.

### B. Health

In case of illness or an infectious condition during the school day, an attempt by the office staff to notify parents will be made. **PARENTS ARE EXPECTED TO PICK UP THEIR CHILD UPON REQUEST.** When you suspect your child has a health problem or may be contagious, please do not send him or her to school. Students should be fever free for 24 hours before returning to school. This policy is for the health, safety, and protection of all students.

### C. Medication

All student medication must be stored in and dispensed from the office. **The physician and the parent/guardian must provide written permission for medications to be dispensed.** In emergency situations, medicine will be dispensed after a telephone call from a student's parent to the building principal, school nurse or office staff. Any medicine should arrive at school in the original pharmacy container and

must be delivered by the parent. The building principal and school nurse are responsible for all medication stored and dispensed from the school. All medication must be picked up by the parent and cannot be sent home with the child. **Please note the following exception to students having medication with them at school:**

#### SELF-ADMINISTRATION OF EPINEPHRINE

According to the *Code of Virginia* §22.1-274.2 students may self-administer auto-injectable epinephrine in addition to the self-inhaled asthma medication.

Students with the diagnosis of anaphylaxis are permitted to possess and self-administer auto-injectable epinephrine, i.e. Epi-Pen. In accordance with this policy the student may carry the medication during the school day, at school-sponsored activities, and in transit to and from school on the bus. In order for a student to possess and self-administer the Epi-Pen, the following conditions must be met:

- Written-parental consent that the student may self-administer the injectable must be on file with the school;
- Written authorization from the student's primary care provider must be on file with the school, indicating the identity of the student, stating the student has a diagnosis of anaphylactic reaction, stating the student has approval to self-administer prescribed auto-injectable epinephrine; specifying the name, dosage, and frequency of medication and the circumstances which may warrant the use of the medication, and attesting the student has demonstrated the ability to safely and effectively self-administer the medication;
- An individual health-care plan must be prepared, including an emergency-care plan;
- A registered, professional school nurse must provide training for appropriate school staff in the recognition of signs and symptoms, as well as administration of the injectable. Trained staff personnel will have to administer the medication in the event the student is unable to do so;
- Information regarding the health condition of the student may be disclosed to school board employees in accordance with state and federal law governing the disclosure of information contained in student scholastic records.

Prior to permission being granted to possess and self-administer the epinephrine, a consult must take place with a parent. This agreement will be effective for a period of one school year, and must be renewed annually. However, a student's right to possess and self-administer auto-injectable epinephrine may be revoked if the child fails to handle the medication safely and appropriately and after consultation with the student's parents.

Adopted: July 1, 2005      ROCKBRIDGE COUNTY PUBLIC SCHOOLS

SELF-ADMINISTRATION OF DIABETES MEDICATION AND MONITORING PROCEDURES

§ [22.1-274.01:1](#). Students who are diagnosed with diabetes; self-care.

Each local school board shall permit each enrolled student who is diagnosed with diabetes, with parental consent and written approval from the prescriber, as that term is defined in § [54.1-3401](#), to (i) carry with him and use supplies, including a reasonable and appropriate short-term supply of carbohydrates, an insulin pump, and equipment for immediate treatment of high and low blood glucose levels, and (ii) self-check his own blood glucose levels on a school bus, on school property, and at a school-sponsored activity. (2014, cc. [488](#), [554](#).)

#### Nonprescription Medications

Employees of Rockbridge County School Board may give nonprescription medication to students only with the written permission of the parent or guardian. Such permission shall include the name of the medication, the required dosage of the medication, and the time the medicine is to be given. Such medicine must be in the original container and delivered to the principal, school nurse, or school division designee by the parent or guardian of the student.

#### **D. Scoliosis Information**

In accordance with Virginia State law, parents of students in grades five through ten will receive this yearly information sheet containing important facts about scoliosis and scoliosis screening.

Scoliosis is an abnormal curvature or turning of the spine. It affects 2-3% of the population or an estimated 600,000 people in the United States. If left untreated, it can progress to a serious problem, causing back pain and degenerative arthritis of the spine. It may lead to disk disease or sciatica. It can also threaten the psychological well-being of a young adult when there is an obvious deformity. Although scoliosis may result from an injury, a birth defect, or a crippling disease, 90% of cases are from unknown causes. It may run in families and affects girls seven times more often than boys. It most frequently develops during the growth spurt between ages 10 and 15, but can also develop or progress later in life. Early detection and intervention may prevent further structural deformity and resulting secondary problems.

Scoliosis screening is an observation of the student's spine while standing as well as performing a forward bend. A scoliometer, a device for measuring the amount of abnormal curvature in the spine, may also be used during screening. Treatment for scoliosis runs the gamut between no treatment needed to bracing of the spine to spinal fusion surgery.

Since the development of scoliosis is gradual and usually painless, scoliosis may develop without the parent or child being aware. It is important for parents to monitor their child's development during these growing years. The signs of scoliosis may include uneven shoulders, a shoulder blade that appears more prominent than the other, uneven waistline, one hip higher than the other, and/or a leaning to one side. If you have

concerns about your child's spinal health, contact your school nurse or your private care physician.

## **E. Health Screenings**

### Hearing/Vision

All students enrolling in Rockbridge County Schools for the first time or in grades K, 3, 7, and 10 shall have a vision/hearing exam within 60 administrative working days. The child may be excused from the examination if the parent or legal guardian completes a written request.

If the student does not pass the screening, they will be re-screened. If he or she fails the re-screen the parent will be notified in writing of the results. Parents must acknowledge receipt of a failed screening notice and return the notice to the school with the physician's suggestions. These results will be maintained in the student's scholastic record.

### Heights/Weights/BMI

One measure of a child's growth, which is an indicator of their overall health, is determined by height and weight measurement over time. In grades K-8 and 10<sup>th</sup> grade, students' height and weight are measured as a part of the health screenings that takes place during PE classes. Along with height and weight measurement the body mass index (BMI) will also be calculated. This is calculated using height, weight, age, and gender per child. BMI is used as a screening tool to identify possible weight problems in children and teens. It is not a diagnostic tool. BMI scores are available to the parents upon request.

## **F. School Counseling**

School counselors employed by Rockbridge County Public Schools will follow the Ethical Standards for School Counselors as developed by the American School Counselor Association. The Rockbridge 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 counseling program to which the student's parents object.

For the purposes of this policy, the following definitions apply:

- a) Academic Counseling - Counseling which assists students and their parents to acquire knowledge of the curricula choices available to students, to plan a program of studies, to arrange and interpret academic testing, and to seek post-secondary academic opportunities.
- b) Career Counseling - Counseling which helps students to acquire information and plan action about work, jobs, apprenticeships, and post-secondary educational and career opportunities.
- c) 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: (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).

At least annually, parents shall be notified in writing about the academic and career counseling programs, and the personal/social counseling programs which are available to students within the school division. Parents will be advised concerning the purpose, general description of the programs, how parents may review materials to be used in the programs, and procedures by which parents may limit the student's participation in the program. Information and records of personal/social counseling shall be kept confidential, separate, and not disclosed to third parties without prior parental consent or as otherwise provided by law.

It shall be the policy of the Rockbridge County School Board with respect to personal/social counseling that parents will notify the school division in writing if the student is not to participate in the personal/social counseling program.

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 the medical or clinical settings and focus on mental illness or psychopathology are prohibited.

Adopted: May 6, 1996 (Effective July 1, 1996)

Legal Ref.: Code of Virginia, 1950, as amended, Sections 22.1-209, 22.1-253.13:2 (d), Regulations of the Virginia State Board of Education, Revised 1996.

(Regulations Regarding School Guidance and Counseling Programs in the Public Schools of Virginia).

Family Educational Rights and Privacy Act of 1973 (FERPA), P.L. 93-380, 20 U.S.C. Section 1232 (g) (1979); 34 C.F.R. Part 99

Cross Ref.: JO, Student Records

## **Family Life Education**

Family Life Education will be taught in regular health/science/guidance classes. However, the teacher may choose to separate classes based upon gender for discussion. The teaching of "sensitive" areas in grades 4 and 5 will be left up to the discretion of the classroom teacher as to whether the objectives will be taught in gender separate class settings. Take time to review grade-level standards of learning objectives and descriptive statements that are a separate addendum to this handbook. All addendums, teachers' guides and resources are available at each school and we encourage you to review them. After reviewing the materials, you may choose to opt your child out of one or all of the objectives. This may be done by meeting with the principal to discuss the curriculum before filing the "opt out" form. The students who opt out will have alternative assignments. **If we do not hear from you, we will assume that you approve of your child's participation.**

## **Parental Responsibility**

(Excerpt from the Code of Virginia (1950), as amended and reviewed and adopted by the Rockbridge County School Board June 5, 2006.)

- A. Each parent of a student enrolled in a public school has a duty to assist the school in enforcing the standards of student conduct and attendance in order that education may be conducted in an atmosphere free of distribution and threat to persons or property, and supportive of individual rights.

- B. A school board shall provide opportunities for parental and community involvement in every school in the school division.
- C. Within one calendar month of the opening of school, each school board shall, send to the parents of each enrolled student (i) a notice of the requirements of this section and (ii) a copy of the school board's standards of student conduct. These materials shall include a notice to the parents that by signing the statement of receipt, parents shall not be deemed to waive, but to expressly reserve, their rights protected by the Constitution of the United States or the Commonwealth and that a parent shall have the right to express disagreement with a school's or school division's policies or decisions. Each parent of a student shall sign and return to the school, in which the student is enrolled, a statement acknowledging the receipt of the School Board's Standards of Student Conduct and the notice of the requirements of this section. Each school shall maintain records of such signed statements.
- D. The school principal may request the student's parents to meet with the principal or his or her designee to review the School Board's Standards of Student Conduct and the parent's responsibility to participate with the school in disciplining the student and maintaining order, and to discuss improvement of the child's behavior and educational progress.
- E. The school principal may notify the parents of any student who violates a school board policy when such violation could result in the student's suspension, whether or not the school administration has imposed such disciplinary action. The notice shall state (i) the date and details of the violation; (ii) the obligation of the parent to take action to assist the school in improving the student's behavior; and (iii) that, if the student is suspended, the parent may be required to accompany the student to meet with school officials.
- F. No suspended student shall be admitted to the regular school program until such student and his parent have met with school officials to discuss improvement of the student's behavior, unless the school principal or his designee determines that readmission, without parent conference, is appropriate for the student.
- G. Upon the failure of a parent to comply with the provisions of this section, the school board may, by petition to the Juvenile and Domestic Relations Court, proceed against such parent for willful and unreasonable refusal to participate in effort to improve the student's behavior, as follows:
  - 1. If the court finds that the parent has willfully and unreasonably failed to meet, pursuant to a request of the principal as set forth in subsection D of this section, to review the school board's standards of student conduct and the parent's responsibility to assist the school in disciplining the student and maintaining order, and to discuss improvement of the child's behavior and educational progress, it may order the parent to meet; or
  - 2. If the court finds that the parent has willfully and unreasonably failed to accompany a suspended student to meet with school officials pursuant to subsection F, or upon the student's receiving a second suspension or being expelled, it may order (i) treatment as the court deems appropriate to improve the

student's behavior of (ii) the student or his parent to be subject to such conditions and limitations as the court deems appropriate for the supervision, care, and rehabilitation of the student or his parent. In addition, the court may order the parent to pay a civil penalty not to exceed \$500.

H. Civil penalties established pursuant to this section shall be enforceable in the juvenile and domestic relations court in which the student's school is located and shall be paid into a fund maintained by the appropriate local governing body to support programs or treatments designed to improve the behavior of students. Upon the failure to pay the civil penalties imposed by this section, the attorney for the appropriate county, city, or town shall enforce the collection of such civil penalties.

I. All references in this section to the Juvenile and Domestic Relations Court shall be also deemed to mean any successor in interest of such court.

## **Parent-Teacher Conferences**

### **A. INTRODUCTION**

In order for Rockbridge County School System to provide a quality education for all children we must develop:

- ✓ Positive home-school partnerships,
- ✓ Strong relationships with parents, and
- ✓ Good and open communication between the school and the home.

A very important form of communication is the parent-teacher conference.

### **B. CONFERENCES ARE CONFIDENTIAL**

When the adults involved in the education of a child do not communicate, the relationship between the home and school is strained. When this occurs, children may lose out on opportunities for success. Communication is the key element that must exist between the teachers and the parents and by working together and communicating effectively, the educational experience of the child can be improved. The following are suggestions to increase the effectiveness of parent-teacher conferences:

#### **1. During the conference**

There are several roles that may be part of a parent conference.

- a) Teacher(s) - provides information, asks questions and listen to parental input
- b) Parent(s) – asks questions, provides information that teachers need to be successful with students and listens to teacher input
- c) Guidance counselor – provides additional resources

#### **2. Helpful Hints**

- a) Cooperate and make a plan for the child's success
- b) Ask specific questions
- c) Try to learn more about your child's classroom performance and the teacher's expectations
- d) Talk in a calm logical manner

- e) Call ahead of time if you are going to be late
- f) Avoid allowing emotions to get out of hand
- g) Avoid allowing one party to do all of the talking

### **3. Essential Questions Parents Should Ask**

- a) How does my child learn best?
- b) How does my child perform academically relative to other children his age?
- c) How does my child get along socially with other children his age?
- d) Does my child demonstrate curiosity by asking questions?
- e) When my child experiences difficulties, how does he get the necessary help?
- f) What can I do to help my child be more successful?
- g) What type of follow-up should I expect and when?

### **4. Conference Evaluation Form**

We are strongly committed to building positive relationships with our parents. We know that productive, rewarding, parent-teacher conferences can make this happen. A conference- evaluation form with the following questions will be given to you at the end of your conference. If you would like to share your comments about your conference, please fill it out and return it to the main office. We will use this information to continue to build strong positive home relationships and to provide quality education for your child. Thank you for your assistance.

- a) Was the information shared helpful to you?
- b) Did you feel as though you were treated as a partner? Why or why not?
- c) Were you asked for information by the teacher to help with your child's education?
- d) How could the conference have been improved?
- e) Please share with us any thoughts you have regarding this document and/or your experience with home/school relationships.

### **Highly Qualified Teachers**

As a parent of a student in Rockbridge County Schools, you have the right to know the professional qualifications of the classroom teachers who instruct your child. Federal law allows you to ask for certain information about your child's classroom teachers and requires us to give you this information in a timely manner if you ask for it. Specifically, you have the right to ask for the following information about each of your child's classroom teachers.

- Whether the teacher meets the state qualifications and licensing criteria for the grades and subjects he or she teaches.
- Whether the teacher is teaching under emergency or provisional status because of special circumstances.
- The teacher's college major, whether the teacher has any advanced degrees, and the field of discipline of the certification or degree.
- Whether paraprofessionals provide services to your child and, if so, their qualifications.

If you would like to receive any of this information, please call Rockbridge County Schools Office of Personnel at 540-463-7386.

## Gifted Services

In Rockbridge County Public Schools, students are identified for gifted education services in the areas of general intellectual aptitude (GIA) and specific academic aptitude (SAA). "Such students demonstrate superior reasoning; persistent intellectual curiosity; advanced use of language; exceptional problem solving; rapid acquisition and mastery of facts, concepts, and principles; and creative and imaginative expression beyond their age-level peers in selected academic areas." (VAC20-40-20) Rockbridge County Public Schools identifies students who have demonstrated superior aptitude or have the potential for high levels of accomplishment in the areas of English, mathematics, social studies, science, and/or reasoning; however, "we actively seek ways to allow specific parts of the gifted education program to any child who exhibits talent or unusual interest in the areas where gifted programs exist." (RCPS 2010-2015 Local Plan for Gifted Education)

Referrals may be made at any time by parents, legal guardians, teachers, professionals, students, peers, self, or others. Referrals will be accepted for kindergarten through twelfth-grade students. Referral forms can be obtained from the school gifted coordinator and should be returned to the school gifted coordinator.

## Required Notifications

The following is a listing of required notifications for parents. All of the requirements are available on the Rockbridge County Public Schools website, found at the following address: <http://www.rockbridge.k12.va.us/> or you may request a copy from your child's school.

Acceptable Computer System Use Agreement	Report Cards
Asbestos*	School Bus Rider Safety Rules
Availability of School Division Policies	School Lunch Program
Code of Student Conduct, Compulsory Attendance Law, Parental Responsibility and Involvement	School Identified for Improvement, Corrective Action or Restructuring
Cost per Pupil	Sex Offender Registry
Counseling	Special Education
Credits Required for Graduation	Standards of Learning (SOLs)
Dual Enrollment, Advanced Placement Classes, and Special Programs	Student Achievement
Eating Disorders Awareness Information	Teacher Qualifications
Fees	Youth Health Risk Behavior Survey
FERPA (Family Educational Rights and Privacy Act)	Public Hearings:
Graduation Requirements	Budget
Homeless Students	Posting Requirements
Internet Privacy	Alternatives to Animal Dissection
Learning Objectives	Bill of Rights
Limited English Proficient (LEP) Students	Child Abuse Reporting
National Assessment of Educational Progress (NAEP)	Comprehensive Plan (formerly Six-Year Plan)

Nondiscrimination Title IX	Fair Labor Standards Act
Parental Involvement Policy	Family and Medical Leave Act
PPRA (Protection of Pupil Rights Amendment)	Minimum Wage
Promotion, Retention, and Remediation	National Motto
Prosecution of Juveniles as Adults	Online Courses and Programs
Release of Student Records to Armed Forces Recruiters and Educational Institutions	USERRA (Uniformed Service Employment and Reemployment Act)
	Virginia Unemployment Compensation Act
	Worker's Compensation

\*Asbestos Inspections, Response Actions, and Post-Response Activities

All elementary and middle schools have been renovated within the past fifteen years and do not contain Asbestos-Containing Building Materials as identified in accordance with the Asbestos Hazard Emergency Response Act (AHERA). Rockbridge County High School was constructed in 1992 and does not have Asbestos-Containing Building Materials. For any remaining sites which do contain asbestos materials, these materials are maintained as directed by our Operations and Maintenance (O & M) Plan. The Plan was initiated to protect the health of all occupants. Copies of the site-specific O & M plans and the full Management Plans are available on site and may be examined during school hours. The materials are surveyed for their condition every six months and a licensed Asbestos Inspector tours the facility every three years in accordance with the law.

### **Student enrollment requirements**

As you prepare for the 2019-2020 school year, I want to take the opportunity to remind you about certain enrollment requirements. Please distribute this information as widely as possible throughout your school division.

#### Residency

Section [22.1-3](#) of the *Code of Virginia* provides that the public schools in each school division shall be free to each person of school age who resides within the school division. A student is deemed a resident of a school division and entitled to enroll in school if he or she is living with a natural parent. A court order or proof of custody cannot be required of a natural parent for the enrollment of a student who is living with him/her. The student is also deemed to reside within the school division when the student is living with an adult relative providing temporary kinship care as defined in § [63.2-100](#) of the *Code*. The school division may require one or both of the parents and the adult relative providing kinship care to submit certain documents and verifications in order to enroll the child. Please see § [22.1-3](#) for more information on kinship care and the other instances under which a student is deemed a resident and entitled to enrollment.

Questions have arisen regarding a local school board's authority to inquire into a prospective student's citizenship or visa status and to bar enrollment to those students who reside within the school division but do not hold a student visa. Pursuant to a decision by the United States Supreme Court, [Plyler v. Doe](#), 457 U.S. 202 (1982), school

divisions are required to accept students who meet residency requirements under § [22.1-3](#) of the *Code* and may not deny a free public education to undocumented school-age children who reside within their jurisdiction because they do not hold valid United States citizenship or a student visa.

On May 6, 2011, the United States Department of Education (USED) in conjunction with the United States Department of Justice (USDOJ) issued an [advisory letter](#) reminding educational agencies that under Federal law, state and local educational agencies are required to provide all children with equal access to public education at the elementary and secondary levels. In the advisory letter, USED and USDOJ indicated that they had become aware of student enrollment practices that may discourage or lead to the exclusion of students based on their or their parents' or guardians' citizenship or immigration status. We shared this guidance with you via Superintendent's E-mail on May 16, 2011, and this guidance is applicable to the 2014-2015 school year.

### Students with a Parent or Parents in the Military

A student is deemed a resident of a school division and cannot be denied admission or charged tuition if the student is living with a noncustodial parent or other person standing in loco parentis, not solely for school purposes, pursuant to a Special Power of Attorney executed under Title 10, United States Code, § 1044b, by the custodial parent. Such students may continue to attend school in the school division they attended while residing with the custodial parent without paying tuition or they may attend school in the school division in which the noncustodial parent or other person standing in loco parentis resides without paying tuition.

Virginia is a member of the Interstate Compact on Educational Opportunity for Military Children. The purpose of the Compact (§ [22.1-360](#) *Code of Virginia*) is to streamline the transfer of children of military families into Virginia public schools. Specifically, the Compact addresses the following: 1) records and enrollment (Article IV), which contains provisions regarding record transfers, immunizations, and school entrance age; 2) placement and attendance (Article V), which contains provisions regarding course and program placement and special education services; 3) eligibility (Article VI), which addresses documentation requirements for enrollment; and 4) graduation (Article VII), which addresses how receiving school divisions will facilitate the on-time graduation of military transfer students.

The Department's Web page provides additional information about the enrollment of students of military families. The section labeled 'Guidance Documents for Military Families' contains a listing of all related superintendent's memoranda and other enrollment resources. The Web page may be found at [http://www.doe.virginia.gov/support/student\\_family/military/index.shtml](http://www.doe.virginia.gov/support/student_family/military/index.shtml).

### Social Security Numbers

School divisions may not refuse to enroll a student whose parent does not furnish a social security number for that student. If your enrollment forms include a space for a social security number, you must explain to the parent that they are not required to provide the number, why you want the number, and how it will be used. You must also explain the consequences of not providing the number. The division superintendent or

his designee may assign another identifying number or waive the requirement if a parent is unwilling to present a social security number for the child. Please see [Public Law 93-579](#) (federal law) and § [22.1-260](#) of the *Code* for additional information.

### Expulsion Statement

When a student is registered, the parent must provide a sworn statement indicating whether the child has been expelled from attending a private school or another public school in Virginia or a school in another state for an offense involving weapons, alcohol or drugs, or for willful infliction of injury to another person. In addition, the parent must provide a sworn statement or affirmation indicating whether the student has been found guilty of or adjudicated delinquent for any offense listed in subsection G of § [16.1-260](#) of the *Code of Virginia* or any substantially similar offense under the laws of any state, the District of Columbia, or the United States or its territories. (§ [22.1-3.2](#) of the *Code of Virginia*).

### Homeless Students

School divisions must immediately enroll homeless students and coordinate the provision of services to homeless students with relevant local social services agencies and other agencies and programs providing services to such students, and with other school divisions. In addition, division superintendents cannot exclude from school attendance those homeless children who do not provide the requisite health or immunization information required of other students. School divisions must immediately refer the student to the school division liaison required to assist the student in obtaining necessary physical examinations or proof of completion of immunizations. For more information regarding the enrollment of homeless students, please visit: <http://education.wm.edu/centers/hope/>.

### Students in Foster Care

A student who has been placed in foster care by a local social services agency shall be immediately enrolled even if the placing social services agency is unable to produce the documents required for enrollment. In such cases, the person enrolling the student must provide a written statement at the time of enrollment. See § [22.1-3.4](#) of the *Code* for additional information regarding the enrollment of students in foster care.

### Comprehensive Preschool Physical Examination

Section [22.1-270](#) of the *Code* precludes the admission of students for the first time to any public kindergarten or elementary school in a school division unless the student furnishes either a report of a comprehensive physical examination from a qualified licensed physician, or a licensed nurse practitioner or licensed physician assistant acting under the supervision of a licensed physician. The examination must be of the scope prescribed by the State Health Commissioner and must have been performed within 12 months before the date the student first enters the public school. In the alternative, students may provide records showing that they furnished such a report upon admission to another school or school division and provide the information that was contained in that report.

Please note that while the report of the comprehensive physical examination must contain the elements prescribed by the State Health Commissioner, state law does not require it to be on the School Entrance Health Form, MCH 213F, in order to be accepted by the local school board. Therefore, school divisions cannot deny enrollment to a student who provides the necessary report on a different form. Section [22.1-270](#) also includes special provisions for homeless students as well as an exemption from the physical examination for students whose parents object for religious reasons. Additionally, § [22.1-3.4](#) of the *Code* provides specific requirements for the immediate enrollment of children in foster care who do not have the requisite physical examination report. For more information, please refer to Superintendent's Memorandum #103-12, issued on April 20, 2012: [http://www.doe.virginia.gov/administrators/superintendents\\_memos/2012/103-12.shtml](http://www.doe.virginia.gov/administrators/superintendents_memos/2012/103-12.shtml).

### Transfer Students

Section [22.1-253.13:4](#) of the *Code of Virginia* (Standard 4 of the Standards of Quality) requires local school boards to make provisions for students who transfer between public secondary schools and from nonpublic schools or from home instruction as outlined in the [Regulations Establishing Standards for Accrediting Public Schools in Virginia](#) (SOA). The SOA provides:

...Students transferring in grades K-8 from Virginia public schools or nonpublic schools accredited by one of the approved accrediting constituent members of the [Virginia Council for Private Education](#) shall be given recognition for all grade-level work completed. The academic record of students transferring from all other schools shall be evaluated to determine appropriate grade placement in accordance with policies adopted by the local school board.... ([8VAC20-131-60.A](#))

...A secondary school shall accept credits toward graduation received from Virginia nonpublic schools accredited by one of the approved accrediting constituent members of the Virginia Council for Private Education (VCPE).... ([8VAC20-131-60.D](#))

Section [22.1-254](#) of the *Code of Virginia* (the compulsory attendance law) provides:

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

Section [22.1-1](#) of the *Code* defines a *person of school age* to mean a person who will have reached his fifth birthday on or before September 30 of the school year and who has not reached twenty years of age on or before August 1 of the school year.

Section [22.1-3](#) of the Code provides “[t]he public schools in each school division shall be free to each person of school age who resides within the school division...”

## CONCUSSION INFORMATION

Thinking/ Remembering	Physical	Emotional/ Mood	Sleep
Difficulty thinking clearly	Headache Fuzzy or blurry vision	Irritability	Sleeping more than usual
Feeling slowed down	Nausea or vomiting (early on) Dizziness	Sadness	Sleep less than usual
Difficulty concentrating	Sensitivity to noise or light Balance problems	More emotional	Trouble falling asleep
Difficulty remembering new information	Feeling tired, having no energy	Nervousness or anxiety	

The signs and symptoms of a concussion can be difficult to sort out. People may look fine even though they are acting or feeling differently.

### When to Seek Immediate Medical Attention:

Take your child to the emergency department right away if they received a bump, blow, or jolt to the head or body, and:

- Look very drowsy or cannot be awakened.
- Have one pupil (the black part in the middle of the eye) larger than the other.
- Have convulsions or seizures.
- Cannot recognize people or places.
- Are getting more and more confused, restless, or agitated or have unusual behavior
- Lose consciousness (*a brief loss of consciousness should be taken seriously and the person should be carefully monitored*).
- Will not stop crying and cannot be consoled.
- Will not nurse (for infants) or eat.

**Please tear out sign the Elementary Student Handbook 2019-2020 Form and the Field Trip Permission form. Please return both these forms to your child's school.**

**ELEMENTARY STUDENT HANDBOOK 2019-2020  
PARENT'S/GUARDIAN'S SIGNATURE FORM**

After reading the Student/Parent Handbook, please sign this form and return it to your child's school. Please sign below to indicate that you have read the Student/Parent Handbook and understand that your child, while attending school in Rockbridge County, will be subject to the policies and procedures outlined within.

**Parent/Guardian's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Name of Child:** \_\_\_\_\_

**Grade:** \_\_\_\_\_

**Teacher:** \_\_\_\_\_

**FIELD TRIP PERMISSION FORM**  
**School Year: 2019-2020**

Student Name:

\_\_\_\_\_

(Last)

\_\_\_\_\_

(Middle)

\_\_\_\_\_

(First)

School:

Name of  
Teacher:

School-related field trips are taken to enrich the school program, to provide concrete examples, and to facilitate learning for our students. Parental permission is required before your child can participate. Please complete the permission portion of the form below designating your intent for your child's participation in local field trips taken during this school year.

**Note:** School administrators may exclude students from field trips due to repeated, disruptive or unsafe behavior in the regular school setting. The teacher will provide the students with an alternative assignment while the class is gone.

The teacher will send home a notice of each school-related field trip. It will not be necessary for you to grant permission for each field trip during the current school year. If your child cannot participate in a particular field trip, please notify the teacher.

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I **DO GIVE** permission for my child, \_\_\_\_\_, to participate in field trips to be taken by the class this school year.

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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I **DO NOT GIVE** permission for my child, \_\_\_\_\_, to participate in field trips to be taken by the class this school year.

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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