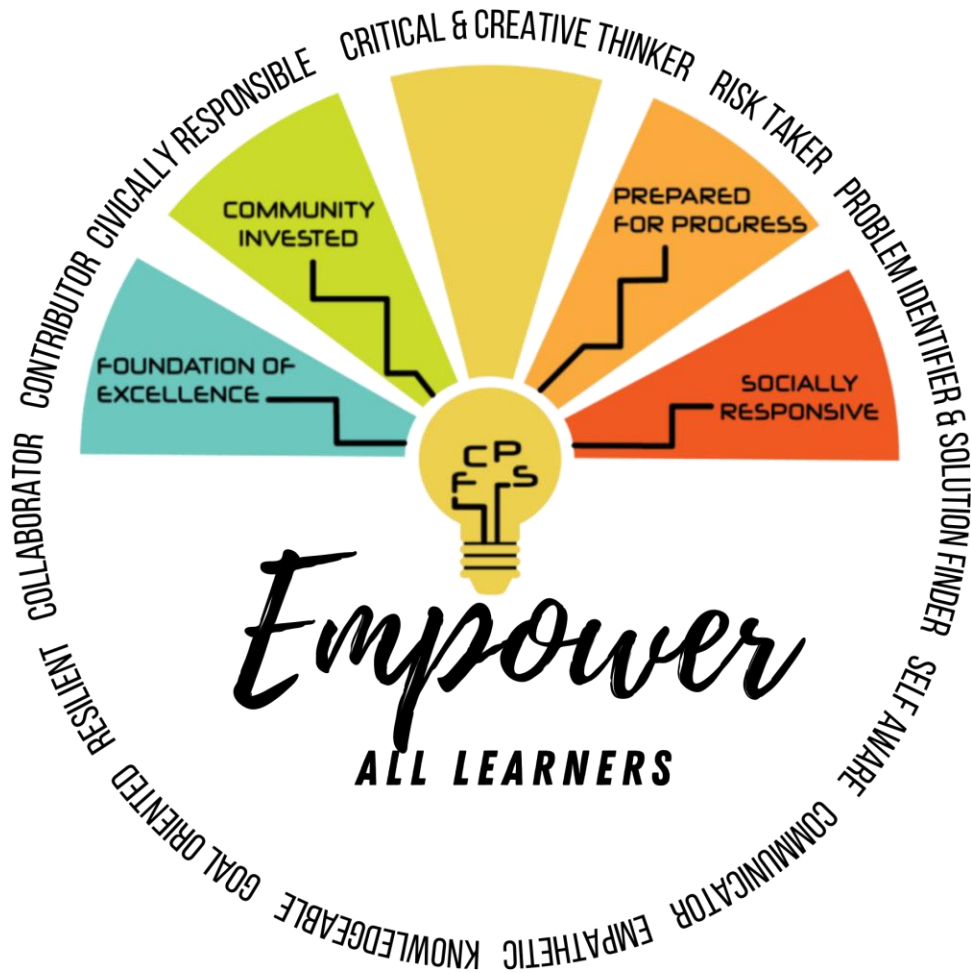


FRANKLIN COUNTY PUBLIC SCHOOLS



**STUDENT AND PARENT
HANDBOOK
2023-2024**

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FRANKLIN COUNTY PUBLIC SCHOOLS

Office of Superintendent

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August 2023

Dear Franklin County Students, Families, and Community,

Welcome to a great new school year! This 2023-2024 Franklin County Public Schools Student/Parent Handbook highlights information about what we are doing to promote a safe school environment, provides a description of regular school routines, outlines a variety of policies to include the student code of conduct, and gives you an updated description about all the good things that we are doing to promote learning within FCPS. It also contains information specific to your child(ren)'s school(s) which can be found in the appropriate handbook supplement.

The FCPS Student/Parent Handbooks are designed to align with board policies and the student code of conduct in a way that promotes a consistent understanding about school safety and creates a positive atmosphere for teaching and learning. As you might know, during the previous school year, revised dress code and cell phone policies were implemented and the most up to date descriptions are included in the handbook. Please spend time with your child(ren) reviewing these and other policies prior to the first day of school.

It is important to note that although district and school handbooks are updated annually, policy adoptions and revisions may occur throughout the school year. We will utilize multiple methods of communicating any changes that might occur after the school year begins. It is our hope that everyone will remain informed by participating in school and district meetings, reviewing school newsletters, checking the district's website, following our social media pages, and/or calling the school or School Board office when you have questions.

Thank you for taking the time to review the information contained in these handbooks and for your willingness to be a partner with faculty and staff members in ensuring that our schools offer a safe and supportive environment that makes education a positive experience for each student. Please don't hesitate to reach out if you have questions about any of the described policies or procedures.

Sincerely,

Dr. Kevin W. Siers
Division Superintendent



STUDENTS' RIGHTS AND RESPONSIBILITIES

The State of Virginia, as provided for in Article VIII, of the Constitution of Virginia, has established and must maintain a public school system. Except as specifically provided for in relevant chapters of the Virginia Code, all residents of the division, between the ages of five and twenty are entitled to attend the public schools without charge.

Along with the right to an education, each student has two responsibilities:

1. To apply himself/herself to the best of his/her ability to gain maximum benefit from the educational opportunities guaranteed to citizens, and
2. To act in such a way as not to interfere with rights of others to the same opportunity

Reasonable and necessary order in the educational institution itself is essential to the fostering and maintaining of educational opportunity. All students have the right to an environment that is safe, drug-free, and conducive to learning. A student may forfeit his/her right to educational opportunities when his/her conduct is such that it substantially disrupts the educational process and deprives others of their rights.

Equal educational opportunities shall be available for all students, without regard to sex, race, color, national origin, gender, ethnicity, religion, disability, ancestry, or marital or parental status. Educational programs shall be designed to meet the varying needs of all students.

No student, on the basis of sex or gender, shall be denied equal access to programs, activities, services or benefits or be limited in the exercise of any right, privilege, or advantage or be denied equal access to educational and extracurricular programs and activities.

PARENTAL RESPONSIBILITIES

Excerpted from the *Code of Virginia (1950)*, as amended

DEFINITION OF PARENTS (Section 22.1.1)

"Parent" or "parents" means any parent or guardian, legal custodian, or other person having control or charge of a child.

Section 22.1-279.3 Parental responsibility and involvement requirements:

- A. Each parent of a student enrolled in a public school has a duty to assist the school in enforcing the standards of student conduct and attendance in order that education may be conducted in an atmosphere free of disruption and threat to persons or property, and supportive of individual rights.
- B. A school board shall provide opportunities for parental and community involvement in every school in the school division.
- C. Within one calendar month of the opening of school, each school board shall, simultaneously with any other materials customarily distributed at that time, send to the parents of each enrolled student (i) a notice of the requirements of this section and (ii) a copy of the school board's standards of student conduct. These materials shall include a notice to the parents that by signing the statement of receipt, parents shall not be deemed to waive, but to expressly reserve, their rights protected by the constitutions or laws of the United States or the Commonwealth, and that a parent shall have the right to express disagreement with a school's or school division's policies or decisions. Each parent of a student shall sign and return to the school in which the student is enrolled a statement



acknowledging the receipt of the school board's standards of student conduct and the notice of the requirements of this section. Each school shall maintain records of such signed statements.

- D. The school principal may request the student's parent to meet with the principal or his/ 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. In accordance with Section 22.1-277 and the guidelines required by Section 22.1-278, the school principal may notify the parents of any student who violates a school board policy when such violation could result in the student's suspension, whether or not the school administration has imposed such disciplinary action. The notice shall state (i) the date and particulars of the violation; (ii) the obligation of the parent to take actions to assist the school in improving the student's behavior; and (iii) that, if the student is suspended, the parent may be required to accompany the student to meet with school officials.
- F. No suspended student shall be admitted to the regular school program until such student and his parent have met with school officials to discuss improvement of the student's behavior, unless the school principal or his designee determines that readmission, without parent conference, is appropriate for the student.
- G. Upon the failure of a parent to comply with the provisions of this section, the school board may, by petition to the juvenile and domestic relations court, proceed against such parent for willful and unreasonable refusal to participate in efforts to improve the student's behavior, as follows:
 - 1. If the court finds that the parent has willfully and unreasonably failed to meet, pursuant to a request of the principal as set forth in subsection D of this section, to review the school board's standards of student conduct and the parent's responsibility to assist the school in disciplining the student and maintaining order, and to discuss improvement of the child's behavior and educational progress, it may order the parent to so meet; or
 - 2. If the court finds that the parent has willfully and unreasonably failed to accompany a suspended student to meet with school officials pursuant to subsection F, or upon the student's receiving a second suspension or being expelled, it may order (i) the student or his parent to participate in such programs or such treatment as the court deems appropriate to improve the student's behavior or (ii) the student or his parent to be subject to such conditions and limitations as the court deems appropriate for the supervision, care, 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. The civil penalties established pursuant to this section shall be enforceable in the juvenile and domestic relations court in which the student's school is located and shall be paid into a fund maintained by the appropriate local governing body to support programs or treatments designed to improve the behavior of students as described in subdivision 3 of subsection G. Upon the failure to pay the civil penalties imposed by this section, the attorney for the appropriate county, city, or town shall enforce the collection of such civil penalties.
- I. All references in this section to the juvenile and domestic relations court shall be also deemed to mean any successor in interest of such court.



GUIDELINES FOR THE STANDARDS OF STUDENT CONDUCT

STATEMENT OF PURPOSE AND INTENT

The development, implementation, and enforcement of the student conduct policy are intended to ensure a safe, non-disruptive environment for effective teaching and learning.

Standards of student conduct are designed to protect the health, safety and welfare of students.

The primary objectives of the standards of student conduct are

1. to provide standards and guidelines for student behavior;
2. to assist the student in becoming a responsible, productive, and self-disciplined citizen;
3. to maintain a safe and orderly environment in the classroom and all other areas of the school.

Elementary Schools

The primary goal of any disciplinary policy for elementary schools is to provide a safe and orderly learning environment for the students. The manner in which children conduct themselves daily directly affects their morale, self-confidence and achievement. Regulations established to guide good conduct will aid a student's social, emotional and academic growth.

Seldom will infractions of law take place on an elementary campus, but in the unlikely event that such should occur, identical measures that take place at the secondary level, including notification of parents and legal authorities will follow. A thorough investigation by the building principal, as well as compliance with a student's right to due process, will occur.

Each elementary school will establish a conduct code based on the principles of assertive discipline. Although each school will establish certain specific interpretations, the general principles of assertive discipline will be used by every school. Those principles are as follows:

- Each school will adopt a set of school rules and consequent action to follow if a rule is broken.
- The rules will be clearly stated in a positive way to encourage the desired behavior.
- The disciplinary actions to follow will be presented in a step format expanding in severity of punishment with each step. The frequency of a student's misbehavior will determine the consequent action.

Secondary Schools

It is the policy of the Franklin County School Board that the discipline and control of students shall be the responsibility of the teachers, guidance personnel and principals of the respective schools. The supervision and control of students should be maintained during the entire period of time that they are in school, during school activities, on the school grounds before and after school, on the way to and from school on school buses, and at school sponsored activities.

The first objective in working with student problems is to attempt to solve as many problems as possible through conferences with students. Most problems of a less serious nature can be worked out through counseling and soliciting student cooperation to correct problems and to improve behavior.

In the event of problems of a serious nature or repetition of less serious problems, parents or guardians will be contacted in person or by letter to apprise them of problems in which the student has been involved and to solicit their cooperation and assistance in working with the student.



APPLICATION OF POLICY

Standards of student conduct apply to all students under the jurisdiction of a school board.

Disciplinary action will be determined based on the facts of each incident in the reasonable discretion of the school board and other appropriate school officials.

Pupils may be suspended or expelled from attendance at school for sufficient cause; however, in no case may sufficient cause for suspension include only instances of truancy.

Students are subject to corrective disciplinary action for misconduct that occurs:

1. in school or on school property
2. on a school vehicle
3. while participating in or attending any school sponsored activity or trip
4. on the way to and from school, and
5. off school property, when the acts lead to
 - an adjudication of delinquency or a conviction for an offense listed in § 16.1-305.1. of the Code of Virginia (unlawful purchase, possession or use of a weapon; homicide; felonious assault and bodily wounding; criminal sexual assault; manufacture, sale, gift, distribution or possession of Schedule I or II controlled substances or marijuana; arson and related crimes; and burglary and related offenses; criminal street gang activity or recruitment for such activity), or
 - a charge that would be a felony if committed by an adult.

DISCIPLINARY ACTION: CRITERIA, PROCEDURES, AND PROCESSES

Removal of a Student from Class

Teachers shall have the initial authority to remove a student from a class for disruptive behavior that interrupts or obstructs the learning environment, using the following criteria:

1. The removal of the student is necessary to restore a learning environment free from interruptions or obstructions caused by the student's behavior.
2. The removal of the student occurs only after teacher or administrative interventions have failed to end the disruptive behavior. However, nothing shall preclude the immediate removal of a student for behavior that might warrant suspension from school.
3. The removal of a student is an appropriate response to student behavior that is a violation of the rules of conduct.
4. Written notice of the student's behavior and removal from class is given to the parent by the teacher.

Requirements for Behavior Reports

No removal under this policy shall occur unless a minimum of two prior written incident reports, discipline referral reports, etc., have been filed with school administrators. Parents must be notified of each report and given the opportunity to meet with the teacher and administrator. Such notice and documentation shall be required for each incident. Upon removal, the teacher shall file a "Student Removal Form" with school administrators and any other documentation to support the removal including, but not limited to, the previous two (2) behavior reports.

Procedures for Written Notification of Student and Parents

- The teacher shall submit the Student Removal Form, along with all required and pertinent documentation (i.e. notes, telephone calls, conferences, etc.), to the administrator.
- The administrator shall notify the parent(s) and give them the opportunity to meet with the teacher and administrator. This meeting is held to inform the parent(s) of the action taken.
- Documentation must be maintained of parental notification and action taken.



Guidelines for Alternative Assignment and Instruction of Removed Students

The administrator shall determine the appropriate placement of the student, who has been removed from a class. The administrator has several options regarding the placement of a removed student, including, but not limited to the suggestions below.

Some suggestions are as follows:

- Assign the student to an alternative program.
- Assign the student to another class either temporarily or permanently.
- Send the student to the administrator's office or study hall. If the administrator chooses this option, the teacher shall provide and evaluate appropriate make-up work for the student.
- Suspend or expel the student. If the administrator chooses this option, alternative instruction and assignment, if any, shall be provided according to School Board policy and, in the case of students with disabilities, in accordance with federal law.
- Return the student to class (see procedures below).

Procedures for the Student's Return to Class

The administrator shall determine, after consultation with the teacher, the duration of the student's removal from class. The administrator shall notify the teacher of the decision to return the student to class. The following procedure shall apply if the teacher disagrees with the administrator's decision to return a student to class.

- The teacher and administrator shall discuss the teacher's objection to returning the student to class and the administrator's reason for returning the student.
- The teacher, after meeting with the administrator, may appeal the administrator's decision to a panel of three (3) selected from a pool of teachers, counselors, and administrators. This panel will make a recommendation to the superintendent whose decision is final.
- The Superintendent's decision shall be made within five (5) working days of the teacher's appeal. During the appeal process, the student shall not be returned to class and the administrator will determine an appropriate placement for the student. The Student Removal Form, along with supporting documentation, must accompany the appeal request.

If the decision is made to return the student to class, the teacher and administrator and/or child study committee shall develop a plan to address future disruptive behavior.

Short-Term Suspension

A student may be suspended out-of-school for violations of the Code of Conduct. For out-of school suspensions of 10 days or less, the school administrator shall inform the student of the specific violation and provide the student with opportunities to respond to the charges. The student may present the student's version of what occurred. When the school suspends a student, the school shall

1. notify the student of the right to appeal;
2. make a reasonable effort to notify the student's parent of the suspension, inform the parent that a copy of the rules governing suspensions and the procedures for appeal are being sent home with the student, and make arrangements for the student's return home; and
3. send written notification to the parent informing the parent of the suspension, of its reason, the length of the suspension, the right to appeal, the student's right to return to school, and any conditions for that return.

Refer to *Violation of Suspension* for additional information.



Short-Term Suspension Appeal and Review

Upon suspension of any pupil, the principal, assistant principal, or teacher responsible for such suspension shall report the facts of the case in writing to the division superintendent or his designee (appeals officer) and the parent of the pupil suspended. The division superintendent or his designee (appeals officer) shall review forthwith the action taken by the principal, assistant principal, or teacher upon a petition for such review by any party in interest and confirm or disapprove such action based on an examination of the record of the pupil's behavior. The decision of the division superintendent or his designee (appeals officer) shall be final.

Long-Term Suspension

A student may be suspended for more than 10 days following a disciplinary hearing. For certain offenses, a student may be suspended for the remainder of the semester or the school year. The school administration may determine that transfer to another school serves the best interest of the student and the school. The school board may confirm or disapprove the suspension of a student. When a student is placed on long-term suspension, written notice of the suspension shall be sent in accordance with state law.

Long-Term Suspension Appeals and Review

On the request by a parent or guardian, the suspension of a student is subject to review by the superintendent, and on further request by a parent or guardian the suspension is subject to review by the school board.

In any case in which a parent or guardian requests review of a suspension by the school board, the board shall review the appeal within thirty days. The board's decision will be reached after consideration of all relevant information, including written or oral statements that the parent or guardian may wish to present. All information relevant to the review will be presented in an executive session of the school board, which, at the option of the parent or guardian, may be attended by the student, parent or guardian and their appointed representative. The board's action to sustain or modify the action of suspension shall be taken in public session without public identification of the student involved and promptly shall be communicated in writing to the parent or guardian.

Violation of Suspension

While a student is under suspension, he/she is denied access to the school premises except with the permission of the principal. If a student under suspension is found on the school premises without the permission of the principal, he/she shall be referred to the juvenile court authorities or shall be deemed a trespasser and prosecuted as such.

Any student who is suspended and who is also enrolled in a vocational school shall be deemed suspended from the vocational school. A student enrolled in a work cooperative program who is suspended also may be restricted from employment during the period of suspension.

Other Disciplinary Consequences

A school board may allow a student who has been suspended to complete academic assignments during the period of suspension in accordance with conditions established by the school board. School board policy may provide for ongoing consequences after a student returns to school following suspension or expulsion including, but not limited to, probationary status requiring satisfactory performance and conduct, limitations of privileges, community service, or restitution.

Students who have been suspended for alcohol, drugs, tobacco, sexual offenses, weapons, fights resulting in a ten-day suspension, or disrespectful and/or disruptive behaviors that result in more than ten cumulative days of Out-of-School Suspension will not be allowed to participate in or attend extra-curricular activities including, but not limited to, Homecoming, Prom, athletic contests, club meetings, pep rallies, talent show, parking on campus, senior trip, senior banquet, etc.



Expulsion

A student may be expelled only by action of the school board based on the recommendation of the principal and the superintendent. In the case of a recommendation for expulsion by the principal, the superintendent or his designee shall conduct a review of the recommendation. The review shall take into account the following factors:

1. The nature and seriousness of the violation
2. The degree of danger to the school community
3. The student's disciplinary history, including the seriousness and number of previous infractions
4. The appropriateness and availability of an alternative education placement or program
5. The student's age and grade level
6. The results of any mental health, substance abuse, or special education assessments
7. The student's attendance and academic records
8. Such other matters as deemed to be appropriate.

If the superintendent/designee upholds the recommendation, a hearing shall be held before the school board. When a student is expelled, written notice of the expulsion shall be sent in accordance with state law. The superintendent or his designee shall establish a schedule by which pupils who have been expelled may apply and reapply for readmission to school.

No decision to expel a student shall be reversed on the grounds that the above factors were not considered. Nothing in this subsection precludes the School Board from considering any of the factors listed above as "special circumstances" for purposes of expulsions discussed in the following subsections.

Expulsion for Weapons-Related Offense

Any student determined to be in possession of or to have brought any prohibited weapon onto school property or to a school-sponsored activity shall be expelled for a period of not less than one year (365 days). However, the school board may determine, based on the facts of a particular case, that special circumstances exist and another disciplinary action or term of expulsion is appropriate. The division superintendent may conduct a review in such cases to determine whether a disciplinary action other than expulsion is appropriate, and recommend that action to the school board for final determination.

Expulsion for Drug-Related Offense

Any student determined to have distributed or manufactured a controlled substance including anabolic steroids or prescription drugs, an imitation controlled drug, or other prohibited substance on school property or at a school-sponsored activity shall be expelled for a period of not less than one year. However, the school board may determine, based on the facts of a particular case, that special circumstances exist and another disciplinary action or term of expulsion is appropriate. The division superintendent may conduct a review in such cases to determine whether a disciplinary action other than expulsion is appropriate, and recommend that action to the school board for final determination.

Admission of Students Suspended or Expelled from Another School Division

A student who has been expelled or suspended for more than 30 days from attendance at school by a school board or a private school, or for whom admission has been withdrawn by a private school, may be excluded from attendance for no more than one calendar year in the case of expulsion or withdrawal of admission, and in the case of suspension of more than 30 days, for no longer than the duration of such suspension. The school shall provide written notice to the student and his or her parent of the reasons for such possible exclusion and of the right to a hearing conducted by the division superintendent. The student may not attend school until a review of the case is conducted by the division superintendent. Exclusion shall be imposed upon a finding that the student presents a danger to the other students or staff members of the school.



division. The decision to exclude the student shall be final unless altered by the school board after timely written petition. Upon the expiration of the exclusion, the student may petition the division superintendent for admission.

Corporal Punishment

The superintendent shall see that all employees of the school board are aware of the *Code of Virginia*, Section 22.1-279.1, Corporal punishment prohibited. Employees will also be informed that the board demands compliance with both the word and intent of the law.

The definition of corporal punishment specifically excludes the use of incidental, minor or reasonable physical contact or other actions designed to maintain order and control as permitted by law.

Academic Punishment

Academic punishment, which is defined as reducing credit previously earned, shall not be used. A student's academic grade shall be based solely on his/her achievement. Other types of discipline, rather than an arbitrary reduction in credit earned, should be employed when punishment is necessary.

This statement should not be interpreted to preclude a student's average grade being lowered by his/her failure to do assigned work. A student cannot be given credit for work not done, such as may occur when he/she fails to do assigned work or when he/she had an unexcused absence from class resulting in his/her not having the privilege of making up missed work. The teacher will not penalize the student beyond the period of the unexcused absence.

Group Punishment

The use of group punishment in the school division is not endorsed by the board and its use is strongly discouraged.

CONSIDERATIONS FOR DISCIPLINING STUDENTS WITH DISABILITIES

The due process procedures for student suspension and expulsions, as specified in Section 22.1-277 of the *Code of Virginia*, 1940, as amended, apply to students with disabilities. There are however additional procedural projections that must be met when a local school division disciplines a student with disabilities. The specific procedural projections are applicable whenever a local school division is contemplating or proposing a long-term suspension or expulsion. The procedural requirements must be followed prior to the imposition of a long-term suspension or expulsion. Further, the procedural protections, outlined as follows, apply to a student with disabilities regardless of the level of special education and related services the student receives (consultation to residential).

Section 504, which mandates nondiscrimination on the basis of disability in all programs and activities receiving federal financial assistance, applies to any individual who qualifies as a handicapped person. Handicapped person is defined as:

- has a physical or mental impairment which substantially limits one or more major live activities, or
- has a record of such an impairment, or
- is regarded as having an impairment.

Short-term Suspension

A short-term suspension is when a student is removed from class or school for ten (10) days or less. It does not constitute a change in placement. The child is subject to normal disciplinary



procedures whether or not there is a casual connection between the child's disability and misconduct.

Series of Short-term Suspensions

While a long-term suspension is defined as "greater than ten (10) consecutive days," there are circumstances when a series of short-term suspensions, after review, can be aggregated to indicate a long-term suspension.

A series of suspensions, which aggregates to more than ten (10) days, may be considered a significant change in placement requiring reevaluation and procedural protections. Factors to consider in determining whether aggregate suspensions of greater than ten (10) days are long-term suspensions include length of each suspension, proximity of suspensions, and total amount of days suspended.

In addition, the similarity of the misconduct triggering the suspensions could also be considered as a factor in determining whether the aggregate suspensions of greater than ten (10) days are a long-term suspension.

Further, a series of suspensions, upon review, may also suggest to the local school division that some aspect of the student's educational program is not meeting the student's needs. In such instances, the individualized education program (IEP) committee would be responsible for reviewing and revising the IEP, as necessary.

In such instances, the ten (10) days suspension clock starts over again once the placement of a student with disabilities, who previously has been suspended for misconduct, has been changed through the appropriate procedures for reviewing and revising the student's IEP.

Long-term Suspension (Greater Than Ten (10) Days and Expulsion)

When a student is removed from class or school for more than ten (10) consecutive days, a determination must be made as to whether or not there is a direct causal relationship between the child's disability and the misconduct. This determination must be made pursuant to the change in placement procedures by a committee of the following composition:

- a representative of the local school division, other than the child's teacher, qualified to provide or supervise the provision of special education,
- the child's teacher,
- one or both of the child's parents,
- the child, if appropriate,
- persons knowledgeable about the child, the meaning of the evaluation data, and the placement procedures, and
- other individuals, at the discretion of the parents or the local school division.

Dangerous Students With A Disability

LEAs may not unilaterally change the placement of a student with dangerous behavior when the misconduct is caused by the disability. LEAs, however, may use normal disciplinary measures for a child who exhibits dangerous behavior to include, for example, timeouts or suspension up to ten (10) days. An LEA may only impose an expulsion or long-term suspension on a student with a disability whose misconduct has been determined to be caused by his disability by obtaining an injunction, based on dangerousness of the student, from a court of competent jurisdiction.

Additional alternative methods of dealing with a dangerous student with disabilities may include the following:

- impose normal disciplinary measures (use of timeout, detention, restriction of privileges, and study carrels)
- Obtain the agreement of the student's parents to an alternative or interim placement



- Obtain a court order to institute a change in placement, upon a showing that the maintenance of the student's current placement is substantially likely to result in injury to the student or others.

Drug-Related Offenses

Individuals who are "currently engaging in the illegal use of drugs" are excluded from the definition of an individual with handicaps. This exclusion has resulted because the Americans with Disability Act amended Section 504 to so exclude them.

Further, a school division is authorized to take disciplinary action against students with disabilities for the use or possession of illegal drugs or alcohol to the same extent of nondisabled students and without the due process protection of section 504, as long as the school division can show the students are currently using such substances. This results from the amendment of Section 504 by the ADA.

Procedural Safeguards

Parents of students with disabilities must be fully informed of their procedural rights, including the right to appeal either the determination of whether or not there is a casual connection between the student's disability and the misconduct and/or the determination of the appropriateness of the placement at the time of the misconduct.

Child's Status During Proceedings

During the pendency of any administrative hearing or appeal or during the pendency of any judicial proceeding regarding these regulations, unless the LEA and parent agree otherwise, the child must remain in his current educational placement. While the placement may not be changed, this does not preclude using normal procedures for dealing with children who are endangering themselves and others. Such procedures do not include expulsion or suspension over ten (10) days; however, the procedures may include timeout, detention, restriction of privileges, or temporary suspension up to ten (10) days.

Further information can be found on the division's website:

http://www.frco.k12.va.us/support_depts/special_programs_services/new%20web%20site%20info/SERVICES%20list%20for%20link.htm

QUESTIONING / INVESTIGATION / ARRESTS

Police Questioning/Interviewing

A student, physically in school, may not be interviewed/questioned by police or any person not affiliated with the school without the knowledge of school officials.

Any questioning/interviewing must be done in private with an official school representative present. The building principal will make contact with the parent/guardian as soon as possible.

The principal and/or a designated representative shall maintain information derived from the questioning in strictest confidence unless law enforcement procedures shall require otherwise.

A student may not be released to the custody of persons other than a parent or legal guardian, unless placed under arrest by legal authority. If a student is removed from the school by legal authority, parents shall be notified of this action by school officials as soon as possible.



School Questioning/Interviewing

When a student is questioned by school officials or staff members for the purpose of investigation, be it relative to his/her conduct or an attempt to gather information, he/she shall have the right to be accompanied by a teacher, counselor or parent during the questioning, if he/she so desires.

SEARCH AND SEIZURE

A search involves an invasion of privacy. Whether a search of a student is permissible depends on a balancing of the student's right to privacy and freedom from unreasonable search and seizure against the school division's responsibility to protect the health, safety, and welfare of all persons in the school community and to carry out its educational mission. To maintain order and discipline in the schools and to protect the health, safety and welfare of students and school personnel, school authorities may search a student, student belongings, student lockers or student automobiles under the circumstances outlined below and may seize any illegal, unauthorized, or contraband materials discovered in the search.

As used in this policy, the term "unauthorized" means any item dangerous to the health or safety of students or school personnel, or disruptive of any lawful function, mission or process of the school, or any item described as unauthorized in school rules available beforehand to the student.

The locations at which searches of students and student property may be conducted are not limited to the school building or school property, but may be conducted wherever the student is involved in a school-sponsored function.

Personal Searches

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

All individual searches of students must be based on reasonable suspicion. In order to be permissible, the search must be justified at its inception and reasonably related in scope to the circumstances justifying the search.

An individual search is justified at its inception when a school official has reasonable grounds, based on the totality of the known circumstances, for suspecting that the search will reveal evidence that the student has violated or is violating either the law or the rules of the school. A search is reasonable in scope when it is reasonably related to the objectives of the search and is not excessively intrusive in light of the age and sex of the student and the nature of the suspected infraction.

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

A pat down search of a student may only be conducted if a school administrator has established a high level of reasonable suspicion that evidence will be found to corroborate suspicion that a law or school rule has been broken. 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 an adult witness of the same sex present.



Strip searches involve an extreme intrusion into the rights of a student and may be conducted only when an extremely serious situation exists, requiring immediate action because of an imminent threat of death or great bodily injury to a person or persons. If a strip search is necessary the school official should contact the appropriate law enforcement official, and the search should be conducted by a sworn law enforcement officer of the same sex, in the presence of a same sex adult witness.

School officials may only conduct a strip search in cases where it is necessary to avoid the imminent threat of death or great bodily injury to the student or another person. If a strip search must be conducted by a school official, it must be by a same sex official with a same sex adult witness, and the school official must have the prior approval of the superintendent or his designee, unless the health or safety of the student is endangered by the delay.

Locker and Desk Searches

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

Automobile Searches

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

Computer Searches

School computers, software and internet access are school property. Students are only authorized to use school computers and other similar educational technology consistent with the educational mission of the school and in accordance with Policy IIBEA (Acceptable Computer System Use). School officials may search school computers, software and internet access records at any time for any reason and without student consent.

Consent Searches

If a student gives a school official consent for a search the school official does not need to demonstrate reasonable suspicion. A student's consent is only valid if given willingly and with knowledge of the meaning of consent. Students should be told of their right to refuse to be searched, and students must not perceive themselves at risk of punishment for refusing to grant permission for the search.

Seizure of Illegal Materials

If a properly conducted search yields illegal or contraband materials, such findings shall be turned over to proper legal authorities for ultimate disposition.

Instructional Materials

Parents may inspect, on request, any instructional material used as part of their student's curriculum.

Franklin County School Board ensures parental notification of any instructional material that



includes sexually explicit content.

Franklin County School Board provides nonexplicit instructional material and related academic activities to any student whose parent requests that the student be provided with such instructional material and/or activities.

The superintendent is responsible for creating, implementing, and periodically updating procedures for implementing this policy. Those procedures will include

- a process for identifying instructional materials, including supplementary materials, with sexually explicit content;
- a process by which principals will provide written notice to parents at least 30 days prior to the use of any instructional materials with sexually explicit content, that (a) specifically identifies the instructional materials with sexually explicit content, (b) informs parents of their right to review such instructional materials, and (c) informs parents of their right to have their child use, upon request, in a non-punitive manner, alternative instructional materials that do not include sexually explicit content;
- a process by which parents may change their decision with respect to the use of alternative instructional materials by providing written notice;
- a process for maintaining a current list of instructional materials with sexually explicit content by grade and subject matter on the division's website; and
- a process for online access for parental review of instructional materials that include sexually explicit content unless such review is not technically feasible or is prohibited by copyright protection. The process shall include provisions requiring schools to have instructional materials including sexually explicit content available for review by parents.

Library Book check out notification

Franklin County Public Schools provides an optional email notification system for the library. Parents/Guardians are able to opt-in to receive email notifications of books that are checked out of the library by your child. Notifications will be sent to the primary email address on file. If the email address needs to be changed, please contact the school or provide the updated email on the online form. Notifications will be sent at 5:00 p.m., only on the days when your child checks out books.

LAWS REGARDING THE PROSECUTION OF JUVENILES AS ADULTS

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

Section 22.1-279.4 of the *Code of Virginia* states:

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

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



Who is a juvenile?

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

How is the age of the juvenile calculated?

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

Under what circumstances does the law permit the transfer of juveniles for trial as adults?

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

Circumstance #1

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

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

(§§ 18.2-9 and 18.2-10 of the *Code of Virginia*)

In this circumstance, the Commonwealth’s Attorney’s office makes a formal request to the judge of the juvenile court for the juvenile to be transferred to the circuit court. The juvenile court holds a transfer hearing and may retain jurisdiction or transfer the juvenile to the appropriate circuit court for criminal proceedings. Any transfer to the circuit court is subject to the following conditions: (1) notice; (2) probable cause to believe that the juvenile committed the alleged delinquent act or a



lesser included delinquent act; (3) the juvenile is competent to stand trial; and, (4) the juvenile is not a proper person to remain within the jurisdiction of the juvenile court.

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

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

Circumstance #2

A transfer can occur when a juvenile 14 years of age or older is charged with an offense which would be a felony if committed by an adult. (§ 16.1-269.1 C of the *Code of Virginia*)

In this circumstance, transfer is requested at the discretion of the Commonwealth's Attorney. If the Commonwealth's Attorney wishes to transfer the juvenile for trial as an adult, the juvenile court holds a preliminary hearing to determine whether there is probable cause to believe the juvenile committed the alleged delinquent act. Upon a finding of probable cause, the juvenile is transferred for prosecution as an adult. (§16.1-269.1 C of the *Code of Virginia*)

Circumstance #3

A transfer occurs when a juvenile 14 years of age or older at the time of the alleged offense is charged with capital murder, first or second degree murder, lynching or aggravated malicious wounding. (§ 16.1-269.1 B of the *Code of Virginia*)

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

If a juvenile is transferred for prosecution as an adult on one offense, what happens if he or she has also been charged with other offenses?

If any one charge is transferred, all other charges of delinquency arising out of the same act will be transferred. (§ 16.1-269.6 of the *Code of Virginia*)

Does the transfer impact subsequent alleged criminal offenses?

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



What happens when an adult is sentenced for a crime he or she committed as a juvenile?

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

What can happen if a juvenile is tried as an adult?

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

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

APPEALS AND APPEAL PROCEDURES

An appeal is a formal request for reconsideration of an action taken against or punishment imposed on a student by an administrator. A student or his/her parents or guardian has the right to initiate an appeal. All appeals must be placed in writing within five (5) school days of the action taken or the punishment imposed upon which the appeal is based.

Students shall have the right to appeal most administrative decisions/actions taken against them by school administrators to the next highest authority, with steps reaching to the School Board (see below).

- Step 1: building administrator or assistant administrator
- Step 2: associate principal (if applicable)
- Step 3: campus principal
- Step 4: appeals officer (final step for suspension of 10 days or less)
- Step 5: assistant superintendent/superintendent
- Step 6: school board



FEES, FINES, AND MEAL CHARGES

The following regulation (JN-R) was approved by the Franklin County School Board in August 2013 to organize and set guidelines for student fees, fines, and charges.

Generally

Only those fees and charges permitted by law or the regulations of the Board of Education may be required of students. The School Board, upon recommendation of the superintendent, may take action against a pupil or 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. Such action may include seeking reimbursement from a pupil or pupil's parent for any such loss, breakage, or destruction of or failure to return school property.

Students participating in extra- and/or co-curricular activities may have associated expenses, such as an activity fee, camp fees, uniforms, etc. Unpaid fees will result in the student being ineligible to participate in games, meets, or other extra events. Activity fees will not be refunded if the student discontinues their participation, or when the student is removed from the team or activity for disciplinary reasons. The administration reserves the right to review and make a determination of any individual situation.

The teacher, coach or sponsor will file debt obligations with the school bookkeeper. Any student who has a delinquent or outstanding debt (library fines, charges for lost or damaged books, unpaid fees for uniforms, unresolved accounts for fundraisers, etc.) will not be allowed to participate in any extracurricular or fundraising event sponsored by the school. Such activities may include, but are not limited to, sporting events, prom/dances, and some field trips. Seniors with outstanding debt will not be denied their diploma; however, they may not participate in the graduation ceremony. Any student attending an extracurricular activity while on the debt list will be subject to disciplinary action.

Payment of debts should be made to the school bookkeeper. Debts incurred in the preceding school year are carried over to the current year.

Schedule of Student Fees

- A school's request for donations for Cultural Arts programs will be considered optional.
- A fee waiver may be requested for economically disadvantaged student/families. Please contact the student's guidance counselor for information.
- Students may be requested to bring specific, necessary supplies for their own use in the classroom.

1. ELEMENTARY LEVEL

Possible Fees, Fines, and Charges	Amount	Purpose
Materials Fee	\$6.00	School-specific, hard-to-find consumable items, and non-standard classroom materials
Student Planner Charge	\$5.00	Replacement
Library Fines	Not to exceed replacement value	Overdue or lost books
Textbooks Fee	Not to exceed replacement value	Damaged or replacement books
Yearbook Charge	Varies by school	Optional



2. MIDDLE SCHOOL LEVEL

Possible Fees, Fines, and Charges	Amount	Purpose
Materials Fee	\$6.00	School-specific, hard-to-find consumable items, and non-standard classroom materials
Student Planner Charge	\$5.00	Replacement
Library Fines	Not to exceed replacement value	Overdue or lost books
Textbooks Fee	Not to exceed replacement value	Damaged or replacement books
Physical Education Charges	Gym suit \$14.00 Gym Shirt only \$7.00 Gym Shorts only \$7.00 Gym Bag \$7.00	Optional
Yearbook Charge	TBA	Optional
Music-related Fees	Varies	Instruments

3. HIGH SCHOOL LEVEL

Possible Fees, Fines, and Charges	Amount	Purpose
Parking Fees	\$50.00 for parking decal \$50.00 for replacement decal	On Campus Parking
Graduation-related Fees	\$40.00	Graduation apparel (cap, gown, tassel), diploma and cover, etc.
Music-related Fees	Varies	Spring trip, Marching Band shoes and gloves
Sports-related Fees	Varies	Depends on sport, travel, etc.
Test-related Charges	\$92.00	AP test fee
Physical Education Fees	\$14.00	P.E. Uniform (optional)
Road and Range Charges	\$100.00	Behind the Wheel training
Class Dues	\$20.00-\$40.00	Senior Class activity fee
Club Fees	\$5.00 - \$25.00	Activity-related fee
Lab Fees	\$25.00	AP/Dual Enrollment science lab fees
Student Transcripts, Immunization Records, Birth Certificate Fees	\$3.00 per copy after the first one (which is free)	Cost of paper, printing and postage
Library Fines	Not to exceed replacement value	Overdue or lost books
Textbook Fee	Not to exceed replacement value	Damaged or replacement book
Yearbook Charge	\$65.00-\$80.00	Purchase price of the annual (optional)
Special Class Fees	actual fees	Va. Western Comm. College Regional Academy classes
Special Class Fees	actual fees	Va. Western Comm. College Dual Enrollment classes



Meal Charges

Meal charge policy for students with insufficient funds for school meals and delinquent accounts in the school nutrition program.

The National School Lunch and School Breakfast Programs are integral in ensuring that students have access to nutritious meals to support their academic success. It is also imperative to protect the financial stability of the school nutrition program.

The intent of this policy is to establish a process and procedure to handle situations when children eligible for reduced-price or full-price meal benefits have insufficient funds to pay for school meals; as well as for the collection of unpaid meal charges and delinquent account debt.

Students who have money to pay for a reduced-price or full price meal at the time of service must be provided a meal. If the student intended to use the money for that day's meal, the School Foodservice Authority (SFA) will not use the money to repay a negative balance or other unpaid meal charge debt. Student are allowed to charge up to \$20 for full priced students and \$5 for reduced students. After that they will receive a choice of a sandwich and a milk until they bring in money or their bill is paid. Students will not be allowed to purchase or charge a-la-carte items if there is a negative account balance. This includes milk and ice cream.

The SFA will notify households of low or negative balances. This will be done by email, phone calls and text messages. The student's household will be notified daily about their negative balance and weekly if their student's account drops below the \$10 threshold.

All debt must be paid by the end of the year. Efforts to collect delinquent and/or bad debt will be handled by:

1. text, phone calls and emails
2. 1st letter
3. 2nd letter
4. Notification/Notice of Adverse Action
5. Collection Agency

ASSISTANCE TO HOUSEHOLDS

Households with questions or needing assistance may contact the school office where their student attends or the School Nutrition Program office at: (540) 483-5138, 25 Bernard Rd. Rocky Mount VA 24151

COLLECTION PROCEDURES FOR DELINQUENT AND BAD DEBT-ADVERSE ACTION

When a household has not responded to multiple contacts that are listed above and the parent has not paid the delinquent account balance, collection procedures may be initiated. Households will receive a Notification/Notice of Adverse Action stating collection procedures have begun.



STANDARDS OF STUDENT CONDUCT

It is the belief of the Franklin County School Board that all students have the right to an environment that is safe, drug-free, and conducive to learning. To that end, the student conduct policy sets forth standards for student conduct.

Students are subject to corrective action for any misconduct that occurs

- in school or on school property;
- on a school vehicle;
- while participating in or attending any school sponsored activity or trip;
- on the way to and from school; and
- off school property, when the acts lead to:
 1. an adjudication of delinquency pursuant to Virginia Code §16.1-305.1 or a conviction for an offense listed in Virginia Code §16.1-260, or
 2. a charge that would be a felony if committed by an adult.

In determining corrective action, consideration will be given to the following factors:

- the nature and seriousness of the conduct;
- the degree of danger to the school community;
- the student's disciplinary history, including seriousness and number of previous infractions;
- the appropriateness and availability of an alternative education placement or program;
- the student's age and grade level;
- the student's attendance and academic records, and
- other appropriate matters.

The following corrective actions are among those available to the school administration for violation of the Student Code of Conduct. Each offense shall be considered fully in determining reasonable corrective actions. The options and alternatives may range from a required conference to mandatory expulsion, and may include but not be limited to the following:

- counseling
- parent/pupil conference with administrator
- modification of student classroom assignment or schedule
- loss of privileges, including access to the school division's computer system
- student behavior contract
- removal from class
- initiation of child study process
- tasks or restrictions assigned by the principal or his/her designee

- detention before school, during school or after school
- suspension from school-sponsored activities or events prior to, during, or after the regular school day
- referral to in-school intervention, mediation, or community service programs
- in-school suspension
- out-of-school suspension
- referral to an alternative education program
- notification of legal authority where appropriate
- mandatory recommendation for expulsion for bringing a firearm onto school property or to a school-sponsored activity; or use or possession of a controlled substance, imitation



controlled substance or marijuana or synthetic cannabinoids, as defined in Chapter 34 or Title 54.1 and §18.2-247 of the *Code of Virginia* on school property or at a school-sponsored activity

- evaluation for alcohol or drug abuse
- participation in a drug, alcohol or violence intervention, prevention or treatment program

ACCEPTABLE USE OF THE INTERNET

Students shall abide by the Franklin County Public School Division's Acceptable Computer Use Policy and Regulation. See Policy Sections GAB and GAB-R on the division website:

<http://www.frco.k12.va.us>.

PROHIBITED CONDUCT

The following conduct is prohibited. Students engaging in such conduct are subject to disciplinary action.

CELL PHONE USE

During the school day:

Cell Phone 9-12

Cell phones may only be used in designated locations and at designated times. Cell phone usage signs are posted throughout the campus. Students may not use cell phones in classrooms except when directed by the teacher. Students are never to charge their cell phones in classrooms.

Cell Phone K-8

All use of personal cellular telephones and other forms of electronic communication tools are prohibited from 8:00 a.m. to 3:30 p.m.

K-12

Students' may use personal cell phones after school hours and to and from school while on the bus while adhering to the following:

- Inappropriate use of social media, vulgar pictures, text messages, videos, etc. shall not be permitted at any time while the cell phone is on school property, this includes school transportation
- The student is solely responsible for his/her cell phone. The school and its staff are not liable for student's cell phones.
- Cyberbullying will not be tolerated in any form. Engaging in cyberbullying during school hours or during any school sponsored events after hours will result in disciplinary action. In some cases law enforcement will be involved.

Consequences:

Grades K-8

First Offense: A warning will be given to the student and a referral processed by Administration.

Second Offense: A referral will be written and processed by Administration. The student's device will be confiscated and returned to the student at the end of the school day.



Third Offense: A referral will be written and processed by Administration. The student's device will be confiscated and the parent must pick up the device from the office at the end of the school day.

Fourth Offense: A referral will be written and processed by Administration. The student's device will be confiscated and the parent must pick up the device from the office at the end of the school day. The student will receive a disciplinary action.

Cell phones will not be used for instructional purposes at any time during the school day.

Grades 9-12

1st offense- A warning will be issued by the teacher.

2nd offense: The parent/guardian will be contacted by the teacher.

3rd offense: A referral will be written and processed by Administration. The student will receive P.M. detention. The student's device will be confiscated while in P.M. Detention.

4th offense: A referral will be written and processed by Administration. The student will receive I.S.S. The student's device will be confiscated while in I.S.S.

5th offense: A referral will be written and processed by Administration. The student will be assigned to SLC. The student's device will be confiscated while at SLC.

The Administration at each school reserves the right to determine what constitutes appropriate cell phone usage according to the policy. Students who do not adhere to these guidelines will be subject to disciplinary action. Parents will be contacted to advise them of the situation. As a reminder, the device usage examples listed above are not an exhaustive list. Any questions regarding cell phone usage should be addressed with school administration.

Bullying and Use of Electronic Means for Bullying

Bullying is prohibited. "Bullying" means any aggressive and unwanted behavior that is intended to harm, intimidate, or humiliate the victim; involves a real or perceived power imbalance between the aggressor or aggressors and victim; and is repeated over time or causes severe emotional trauma. "Bullying" includes cyber bullying. "Bullying" does not include ordinary teasing, horseplay, argument or peer conflict.

Disruptive Behavior

Students are entitled to a learning environment free of unnecessary disruption. Any physical or verbal disturbance within the school setting or during related activities which interrupts or interferes with teaching and orderly conduct of school activities is prohibited.

Disruptive demonstrations or protests are not appropriate methods for students to use in communicating their wishes pursuant to matters affecting policy, rules, and regulations dealing with the operation of public schools.

Students participating, whether involved directly or indirectly, in the planning or execution of any disruptive demonstrations or protests may be disciplined according to policies and regulations of the school board, State Board of Education, or Virginia School Laws.

Gang Activity

Gang activity, as defined in Policy JFCE Gang Activity or Association, is prohibited.



Harassment

As provided in Policy JFHA/GBA Prohibition Against Harassment and Retaliation, students are prohibited from harassing other students, school staff, volunteers, student teachers or any other person present in school facilities or at school functions.

Hazing

Hazing is prohibited.

Hazing means to recklessly or intentionally endanger the health or safety of a student or students or to inflict bodily harm on a student or students in connection with or for the purpose of initiation, admission into or affiliation with or as a condition for continued membership in a club, organization, association, fraternity, sorority, or student body regardless of whether the student or students so endangered or injured participated voluntarily in the relevant activity.

Intentional Injury of Others

Students are prohibited from intentionally injuring others.

Self-defense

Whether a student acted in self-defense is considered when the student's conduct is evaluated for disciplinary action.

Threats: Intimidation

Students are prohibited from making any verbal, written or physical threat of bodily injury to another person or property.

Trespassing

Students, including students who have been suspended or expelled, are subject to disciplinary action for trespassing on school property

Use and/or Possession of Alcohol, Tobacco Products, Nicotine Vapor Products, Anabolic Steroids, and Other Drugs

Students are prohibited from possessing, using, or distributing any of the restricted substances listed below on school property, on school buses or during school activities, on or off school property.

Students are prohibited from attempting to possess, use, consume, procure and/or purchase, any of the restricted substances listed below or what is represented by or to the student to be any of the restricted substances listed below or what the student believes is any of the restricted substances listed below.

Students are prohibited from being under the influence of any of the restricted substances listed below, regardless of whether the student's condition amounts to legal intoxication.

Restricted substances include but are not limited to alcohol, tobacco products as defined in Policy JFCH Tobacco Products and Nicotine Vapor Products, nicotine vapor products as defined in Policy JFCH Tobacco Products and Nicotine Vapor Products, inhalant products, and other controlled substances defined in the Drug Control Act, Chapter 15.1 of Title 54 of the Code of Virginia, such as anabolic steroids, stimulants, depressants, hallucinogens, marijuana, imitation and look-alike drugs, drug paraphernalia and any prescription or non-prescription drug possessed in violation of School Board policy.

In addition to any other consequences which may result, a student who is a member of a school athletic team will be ineligible for two school years to compete in interscholastic athletic



competition if the school principal and the superintendent determine 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.

Use of Profane or Obscene Language and Conduct

Students are prohibited from using profane or obscene language or engaging in profane or obscene conduct.

Vandalism

Students are prohibited from vandalizing school property and the property of any School Board staff member or any other person.

The School Board may recover damages sustained because of the willful or malicious destruction or, or damage to, public property pursuant to Policy ECAB Vandalism.

Weapons or Other Dangerous Articles

Students shall not have in their possession any type of unauthorized firearm or other article which may be used as a weapon, regardless of whether it is commonly accepted as such.

Other Conduct

In addition to those specific standards, students shall not engage in any conduct which materially and substantially disrupts the ongoing educational process or which is otherwise in violation of federal, state, or local law.

Bus-Related Conduct

Students are required to conduct themselves on school buses in a manner consistent with established standards for classroom behavior. Students who become disciplinary problems on school buses shall be reported to the principal by the driver and may have their riding privileges suspended. Students are also subject to the same disciplinary action as would be prescribed had the behavior occurred at school. See Policy Sections JFCC and JFCC-R or the division website” <http://www.frco.k12.va.us>.



FRANKLIN COUNTY PUBLIC SCHOOLS ATTENDANCE AND TARDINESS GUIDELINES AGREEMENT FOR STUDENTS AND PARENTS

ATTENDANCE AND TARDINESS

All students are expected to attend school regularly and to be on time for classes in order to benefit maximally from the instructional program and to develop habits of punctuality, self-discipline, and responsibility. There is a direct relationship between poor attendance and class failure. Students who have good attendance generally achieve higher grades, enjoy school more, and are much more employable after leaving high school.

RELIGIOUS HOLIDAYS

Students shall be excused for the observance of traditional religious holidays. The parent is responsible for notifying the child's school of the religious holiday(s) to be observed, and should prearrange absences. Notes from parents shall specify:

1. the date(s) of the absence(s);
2. the name of the religious holiday; and
3. a statement that the absence is due to the exercise of the student's bona fide religious beliefs.

If the parent is unable to prearrange the absence, a request for exemption must be received no later than the second (2nd) day after the student's return to school from the absence occasioned by the religious observance. Students are responsible for contacting teachers for missed work within three (3) days of absence(s).

SCHOOL PROCEDURES

1. Student absences will be recorded on a daily basis in each class.
2. A written note along with the official documentation shown in Table 1 (below) should be sent to school no later than the third (3rd) day after the student's return to school from absence.
 - a. For elementary students, the note should be sent by the parent or guardian to the teacher, office or appropriate school personnel whenever a student is absent or tardy.
 - b. For middle school students, the note should be sent by the parent or guardian to the student's guidance counselor whenever a student is absent or tardy.
 - c. For high school students, the note should be sent by the parent or guardian to the student's first period teacher or guidance counselor whenever a student is absent or tardy.

The contents of the parent's note must include the following:

- a. the student's full name;
- b. the date(s) of the absence(s);
- c. the specific, verifiable reason for the absence, tardiness or early dismissal;
- d. the signature of the parent; and
- e. a daytime phone number where a parent can be reached to verify the note.

Table 1 - Official Documentation Needed for an Absence To Be Considered EXCUSED	
Absences	Documentation Required
a. Personal illness or exposure to a contagious disease	Statement from attending physician
b. Medical/therapist appointment	Statement from attending professional
c. Severe illness in the immediate family	Statement from attending physician or parent note
d. Death in the immediate family	Memorial from funeral or parent note
e. Religious observance	Prearranged - contact school administrator
f. Pre-arranged college visits (maximum of 2	Verification letter on college letterhead



per semester for Juniors and Seniors only)	
g. Student court appearance	Subpoena with student's name
h. Other extenuating circumstances	Prearranged - contact school administrator
<p><i>Any evidence that the reason offered for an absence is untruthful or misleading renders the absence unexcused. Disciplinary action will be taken.</i></p>	

3. Franklin County Public Schools will accept in each semester (i.e., two nine (9) week grading periods) up to five (5) days of medical absences that are justified by a parent note. After the fifth absence, official documentation will be required (see Table 1).
4. Attendance in school for the full number of hours each day is expected and required by the Code of Virginia. Because of this requirement,
 - a. for K-8 students, five (5) unexcused tardies and/or early check-outs will be equivalent to one (1) unexcused absence. Parents/guardians should provide the same documentation as listed in Table 1 in order for the tardy/early check-out to be considered excused.
 - b. for grades 9-12, three (3) unexcused early check-outs in the same class will be equivalent to one (1) unexcused absence. Parents/guardians should provide the same documentation as listed in Table 1 in order for the early check-out to be considered excused.
 - c. In addition to the requirements of the Compulsory School Attendance law, K-8 students who accumulate more than twenty (20) excused or unexcused absences may be retained or be required to attend summer school. Discipline, grades, completion of make-up work, and extenuating circumstances will be considered when reviewing such cases.
5. Students who are absent from school may not participate in any extracurricular activities of the school which occur on that same day without written permission of the administration. An elementary student must be present for fifty percent (50%) of the school day, and a secondary student must attend a minimum of two (2) classes in order to be counted present for the day and eligible to participate in any extracurricular activities.
6. Absences from classes due to school sponsored activities (e.g., field trips and athletics) are excused since students are considered present in school when participating in these activities. Classes missed due to high school exam exemptions are also excused.
7. In the case of short-term suspensions (1-10 days), fifty percent (50%) of the days will be counted as unexcused as applied to the attendance policy.
8. Absences without official documentation (Table 1) are considered unexcused. After five (5) unexcused absences, a school social worker, administrator, or counselor will begin the Compulsory School Attendance procedure, which may include the parent and student meeting with school personnel to develop and sign an attendance contract, or meeting with the Franklin County Truancy Multidisciplinary Team pursuant to VAC 22.1-258. In severe cases or cases with a history of attendance concerns and interventions, charges may be pursued against the parent in accordance with VAC 22.1-258.
9. FCHS students who accumulate more than ten (10) absences (excused or unexcused) through the course of the semester must file for a waiver with the principal in order to retain credit for the course. Prior to submitting the waiver application, the student must have completed all make-up work. Discipline, attendance documentation, grades and extenuating circumstances will be considered for credit retention.

If the waiver is denied, the student may appeal to the Attendance Review Board. The Attendance Review Board will consist of the student's guidance counselor, a principal, school



social worker, central office representative, and a school board member. The Attendance Review Board will examine the student's absentee record and documentation submitted in accordance with this regulation and will then notify the student and parent/guardian by mail as to the student's credit status for the class(es) in question. The decision of the Attendance Review Board shall be final.

10. In order to keep parents informed of absences and the Compulsory School Attendance law, the attendance office will notify the parent or guardian throughout the school year when the student has accumulated five (5) days of excused or unexcused absences in a nine (9) week grading period.

PERFECT ATTENDANCE AWARDS

1. Elementary students must be present for at least fifty percent (50%) of the instructional day (as defined by the school's arrival and dismissal bell schedule) in order to be counted present for that day and thus eligible for perfect attendance recognition. Students who are tardy or have early dismissal for more than five (5) days cannot be considered for perfect attendance recognition.
2. Middle school students must be present for fifty percent (50%) of the instructional day in order to be counted present for that day and thus eligible for perfect attendance. Students in 8th grade must be present two (2) periods and students in grades 6/7 must be present three (3) periods. Students who are tardy or have early dismissal for more than five (5) days cannot be considered for perfect attendance recognition.
3. High school students are eligible for a perfect attendance award in their senior year when the following criteria are met:
 - a. The student did not accumulate more than a total of three (3) period absences over the course of their four (4) years at Franklin County High School.
 - b. Franklin County High School does not generate a list of students qualified for perfect attendance recognition; it is the student's responsibility to complete and submit the application in order to be considered for perfect attendance recognition.

TARDY TO SCHOOL

Any student who reports to school after the bell to begin school will be considered tardy and will be admitted on an excused or unexcused basis. Students who are late because of late buses or other school actions will be given admission slips and counted present. Other excused tardies are:

- Required court appearance with documentation
- Medical or dental appointments with documentation
- Sudden or traumatic disruptions (fire, flood, serious domestic disputes, etc.) of a student's life style
- Personal illness documented by a note signed by a parent or guardian (five-note limit before a doctor's note will be required)
- A tardy not covered by the above reasons, but considered by the administration to be beyond the control of the student and seen as valid. Appropriate documentation and a conference may be required.

Oversleeping, riding with another student, and automobile problems are unexcused tardies. Students who drive to school must accept the responsibilities of being on time, or they will be subject to losing their parking permits.

ADDITIONAL NOTES

This regulation will not affect existing disciplinary procedures. Any student who cuts a class or skips school will still be disciplined in accordance with disciplinary policies.



It is important that students and parents realize and understand that the tolerance of ten (10) days per semester is not to be considered as legitimate or approved days to miss class, but rather they should be used only if necessary and as indicated by this regulation.

Except going to and from classes, students are not to leave campus during the day without permission. Students who have permission to leave school for necessary appointments, participation in co-op programs and other authorized functions must have proper permission slips or parental written requests approved by the administration and must sign out in the office.

In signing below, I acknowledge that I have received the attendance and tardiness guidelines and have reviewed them with my student

Parent/Guardian Name (printed)

Parent/Guardian Signature

Date

Parent/Guardian Telephone/Cell Numbers

Parent/Guardian Email address

I have read and understood the *attendance and tardiness* guidelines

Student Name (printed)

Student Signature

Date



FRANKLIN COUNTY PUBLIC SCHOOLS DRESS CODE

SECTION I: All students are expected to dress appropriately for a K-12 educational environment. Any clothing that interferes with or disrupts the educational environment is unacceptable.

- Clothing may not depict, imply, advertise, or advocate illegal, violent, or lewd conduct, weapons, or the use of alcohol, tobacco, marijuana, or other controlled substances.
- Clothing may not depict or imply pornography, nudity, or sexual acts.
- Clothing may not display or imply vulgar, discriminatory, or obscene language or images.
- Clothing may not state, imply or depict hate speech/imagery targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or any other protected classification. The Confederate Flag is prohibited.
- Clothing and accessories that endanger the safety of others may not be worn.
- Apparel, jewelry, accessories, tattoos, or manner of grooming that, by virtue of its color, arrangement, trademark or any other attribute, denotes membership in a gang that advocates illegal or disruptive behavior is prohibited.

SECTION II: Clothing must cover the chest, stomach, back and shoulders even when arms are raised. Tight fitting clothing and/or revealing pants are not allowed. Clothing must be covered with a shirt or garment that is no shorter than 5" above the knee as measured by a 3x5 index card.

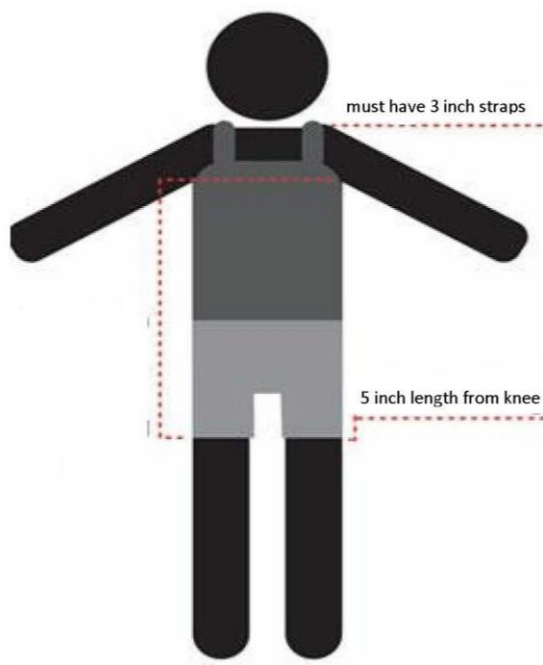
- Pants are to be worn at the waist, and are not to drag the ground.
- See-through, mesh or garments with holes must not be worn without appropriate coverage underneath.
- Specialized courses may require specialized attire, such as sports uniforms or safety gear.
- Clothing must have shoulder straps at least 3 inches in width unless covered by jacket/sweater at all times

SECTION III: Accessories

1. No long chains, jewelry or cosmetic accessories that can reasonably be used as a weapon. (i.e., pants, book bags, etc.).
2. Headcoverings/hats
 - Pre-K-8: Headgear/head apparel including hats, hoods, headwraps, and caps are not allowed at school unless permitted for religious, medical or extenuating circumstances approved by administration.
 - Grades 9-12: Headgear cannot conceal the face unless permitted for religious, medical or extenuating circumstances approved by administration.
3. Shoes
 - Shoes must be worn at all times and should be safe for the school environment.
4. Sunglasses may not be worn inside the building.

The Administration at each school reserves the right to determine what constitutes appropriate dress according to the policy. Students who do not adhere to these guidelines will not be allowed to attend class until they are in compliance. Parents will be called to advise them of the situation. As a reminder, this dress code is not an exhaustive list. Any questions regarding this dress code should be addressed with school administration.





SCHOOL BUS RULES AND REGULATIONS

The *Code of Virginia* permits school boards to provide transportation for students, but does not require them to do so. Riding the school bus is a privilege, not a right.

The Franklin County School System endeavors to provide the best possible education for all of its students. Our transportation department is a vital part of the educational program. Safety is our most important consideration.

The school bus driver carries an awesome burden of responsibility and it is essential that all students cooperate by observing certain rules and regulations. Your full support is necessary if your child is to benefit from the safest possible transportation.

The school bus is considered to be an extension of the school and the classroom. All policies, rules and regulations which apply to students in school also apply while they are being transported. The school system is not responsible for any lost or stolen items.

Parents or guardians or their designee(s) of elementary students must be at the bus stop in the morning and afternoon.

The following regulations are vital to the safe transportation of your children to and from schools. Parents should read this list in its entirety.

Required Behavior While Waiting for the Bus

- Be on time. It is recommended that students be at their bus stop at least five minutes before the regular pickup time, but not earlier than ten minutes before this time.
- Wait in a safe, designated place a minimum of 10 feet from the road.
- Do not run towards or alongside a moving bus.
- Wait until the bus has stopped, then walk up to the front door. If it is necessary to cross the highway, do so at the front of the bus and at least ten feet in front of the bus. Do not cross the highway until the driver has signaled that it is safe to do so.

Required Behavior While Boarding the Bus

- Line up in a single file to board the bus.
- Board quickly and in an orderly manner.
- Proceed to a seat immediately.
- Be seated before the bus is in motion.

Required Behavior While on the Bus

- Weapons (including look-alike weapons) of any type are not permitted on a school bus. Violators will be dealt with according to Franklin County School Board policy.
- Distribution, possession, consumption or use of any type of alcohol, drug or tobacco product is prohibited. Drug paraphernalia is also prohibited.
- Firecrackers or other explosive devices are prohibited.
- Do not bring matches, lighters, etc. on the bus.
- Do not throw objects inside the bus, or outside the bus windows or doors.
- Do not put any part of your body out of the bus window.
- Do not transport objects that are too large to be held on a student's lap or to be placed on the floor in front of the student's seat (such as drums, instruments, band corps flags, skateboards assembled or not).
- Glass containers or glass objects are not allowed on a bus.



- Use of cell phones is prohibited (including but not limited to the following: taking pictures, recording videos, showing pictures, playing loud music). Bluetooth or other speakers are prohibited.
- Identify yourself upon the request of the driver or authorized school personnel.
- All trash must be deposited in the trash can.
- Do not open the emergency door except in the case of an emergency.
- No animals are allowed on a bus.
- Keep aisle clear of feet, arms and other objects.
- Keep noise to a minimum.
- Sit facing forward and do not change seats without the driver's permission. Remain seated while the bus is in motion.
- No outward display of affection beyond the holding of hands is allowed while at the bus stop or while on bus.
- The use and/or spraying of scented products, colognes, lotions, perfumes, deer urine, etc. is strictly prohibited.

Required Behavior While Unloading from the Bus

- Remain seated until the bus comes to a complete stop.
- Unload in a single file and in an orderly manner.
- Leave the bus areas, when safety permits, as soon as you are discharged from the bus. Cross the highway, if it is necessary to do so, at the front of the bus and at least ten feet in front of the bus. Do not cross the highway until the driver has signaled that it is safe to do so.

Rules and Regulations Pertaining to Discipline

- Vandalizing a school bus is punishable by any or all of the following:
 1. payment of damage
 2. loss of bus riding privileges
 3. suspension from school
 4. legal prosecution
- Unauthorized persons are not allowed to board.
- Students who plan to use transportation other than their regular bus, or load or unload at a stop other than their regular stop, must have written parental permission and prior written approval from the appropriate school official.
- Profanity, abusive language and obscene gestures will not be tolerated.
- Disrespectful actions toward the driver, other students, or the general public will not be tolerated.
- Fighting, while waiting for, loading, riding, or unloading from the bus will not be tolerated.
- Students riding buses for field trips and extra-curricular activities are under the same regulations as during a regular day schedule.

Violations and Consequences

When a student violates a rule, he/she will be reported to the administrator of his/her school. The administrator will determine whether the violation is minor, serious or severe and take the appropriate action based on that determination. 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.

Below you will find a list of violations that are categorized as minor, serious or severe. Please note that some infractions are included in more than one list. If so, the administrator will determine which



category to use in order to apply the consequence for the infraction. In addition, should a violation not be listed in any category the administration shall determine the category to use when applying the consequence. Below each list you will find the consequence(s) associated with the categorized violations. In addition, any violation may be shifted from one category to another if the situation warrants.

Minor Violations

- Being too loud
- Body parts outside the bus
- Changing clothes on the bus
- Excessive mischief (horseplay, etc.)
- Getting off at the wrong stop
- Inappropriate behavior (in accordance with standard practices and procedures)
- Inappropriate dress
- Inappropriate language
- Jumping over seats
- Legs in aisle
- Littering on the bus
- Lying down in the seat
- Making threats of any kind
- Not being at the bus stop on time
- Not following directions
- Playing loud music/speakers
- Riding the wrong bus
- Showing affection
- Standing up while the bus is in motion
- Throwing objects
- Turning around in the seat
- Using cell phone on the bus
- Verbal confrontation with student
- Writing on the bus seat(s)

Consequences for Minor Violations

- | | |
|---------------------------|--|
| 1 st Referral: | 1 – 3 day bus suspension |
| 2 nd Referral: | 4 – 6 day bus suspension |
| 3 rd Referral: | 7 – 10 day bus suspension, mandatory parental conference prior to student return from suspension |
| 4 or More Referrals: | 20 or more day bus suspension |

Note: The administrator will also refer to the “Student Code of Conduct Handbook” to determine if additional school consequences are warranted.

Serious Violations

- Abusive language, profanity or obscene gestures
- Assault (hitting, spitting, etc.)
- Bullying
- Changing clothes on the bus
- Disrespectful behavior toward the driver
- Fighting
- Inappropriate actions toward motorists
- Insubordination
- Making threats of any kind
- Opening emergency door
- Possession and/or consumption of alcohol
- Possession and/or use of tobacco products or electronic cigarettes
- Possession of drugs or drug paraphernalia
- Sexual misconduct
- Shooting projectile
- Spraying aerosols
- Stealing
- Striking or having matches or lighter
- Throwing objects on the bus
- Throwing objects outside the bus
- Use of laser pointer or reflective device
- Use of pepper spray
- Vandalism
- Verbal confrontation with student
- Verbally threatening student

Consequences for Serious Violations

- | | |
|---------------------------|--|
| 1 st Referral: | 10 day bus suspension, mandatory parental conference prior to student return from suspension |
| 2 nd Referral: | 20 day bus suspension |
| 3 rd Referral: | Bus suspension for remainder of the year or a minimum of 90 days, whichever is longer |



Note: The administrator will also refer to the “Student Code of Conduct Handbook” to determine if additional school consequences are warranted.

Severe Violations

- Assault
- Distribution of alcohol or drugs
- Lighting flammable sprays, liquids, etc.
- Making threats of any kind
- Possessing or discharging firecrackers or other explosive devices
- Possession of a weapon
- Severe safety violations (in accordance with standard practices and procedures)
- Sexual misconduct
- Use of pepper spray

Consequences for Severe Violations

1st referral : 10 days out of school suspension (OSS), bus suspension for the remainder of the year or a minimum of 90 days, whichever is longer; possible recommendation for expulsion

Note: The administrator will also refer to the “Student Code of Conduct Handbook” to determine if additional school consequences are warranted.



PLEASE KEEP THE COPY OF THE BUS RULES AND REGULATIONS

RETURN THIS FORM ONLY

NOTE: THIS FORM SHOULD BE SIGNED AND RETURNED WITHIN TEN (10) SCHOOL DAYS

(For students in Pre-K, Kindergarten and lower elementary grades --- Please read the Rules and Regulations to your child or children, then sign the child's name and initial.)

FOR PARENT OR GUARDIAN OF ALL STUDENTS

I have read and understand the regulations for students riding buses and I agree to comply with the regulations. I understand that the school bus is an extension of the school and the classroom. All policies, rules, and regulations which apply to students in school also apply on the school bus. I understand that public school transportation is a privilege which is provided as long as the above rules and regulations are followed.

SIGNATURE OF PARENT OR GUARDIAN

BUS NUMBER

DATE

FOR STUDENTS

I have read and understand the regulations for students riding school buses and agree, as a passenger, to abide by said regulations. I understand that the school bus is an extension of the school and the classroom. All policies, rules, and regulations which apply to students in school also apply on the school bus. I understand that public school transportation is a privilege which is provided as long as the above rules and regulations are followed.

SIGNATURE OF STUDENT

SCHOOL

GRADE

DATE



FRANKLIN COUNTY PUBLIC SCHOOLS

Acceptable Computer System Use Regulations (ACCEPTABLE USE POLICY)

This policy shall apply to all students, faculty, staff, and users of any of the Franklin County School Division's computer system.

Revised March 12, 2019

Vision

Franklin County Public Schools (FCPS) recognizes that access to technology in school gives the student a greater opportunity to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. FCPS is committed to helping students develop 21st century technology and communication skills. Technology is an integrated component in the lives and education of the students and staff.

Franklin County Public Schools, in collaboration with parents and community members, strive to support and educate students to take advantage of the Internet's benefits while reducing its risks.

Franklin County Public School's responsibility is to give access to technology, teach students how to use technology, and digital citizenship.

Digital Citizenship

Aspects of Digital Citizenship include ethical, responsible, and safe use of computer systems. As an educational system, Franklin County Public Schools will prepare our users to ethically, responsibly, and safely use technologies. We must ensure users understand how to use computer systems in an acceptable and safe manner.

Acceptable Computer Systems Use

All use of the Franklin County School Division's computer system shall be consistent with the school board's goal of promoting educational excellence by facilitating resource sharing, innovation and communication. The term computer system includes, but is not limited to, hardware, software, data, communication lines and devices, terminals, display devices, printers, CD, DVD and other media devices, tape or flash drives, storage devices, servers, mainframe and personal computers, tablets, laptops, telephones, cameras, projectors, multimedia devices, workstations, the internet and other electronic services and any other internal or external network. This includes any device that may be connected to or used to connect to the school division's network or electronically stored division material.

Computer System Use-Terms and Conditions: Acceptable Use

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

Privilege

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



Unacceptable Use

Each user is responsible for his or her actions on the computer system. Prohibited conduct includes but is not limited to:

- using the network for any illegal or unauthorized activity, including violation of copyright or contracts, or transmitting any material in violation of any federal, state, or local law.
- sending, receiving, viewing or downloading illegal material via the computer system.
- unauthorized downloading of software.
- using the computer system for private financial or commercial purposes.
- wastefully using resources, such as file space.
- gaining unauthorized access to resources or entities.
- posting material created by another without his or her consent.
- submitting, posting, publishing, or displaying any obscene, profane, threatening, illegal, or other inappropriate material.
- using the computer system while access privileges are suspended or revoked.
- vandalizing the computer system, including destroying data by creating or spreading viruses or by other means.
- intimidating, harassing, bullying, or coercing others.
- threatening illegal or immoral acts.
- any attempt to circumvent the school's safety measures and filtering tools.
- the arranging of a meeting with an online acquaintance.
- any attempt to gain unauthorized access to network infrastructure.

Network Etiquette

Each user is expected to abide by generally accepted rules of etiquette, including the following:

- be polite.
- users shall not forge, intercept or interfere with electronic mail messages.
- use appropriate language. The use of obscene, lewd, profane, lascivious, threatening or disrespectful language is prohibited.
- users shall not post personal information other than directory information as defined in Policy JO Student Records about themselves or others.
- users shall respect the computer system's resource limits.
- users shall not post chain letters or download large files.
- users shall not use the computer system to disrupt others.
- users shall not modify or delete data owned by others.
- users shall not attempt to gain access to other personal resources using unauthorized credentials.

Security

Computer system security is a high priority for the school division. If any user identifies a security problem, the user shall notify the building principal or system administrator immediately. All users shall keep his/her passwords confidential and shall follow computer virus protection procedures. Users are expected to take reasonable safeguards against the transmission of security threats over the school network. This includes not opening or distributing infected files or programs and not opening files, programs, or emails of unknown or untrusted origin.

If a user believes a device he/she is using might be infected with a virus, the user should alert his/her teacher, supervisor, or Technology Services staff and immediately power down the device and wait for further instruction.

Vandalism

Intentional destruction of or interference with any part of the computer system through creating or downloading computer viruses or by any other means is prohibited.



Charges

The school division assumes no responsibility for any unauthorized charges or fees as a result of using the computer system, including telephone, data, or long-distance charges.

Electronic Mail

The school division's electronic mail system is owned and controlled by the school division. The school division may provide electronic mail to aid students and staff in fulfilling his/her duties and as an education tool. Electronic mail is not private. Students' electronic mail will be monitored. The electronic mail of staff may be monitored and accessed by the school division. All electronic mail may be archived. Unauthorized access to an electronic mail account by any student or employee is prohibited. Users may be held responsible and personally liable for the content of any electronic message they create or that is created under his/her account or password. Downloading any file attached to an electronic message is prohibited unless the user is certain of that message's authenticity and the nature of the file.

Web Access

Franklin County Public Schools provides its users with access to the Internet, including web sites, resources, content, and online tools. That access will be restricted in compliance with the Children's Internet Protection Act regulations and school policies. Web browsing and all activity over the network or using district technologies may be monitored and web activity records may be retained indefinitely.

Cyberbullying

Cyberbullying will not be tolerated. Harassing, disrespecting, flaming, denigrating, impersonating, outing, tricking, excluding, and cyberstalking are all examples of cyberbullying. Users should not send emails or post comments with the intent of scaring, hurting, or intimidating someone else. Engaging in these behaviors, or any online activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action and loss of privileges. In some cases, cyberbullying can be a crime. Users should remember that all activities are monitored and retained.

Enforcement

Software will be installed on the division's computers having internet access to filter or block internet access through such computers to child pornography and obscenity. The online activities of users may also be monitored manually. Any violation of these regulations shall result in loss of computer system privileges and may also result in appropriate disciplinary action, as determined by School Board policy, or legal action.

Downloads

Users should not download or attempt to download or run executables on the school network or onto school resources without express permission from the Technology Services staff. For the security of our network, download such files only from reputable sites, only for education purposes, and with consent of the Technology Services staff.

Users should not download secure or confidential information to personal devices.

Plagiarism

Users should not plagiarize (or use information as his/her own, without citing the original creator) content, including words or images, from the Internet. Users should not take credit for things they did not create themselves, or misrepresent themselves as an author or creator of something found online. Research conducted via the Internet should be appropriately cited, giving credit to the original author.



Personal Safety

Users should carefully safeguard the personal information of themselves and others while using Internet capable devices. Some Internet activities are not only dangerous but illegal. Parents, students, and employees should be aware of relevant laws.

If a user sees a message, comment, image, or anything else online that makes the user concerned for his/her personal safety, he/she shall bring it to the attention of a teacher, administrator, supervisor, and/or the Technology Services staff immediately.

Mobile Devices

Franklin County Public Schools may provide users with mobile devices to promote learning outside of the classroom. Users should abide by the same acceptable use policies when using school devices off the school network as on the school network. Users are expected to treat these devices with extreme care and caution. Users should report any loss, damage, or malfunction to the Technology Services staff immediately. Users may be financially accountable for any damage resulting from negligence or misuse. Use of school-issued mobile devices off the school network will be monitored.

Personally-Owned Devices Regulations and Guidelines

Franklin County Public Schools establishes the following guidelines particular to the use of personally-owned devices in schools, in addition to all the general protocols covered in these regulations (GAB-R/IIBEA-R Acceptable Computer System Use).

- Before bringing his/her own device, the student and his/her parent/guardian must read, sign, and complete the Franklin County Public Schools Personally-Owned Electronic Devices Permission Form.
- Personal devices must have up-to-date antivirus software installed and running.
- The student takes full responsibility for his/her device and will keep it on his/her person at all times. The school division is not responsible for lost, damaged, or stolen devices.
- Students must connect to the school's wireless network when using a device at his/her school. Students should not use personal MiFi devices. No personally owned devices may be connected to the network via a network cable.
- Only the student who owns the device will have access to it while it is on the school network.
- All activities involving personally-owned devices must be only at the direction of the classroom teacher/supervisor, and his/her use must not be disruptive to instruction.
- The scope of the usage of personal devices within an instructional setting will be determined by the classroom teacher/supervisor. Students/staff who go beyond that established scope (for example, taking photographs when the established scope is Internet usage only) are subject to disciplinary action.
- The administration or the classroom teacher has the right at any time to discontinue permission of use of personally-owned devices in the classroom.
- Franklin County Public Schools administration reserves the right to search or confiscate a privately-owned electronic device in accordance with the FCPS Acceptable Use Policy if the student is using the device without permission or if there is reasonable suspicion that the student has violated school board or school policies.
- Users who violate any component of the FCPS Acceptable Use Policy may lose the right to use any personal device or school device in the instructional setting and/or face disciplinary action.

****Any personal device brought to school will be subject to monitoring by the Technology Services staff****



Personally-Owned electronic devices permission form can be found under policy GAB- F3/GAB-F4 in school board policies.

Limitation of Liability

Franklin County Public Schools makes no warranties for the computer system it provides. Franklin County Public Schools shall not be responsible for any damages to the user from use of the computer system, including loss of data, non-delivery or missed delivery of information, or service interruptions. The school division is not responsible for the accuracy or quality of information obtained through the computer system. The user agrees to indemnify the school system for any losses, costs, or damages incurred by the school system relating to or arising out of any violation of these procedures.

While Franklin County Public Schools employs filtering and other safety and security mechanisms, and attempts to ensure their proper function, it makes no guarantee as to their effectiveness.

Franklin County Public Schools will not be responsible, financially or otherwise, for unauthorized transactions conducted over the school network and will not be responsible for any personal devices.

The school division is not responsible for troubleshooting or support of any kind for personal devices. FCPS will not provide accessories to charge or to provide power to student/staff personal devices.

User Privileges

In order to facilitate learning and enhance educational information exchange, users have instructional permission to:

- use all authorized hardware and software for which they have received training.
- access the Internet and outside resources to retrieve information.
- access internal (Intranet) resources which they are authorized to access and use for educational purposes.

Violations of Acceptable Use Policy

Users violating any of these Rights and Responsibilities will face disciplinary action described below:

- suspension of computer system privileges.
- notification to parents/guardians, supervisors, and/or appropriate authorities.
- detention or suspension from school and school-related activities.
- legal action and/or prosecution under state, federal, or international law. Adopted:

Legal Refs: 18 U.S.C. §§ 1460, 2256.

47 U.S.C. § 254.

Code of Virginia, 1950, as amended, §§ 18.2-372, 18.2-374.1:1, 18.2-390, 22.1-70.2 and 22.1-78.

Guidelines and Resources for Internet Safety in Schools, Virginia Department of Education (Second Edition October 2007)

Cross Refs: GCPD Professional Staff Discipline

JFC Student Conduct

JFC-R Standards of Student Conduct



**FRANKLIN COUNTY PUBLIC SCHOOLS
PERSONALLY-OWNED ELECTRONIC DEVICES
PERMISSION FORM**

Each employee must sign GAB-F4 as a condition for using personally-owned electronic devices on the FCPS computer system. Each student and his/her parent/guardian must sign GAB- F3 before being permitted to use personally-owned electronic devices on the FCPS computer system.

I authorize my child, _____, to bring his/her electronic device(s), which are listed below, to Franklin County Public Schools (FCPS) and will ensure that my student complies with the Division's *Personally-Owned Devices* Guidelines.

Technology Device

Serial Number

Technology Device

Serial Number

Technology Device

Serial Number

In signing below, I acknowledge that I have received the regulations and guidelines and have reviewed them with my student. I understand and agree that FCPS is not responsible for any damage, theft, loss, or costs associated with my student's use of his/her device at school. I understand that bringing the device to school is a privilege and may be limited or terminated at any time.

I also understand that it is impossible for the FCPS staff to monitor all activity on personal devices. The student, parent and/or guardian will not hold FCPS, the Franklin County School Board, its members, or any individuals employed by the School Board responsible for any damages related to this student's use of the device or for content viewed by any student on the device.

I understand that my child will be responsible for abiding by the *Acceptable Computer System Use* regulations IIBEA-R/GAB-R, including the *Personally-Owned Devices* regulations and guidelines. I have read and discussed these with him/her and he/she understands the responsibility of bringing a personal electronic device to school.

Parent/Guardian Name (printed)

Parent/Guardian Signature

Date

Parent/Guardian Telephone/Cell Numbers

Parent/Guardian Email address

I have read and understood the *Acceptable Computer System Use* regulations, including the *Personally-Owned Devices* section, and I agree to abide by the regulations and guidelines. I understand that any violation will result in the loss of my network and/or device privileges, as well as other disciplinary action.

Student Name (printed)

Student Signature

Date



**FRANKLIN COUNTY PUBLIC SCHOOLS
PERSONALLY-OWNED ELECTRONIC DEVICES
PERMISSION FORM**

Each employee must sign GAB-F4 as a condition for using personally-owned electronic devices on the FCPS computer system. Each student and his/her parent/guardian must sign GAB- F3 before being permitted to use personally-owned electronic devices on the FCPS computer system.

I, _____, wish to bring my electronic device(s), which are listed below, to Franklin County Public Schools (FCPS) and will ensure that I comply with the Division's *Personally- Owned Devices* Guidelines.

Technology Device

Serial Number

Technology Device

Serial Number

Technology Device

Serial Number

In signing below, I acknowledge that I have received the regulations and guidelines and have reviewed them. I understand and agree that FCPS is not responsible for any damage, theft, loss, or costs associated with my use of my device at school. I understand that bringing the device to school is a privilege and may be limited or terminated at any time.

I also understand that it is impossible for the FCPS staff to monitor all activity on personal devices. I will not hold FCPS, the Franklin County School Board, its members, or any individuals employed by the School Board responsible for any damages related to this device or for content viewed by any individual on the device.

I understand that I will be responsible for abiding by the *Acceptable Computer System Use* regulations IIBEA-R/GAB-R, including the *Personally-Owned Devices* regulations and guidelines section. I have read and understand the responsibility of bringing a personal electronic device to school.

I have read and understood the *Acceptable Computer System Use* regulations, including the *Personally-Owned Devices* section, and I agree to abide by the regulations and guidelines. I understand that any violation will result in the loss of my network and/or device privileges, as well as other disciplinary action

Employee Name (printed)

Employee Signature

Date

Employee Telephone/Cell Numbers

Employee Email address



FRANKLIN COUNTY PUBLIC SCHOOLS ACCEPTABLE COMPUTER SYSTEM USE AGREEMENT FOR STUDENTS AND PARENTS

Each employee must sign this Agreement as a condition for using the school division's computer system. Each student and his/her parent/guardian must sign this Agreement before being permitted to use the school division's computer system. Read this Agreement carefully before signing.

Prior to signing this Agreement, read Policy GAB/IIBEA and Regulation GAB-R/IIBEA-R, Acceptable Computer System Use. If you have any questions about this policy or regulation, contact your supervisor or your student's principal.

I understand and agree to abide by the school division's Acceptable Computer System Use Policy and Regulation. I understand that the school division may access, monitor, and archive my use of the computer system, including my use of the internet, e-mail and downloaded material, without prior notice to me. I further understand that should I violate the Acceptable Use Policy or Regulation; my computer system privileges may be revoked and disciplinary action and/or legal action may be taken against me.

Student/Employee Signature _____ Date _____

Student/Employee Name _____
(Please Print)

I have read this Agreement and Policy GAB/IIBEA and Regulation GAB-R/IIBEA-R. I understand that access to the computer system is intended for educational purposes and the Franklin County Public School Division has taken precautions to eliminate inappropriate material. I also recognize, however, that it is impossible for the school division to restrict access to all inappropriate material and I will not hold the school division responsible for information acquired on the computer system. I have discussed the terms of this agreement, policy, and regulation with my student.

I grant permission for my student to use the computer system in accordance with Franklin County Public School Division's policies and regulations and for the school division to issue an account for my student.

Parent/Guardian Signature _____ Date _____

Parent/Guardian Name _____
(Please Print)



STATE EXPULSION FORM

Virginia law requires that, prior to admission to any public school of the Commonwealth, a school board shall require the parent, 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 the student has been expelled from school attendance at a private school or in a public school division of the Commonwealth or in another state for an offense in violation of school board policies relating to weapons, alcohol or drugs, or for the willful infliction of injury to another person. 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 (Code of Virginia 22.1-3.2).

PLEASE COMPLETE AND SIGN THE APPLICABLE STATEMENT BELOW

I, _____ affirm that _____ **has not been expelled** from school attendance at a private school or public school in Virginia or another state for an offense in violation of school board policies relating to weapons, alcohol or drugs, or for the willful infliction of injury to another person.

Parent, guardian, or person having control or charge of child

Date

I, _____ affirm that _____ **has been expelled** from school attendance at a private school or public school in Virginia or another state for an offense in violation of school board policies relating to weapons, alcohol or drugs, or for the willful infliction of injury to another person.

Parent, guardian, or person having control or charge of child

Date



NOTICE FOR DIRECTORY INFORMATION

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

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

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings - unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.⁽¹⁾

If you do not want Franklin County Public Schools to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by September 15 of the school year at 25 Bernard Road, Rocky Mount, VA 24151. Franklin County Public Schools has designated the following information as directory information:

- Student's name
- Participation in officially recognized activities and sports
- Address
- Telephone listing
- Weight and height of members of extracurricular teams
- Electronic mail address
- Photograph
- Degrees, honors, and awards received
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- The most recent educational agency or institution attended

¹. These 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.



NOTIFICATION OF RIGHTS UNDER FERPA FOR ELEMENTARY AND SECONDARY SCHOOLS

Model Notification of Rights under FERPA for Elementary and Secondary Schools

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

1. The right to inspect and review the student's education records within 45 days after the day the school receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records which the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the school to amend a record should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records (such as an attorney, auditor, medical consultant, or therapist), a parent or student volunteering to serve on an official committee (such as a disciplinary or grievance committee), or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

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

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



NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

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

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

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

Franklin County Public Schools will update policies, allowing for consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Franklin County Public Schools will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Franklin County Public Schools will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. Franklin County Public Schools will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and will be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution
- Administration of any protected information survey not funded in whole or in part by ED
- Any non-emergency, invasive physical examination or screening as described above

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

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



TITLE I PARENT NOTIFICATION OF RIGHT TO REQUEST INFORMATION ON TEACHER QUALIFICATIONS

On December 10, 2015, the *Every Student Succeeds Act (ESSA)* was signed into law. Section 1112(e)(1)(A) states that as a parent of a student in a school, receiving Title I funds, you have the right to know the professional qualifications of the classroom teachers instructing your child. Federal law requires the school division to provide you this information in a timely manner if you request it. Specifically, you have the right to request the following information about each of your child's classroom teachers:

- Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or other provisional status because of special circumstances.
- Whether the teacher is teaching in the field of discipline of the certification or degree he/she received
- Whether paraprofessionals provide services to your child and, if so, their qualifications.

TITLE I PARENT NOTIFICATION OF ASSIGNMENT OF TEACHER FOR MORE THAN FOUR WEEKS NOT MEETING CERTIFICATION/LICENSURE REQUIREMENTS

On December 10, 2015, the *Every Student Succeeds Act (ESSA) of 2015* was signed into law. Section 1112(e)(B)(ii) of the law states that any school that receives Title I funds must inform parents if their child is assigned a teacher for four or more consecutive weeks who does not meet applicable state certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.

TITLE I PARENT NOTIFICATION OF ASSESSMENT OPT OUT POLICIES

Section 1112(e)(2) of the *Every Student Succeeds Act of 2015 (ESSA)* requires divisions that receive Title I, Part A, funds to notify parents of students attending Title I schools that the parents may request information about any state or division policy regarding student participation in required assessments.



TITLE I COMPLAINT PROCEDURES

Definition of a Complaint

A complaint is a signed written statement that includes: 1) an allegation that a requirement applicable to the Title I local educational agency (FCPS) program has been violated; and 2) information that supports the allegation.

Who May Complain

Any parent, teacher, other concerned individual(s), or organization(s) may file a complaint with the Office of Federal Programs.

Complaint Procedure

1. **Receiving Complaints:** Complaints should be formally registered with the FCPS Title I office. A complaint statement will be filed at the Title I office, and the signature of the complainant will be required. The written complaint will be delivered to the FCPS superintendent.
2. **Investigating Complaints:** Upon receipt of the written complaint from the Title I coordinator, the FCPS superintendent or his appointee will investigate the complaint within 15 business days. If the investigation is of such a nature that it requires additional time, an extension will be requested from the office of program administration and accountability at the Virginia Department of Education.
3. **Resolving Complaints:** Within 15 business days of the completion of the investigation and hearing, if required, a resolution and written decision will be rendered by the FCPS. The dissemination of information concerning these procedures will be provided to interested parties, including all school division and school parent advisory committees.
4. **Appealing Complaints:** The complainant is provided the right to appeal the final resolution of the FCPS to the Virginia Department of Education within 30 business days after receipt of the written decision. The department will respond within 15 business days.

Basic Requirements

The Virginia Department of Education recommends that the FCPS have on file an official written complaint resolution. The document provides the FCPS with a formal means of resolving complaints related to Title I activities.



**FRANKLIN COUNTY PUBLIC SCHOOLS
PARENTAL CONSENT AND RELEASE FORM
FOR PHOTOGRAPHIC MEDIA**

An Agreement must be signed as a condition of the use a student's image and/or name in video productions, internet publications, written media or other publications. Read this Agreement carefully before indicating your choice and signing on the *Rules and Regulation Signature Sheet*.

Franklin County Public School students have made great strides in their scholastic achievements, as well as in sporting competitions, and they deserve community recognition for these undertakings. In an effort to promote our students' accomplishments, Franklin County Public Schools would like to produce publications for viewing by the general public.

A parental consent form must be on file for your child before he/she may be photographed. Children may be photographed alone or in a group setting and from varying distances. By signing the *Rules and Regulation Signature Sheet* and initialing one of the "Approval" boxes, you are authorizing Franklin County Public Schools to include your child's image/name in a newspaper article, video production, internet publication (such as the school's or division's website), or other media. Please note that written consent does not guarantee your child's inclusion in the publications.

Participation in these publications is purely voluntary and has no bearing on the education of your child. Franklin County Public Schools respects the wishes of parents and legal guardians, and will not produce any document that may be damaging to your child's achievement.

It is requested that you indicate your choice and sign on the *Rules and Regulations Signature Sheet*.



HENRY ELEMENTARY SCHOOL

2023-2024 STUDENT & FAMILY HANDBOOK



200 Henry School Road
Henry, VA 24102

Phone (540) 483-5676
Fax (540) 483-0399
<http://henry.frco.k12.va.us>

WE BELIEVE IN THE POWER OF YET

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Welcome to Henry Elementary School

August 9, 2023

Dear Families and Students,

Welcome to the 2023-2024 school year. I can not tell you how much I enjoyed getting to know your children and you last school year. If you were able to attend the EOY awards ceremonies for your child in May, you have already heard me say this but it is absolutely true, I am blessed with the opportunity to serve you and your child(ren) every day.

It is crucial that the school staff, parents, families, and community work together for the growth and success of our students. I invite you to join PTO and sign up for our volunteer program. We need and appreciate your involvement in your child's education and our school programs. Please note several opportunities in the family involvement section of the handbook where you may work with the school. Our PTO is still raising money for sun shades on our playground and we appreciate your support in that endeavor!

Please read this handbook with your child(ren), keep it, and refer to it when you need information. A copy can always be found on the Henry Website: <http://henry.frco.k12.va.us> . If you ever have questions or concerns, please feel free to call me at 540-483-5676. You may also email me at jami.clements@frco.k12.va.us. I will make sure that our school continues to provide a safe, positive learning environment for your child to develop the skills needed for future success. I am eager to work with you this year.

Respectfully,
Jami Clements, PhD
Principal

Welcome to Henry Elementary School

HISTORY

The original Henry School has an unwritten history. No one seems to know the actual opening date, but we do know that the first building was a three-room frame structure on the hill above the post office in the village of Henry. The building had no plumbing, and it housed grades one through twelve. Later, another room was added to this building and in the 1930's a brick building was added to the site. Shortly thereafter, the original frame building was destroyed by fire.

In March, 1940, construction was begun on a new six-room brick addition to the existing two-room brick structure. In 1948 or 1949, central heating and plumbing were installed. The school housed grades one through twelve until 1950, when the high school was opened in Rocky Mount. Grades one through nine continued at Henry until the junior high school opened in 1964. After that, grades one through seven were taught until the fall of 1973 when kindergarten was included.

During the spring of 1971, 135 students were moved into the new Henry Elementary School, located five miles northeast of the village and about a mile from Route 220. That building contained 11 classrooms, a multi-media center, a gymnasium and a cafeteria. The old school was sold at auction and it burned the following year.

In 2001, an addition, containing four more classrooms and a multimedia center was built, allowing for the creation of a dining hall, where the multi-media center had formerly been located. The playground has also been rebuilt and updated.

The following are some of the early principals serving at the old Henry School: Mr. Bob Via, Mr. Bruce Kent, Miss Annie Prillaman, Mr. William Bailey, Mr. Joe B. Jamison, and Mr. Jim Hayes. Principals who have served at the new school are: Mr. Gerald Stiles, Mr. Larry Meadors, Dr. Paul Corn, Mr. Joe Gann, Rev. James H. Pearson, Mr. Jesse B. Goode, Jr., Mrs. Terri Robertson, Dr. Lisa (Bowman) Newell, and Mrs. Robin Whitmer. The current principal is Dr. Jami Clements.

Henry Elementary has always been a small school where children, families, and faculty become a community focused on loving children as they are and helping them grow into the amazing citizens they will become.



Goals of Henry Elementary

Mission Statement

The mission of Henry Elementary School is successful achievement and growth.



School Slogan

We believe in the power of yet!



School Pledge

I pledge to write, I pledge to read, and study to learn the things I need.

What's Happening at HES?

2023-2024 Calendar of Events All dates are tentative and subject to change.	
AUGUST	
4th, Fri 10:00 am - 5:00 pm	FCPS Division Wide Business Day
9th, Wed	Students return to school
11th, Fri	School Spirit Day - Show your Bobcat Spirit
SEPTEMBER	
This month	Lions Club Vision Screening
1st, Fri	Spirit Day - Red, White, and Blue
4th, Mon	School closed for students and staff (Labor Day)
12th, Tue 8:00 - 8:30	Pre-K, Kindergarten, and 5th Grade Grandfriends Breakfast
13th, Wed 8:00 - 8:30	1st Grade and 4th Grade Grandfriends Breakfast
14th, Thu 8:00 - 8:30	2nd Grade and 3rd Grade Grandfriends Breakfast
15th, Fri	1st Nine Weeks Progress Report
21st, Thu	Rainbow Puppets Assembly
21st, Thu 5:30 - 7:30	Back to School Night
OCTOBER	
This Month	Hearing Screenings 3rd Grade Day in the Woods Field Trip
2nd - 6th	HES Book Fair
3rd, Tue	Fall Pictures

What's Happening at HES?

6th, Fri	Spirit Day - Show your Bobcat spirit
13th, Fri	End of 1st Nine Weeks
16th, Mon	Fall Break (School Closed for Students and Staff)
17th, Tue	Staffulty Workday (No school for students)
18th, Wed	Reading Celebration Assembly
20th, Fri	Report Cards sent home
23rd - 27th	Red Ribbon Week
27th, Fri 5:30 - 7:00	Trunk or Treat (PTO)
NOVEMBER	
This Month	Crossroads Dictionary donation to 3rd Grade students
3rd, Fri	Spirit Day - Favorite Book Character
7th, Tue	Staffulty Workday (No School for Students)
9th, Thu	Fall Picture Make-Up Day
14th, Tue 6:00 - 7:00 pm	Veteran's Day PTO Event (4th & 5th Grade)
17th, Fri	2nd Nine Weeks Progress Report
17th, Fri	Mobile Dentist
22nd - 24th	School Closed for Students and Staff (Thanksgiving)
DECEMBER	
1st, Fri	Spirit Day - Show your Bobcat spirit
2nd, Sat 9:00 am - 2:00 pm	Winter Wonderland (PTO)
12th, Tue 6:00 - 7:00	Caroling PTO Event (PreK - 1st Grade)
18th, Mon	5th Grade Spelling Bee

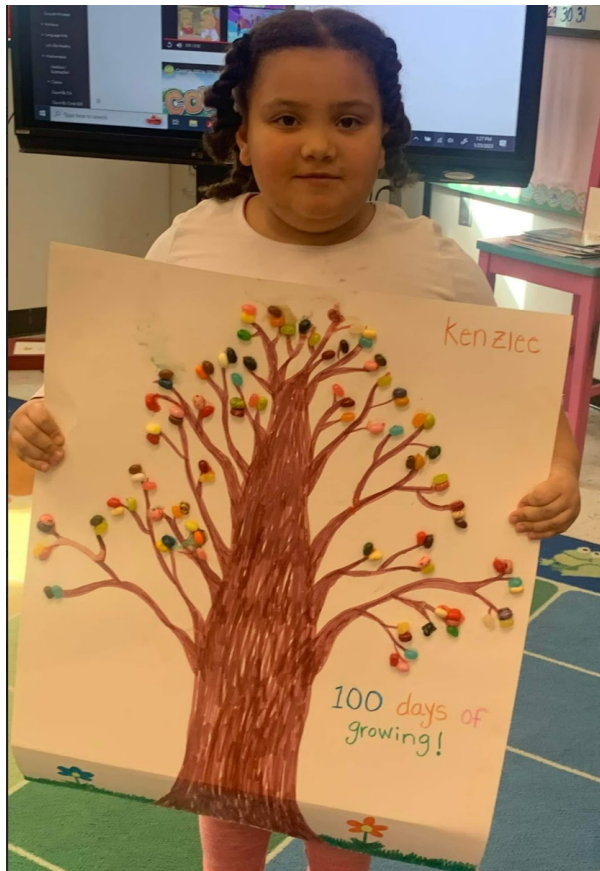
What's Happening at HES?

19th, Tue	End of 2nd Nine Weeks
20th - Jan 1st	School Closed for Students and Staff (Christmas Break)
JANUARY	
2nd & 3rd	Staffulty Workday (No school for students)
4th, Thu	Students return from Winter Break; Reading Celebration Assembly
5th, Fri	Spirit Day - Show your Snow spirit
5th, Fri	Report Cards sent home
15th, Mon	School Closed for Students and Staff (Martin Luther King, Jr. Day)
22nd, Mon	100th Day of School
FEBRUARY	
This month	Jump Rope for Heart
2nd, Fri	3rd Nine Weeks Progress Report
2nd, Fri	Spirit Day - Show your Bobcat Spirit
12th - 16th	Book Fair
13th, Tue	Class Group Pictures
19th, Mon	School Closed for Students and Staff (Presidents' Day)
23rd, Fri	Jump Rope for Heart Incentive Event
MARCH	
This month	Rising 6th Gr Trip to BFMS & Parent Night / BFMS Band Recruitment Odyssey of the Mind Regional Competition
1st, Fri	Spirit Day - Show your Green
4th - 8th	Read Across America Week
8th, Fri	End of 3rd Nine Weeks
11th, Mon	Staffulty Workday (No school for students)
12th, Tues	Reading Celebration Assembly

What's Happening at HES?

12th, Tue 6:00 - 7:00 pm	PTO Event (2nd & 3rd Grade) - Board Nominations			
15th, Fri	Report Cards sent home			
26th, Tues	Spring Pictures			
APRIL				
This month	4th Grade Food for America Field Trip			
1st - 5th	School Closed for Students and Staff (Spring Break)			
10th, Wed	5th Grade Haw River Field Trip			
12th, Fri	4th Nine Weeks Progress Report			
12th, Fri	Spirit Day - Show your Bobcat spirit			
16th, Tue	Reading Night - Vote on PTO Board Members for 2024-25 School Year			
MAY				
This month	Pre-K Field Trip			
1st, Wed	May Day SOL Kick-Off Celebration			
3rd, Fri	Spirit Day - Show your Tropical Attire			
13th, Mon	Family Picnic Day			
16th, Thu	3rd Grade Field Trip			
17th, Fri	Field Day			
17th, Fri	Mobile Dentist			
20th, Mon	1:00	Kindergarten Awards	2:00	1st Grade Awards
21st, Tue	1:00 6:00	2nd Grade Awards Pre-K Cook Out	2:00	3rd Grade Awards
22nd, Wed 1:35 Dismissal	Last day of school for students; Report Cards Sent Home			
22nd, Wed	9:30 11:00	4th Grade Awards 5th Grade Bridging Ceremony		

What's Happening at HES?



Family Involvement

Family involvement is an integral part of the educational process at Henry Elementary. Research has shown that children do better in school if families are involved in their education. We invite you to take an active role and be a partner with us in your child's education. This section outlines many opportunities and the expectations for family involvement at HES. See *FCPS Policy IGBC*.



Family Communication

- ❖ Individual teachers and/or grade levels will send home informational newsletters or plan sheets on a regular basis.
- ❖ The school newsletter will be distributed at least once per nine weeks and as special events deem necessary.
- ❖ Teachers will be sending home a folder of student work periodically. This will help keep families informed of student progress.
- ❖ Out of consideration for all students, teachers ask that adults not send party invitations or other invitations to select students. The only exception is if the entire class is invited.
- ❖ Please feel free to contact your child's classroom teacher or the principal if you have questions.

Family-Teacher Conferences

Families are encouraged to keep in touch with their child's teacher. Conferences can be scheduled by contacting the teacher and arranging a convenient day and time. If your child's teacher requests a conference, please schedule a conference as soon as possible.

Family Involvement

Volunteers

We count on families to lend a hand at the school. There are many things to be done including helping in the classrooms, tutoring students, working in the office and/or library. Not only do we need your assistance, but also your presence in the school makes a very positive statement to students. Whether you volunteer on a regular basis or just for special projects, we appreciate your help and support. Please contact us if you are interested in volunteering. Please remember that all volunteers must attend the training done at the School Board Office prior to any service in the school building. Volunteers are expected to adhere to all school rules and rules established for volunteers. See *FCPS Policy IICB / IICC*.

PTO

Henry Elementary School has an active Parent/Teacher Organization. Please see the School Calendar for meeting dates, fund-raising opportunities, and other opportunities provided by our PTO. See *FCPS Policy KMA*.



School Visits

We encourage supportive family adults to visit our school. To help our students grow socially and integrate themselves into their classroom community, we ask that you use a rule of thumb to limit school visits to one a week. If you want to visit, please contact your child's teacher and make plans to visit your child's classroom or eat lunch in the cafeteria. We do ask that all visitors, including parents and families, report to the front entry before going to a classroom, the cafeteria, or any location in the school. With our new entry, visitors must be buzzed in by the front office to access other locations. All visitors must scan his/her license and will be given a Visitor's Pass to wear while in the building. The Visitor's Pass should be visible while in the building. Again, we must ensure the safety of all our students. See *FCPS Policy KK*.

Family Involvement

Opportunities for Family Involvement

- ❖ Classroom Parties – In order to protect student learning time, there will only be 2 parties – Christmas and Valentine’s Day. PK, Kindergarten and 1st grade may have an Easter egg hunt. The parties will be limited to break time with refreshments. Families wishing to recognize their child’s birthday may bring cupcakes or a snack to be distributed at lunch. Please check with your child’s teacher to make these arrangements. All food items must be pre-packaged with the ingredient label attached and screened by our school nurse. NO homemade food items are allowed.
- ❖ PTO
- ❖ Henry SMART Goal Development
- ❖ Student Growth Awards exploration and development
- ❖ Odyssey of the Mind
- ❖ Chess
- ❖ Student Recognition Events
- ❖ Box Tops for Education
- ❖ Fundraising Events
- ❖ Family Picnic



Enrolling at HES

Kindergarten registration

We welcome new students to HES. When registering there are specific documents that are required by state law and FCPS policy. Having these documents with you when you come to register your child will make it a much quicker process. Parents must provide the following for each child:

- ❖ Birth Certificate
- ❖ Certificate of immunization (See *FCPS Policy JHCB*).
- ❖ Recent medical exam (See *FCPS Policy JHCA*).
- ❖ Health information form
- ❖ Personal Data Sheet
- ❖ Proof of residency

The medical form is available at the school in advance of enrollment.



Enrolling at HES

Transferring To Henry

Families transferring a child from another school will be asked to sign a release allowing the child's records to be sent from the previous school. Students transferring from other schools are subject to the same medical and birth certification requirements as if they were new enrollees in the school system.

Health Screenings

Speech, vision, and hearing tests are given when the student enters school for the first time and according to state guidelines. Scoliosis screening is done when the student is in fifth grade.

Withdrawing a Student

If you will be withdrawing your child from school, please follow the procedures listed below:

- ❖ Please notify the office of the date your child will be leaving.
- ❖ Ensure that all school accounts are settled (cafeteria, library, etc.).
- ❖ When you enroll your child at the new school, you will sign a Release of Information Form. We will transfer copies of the student's records after we receive this from the new school.



Instruction and Learning

Curriculum

Our curriculum is based on the Virginia Standards of Learning (SOLs) for all areas. Every child is expected to master these concepts and skills. Students will go beyond these standards as their teachers challenge them. (See *FCPS Policy IF*). The curriculum is taught by highly qualified faculty members at Henry Elementary School. Families have the right to know the qualifications of the teachers. A “Notice to Parents” concerning those rights is located below.



Notice To Parents

Dear Parent(s),

As a parent of a student at **Henry Elementary School**, you have the right to know the professional qualifications of the classroom teachers who instruct your child. You may request the following information:

- ❖ Whether the teacher has met the Virginia Department of Education licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- ❖ Whether the teacher is teaching under emergency or other provisional status through which the Virginia Department of Education licensing criteria has been waived.
- ❖ The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
- ❖ Whether your child(ren) is provided services by teacher assistants (paraprofessionals) and, if so, their qualifications.

If you would like to receive any of this information, please call the school at 540-483-5676.

Respectfully,

Dr. Jami Clements

Principal

Instruction and Learning

Henry Elementary SMART Goals

The Henry Elementary School SMART goals are designed to support and guide teachers as they develop lesson plans, implement instruction, and teach your children.

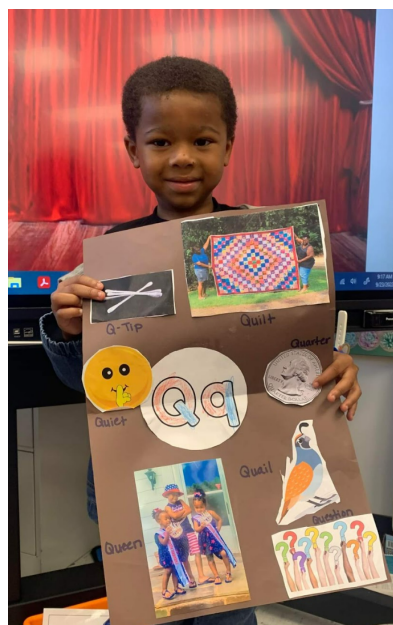
In order to achieve our mission, the Henry Elementary SMART Goal planning team includes teachers, families, and administrative representatives who collectively establish a plan of action to improve targeted areas for improvement. These areas include:

- ❖ **Rigor in math and language arts**
- ❖ **Student achievement in literacy**
- ❖ **Student achievement in math**



Through representative input, surveys, and test data, certain areas are selected that show the greatest need for improvement or opportunity for growth. A document is produced/reviewed each school year that highlights goals, objectives, and action steps designed to improve the specific areas. At the end of each school year, an evaluation is completed that assesses our progress. This information is then used the following year for the next document. Additionally, next year's goals will be based on the goals of the school division's Six Year Plan. The three main goals of this plan are:

- ❖ Prepare students to be lifelong learners and participate in an ever-changing global society.
- ❖ Implement instructional practices and programs that enable all students to meet or exceed state and federal guidelines for student achievement.
- ❖ Develop an instructional climate that is centered on dignity and respect.



WE BELIEVE IN THE POWER OF YET

Student Activities

Family Life

Family life education is part of the curriculum in grades K-5. Families have the opportunity to read through all objectives and choose whether to allow their child(ren) to participate. Information regarding the Family Life Curriculum can be found below:

- ❖ In response to the Code of Virginia, instruction in Franklin County Public Schools (FCPS) includes a comprehensive, sequential Family Life Education (FLE) program for kindergarten through high school. The FLE program is designed to provide students with the knowledge and skills to make informed, responsible decisions related to growth and development; communication and relationships; and emotional and social health.
- ❖ You can view the FCPS Family Life Education program by visiting the following links:
 - **Kindergarten:** <http://bit.ly/FCPSFLEGradeK>
 - **1st Grade:** <http://bit.ly/FCPSFLEGrade1>
 - **2nd Grade:** <http://bit.ly/FCPSFLEGrade2>
 - **3rd Grade:** <http://bit.ly/FCPSFLEGrade3>
 - **4th Grade:** <http://bit.ly/FCPSFLEGrade4>
 - **5th Grade:** <http://bit.ly/FCPSFLEGrade5>
 - **Middle School:** <http://bit.ly/FCPSFLEMiddleSchool>
 - **High School:** <http://bit.ly/FCPSFLEHighSchool>
- ❖ If you determine your child should not be included in FLE this school year you may visit <http://bit.ly/FCPSFLEOptOutForm> to complete the opt out form and return it to your child's school on Business Day. Forms will also be available at your child's school on Business Day.
- ❖ Unless you indicate otherwise, your child will be included in FLE. You do not need to return the form if you wish for your child to participate in FLE instruction.

See *FCPS Policy IGAF*.

Student Activities

Physical Education

It is a state requirement to provide physical education (P.E.) activities daily for all pupils. However, beyond it being a requirement, physical activity is good for children. It gives them an opportunity to move, to re-energize their brains, and to explore different types of sports and physical activities.

- ❖ We will share a PE teacher this school year with another FCPS Elementary School. First Semester, students will have PE Wednesday, Thursday, and Friday. Second Semester, students will have PE Thursday and Friday.
- ❖ Students must have tennis shoes every day. This is a safety concern for P.E. and recess.
- ❖ Teachers will honor notes from home to temporarily excuse their children from activity for no longer than three days. Extended dismissal from P.E. for chronic or serious physical disorders will require a notification signed by a physician. The notification shall specify the length of time the child needs to be excused. Children who are recuperating from illness need moderate exercise. Usually a note to the teacher to keep an eye on the child during P.E. is sufficient to safeguard his/her health.
- ❖ See *FCPS Policy IGAE*



Jump Rope For Heart

In the month of February, our students will raise money for the American Heart Association and participate in a jump off competition. There are prizes for students and classrooms based on the amount of money raised as well as the winners of the jump off competition. In addition to student and classroom rewards, we also set a fundraising goal as a school. If we meet that goal, every student in the school gets to participate in some type of reward event. For the 2022-2023 school year, we did reach our fundraising goal and the students were able to participate in a color run. We may surprise them this year with a different fun event!



Student Activities

Field Day

Field day is organized for students to engage in physical activity and work as a team with their classmates through various competitions. We plan fun, physical activities that challenge our students in sportsmanship and collaboration. To ensure all of our students have a great day with their classmates, we will not have visitors at Field Day. We have planned a Family Picnic Day where families can eat and have fun with their children instead.



Student Activities

Field Trips

Field trips are planned to give students an opportunity to see what they are learning in the “real world”. Field trips give teachers a unique opportunity to help students understand the WHY of their learning!

- ❖ Field trips are planned to support the grade level curriculum. A list of approved field trip locations is available from the school board office.
- ❖ A variety of non-mandatory educational field trips may be planned throughout the school year. Students wishing to participate may be asked to pay a fee for transportation and/or admission. A signed parent permission form must be on file before a student may participate in a field trip activity. Students must also demonstrate good behavior to attend field trips.
- ❖ Due to limited seating on school buses and charter buses, chaperones may be limited.
- ❖ In the event chaperones are allowed or asked to drive their personal vehicles, they will be asked to go ahead and meet the students at their destination and NOT follow the bus. This creates a safety hazard for the bus and the driver.
- ❖ Family adults who wish to accompany children on field trips must adhere to the following:
 - Anyone attending an overnight field trip will be required to complete a State Police and Department of Social Services background check. There is a \$25 fee to complete this paperwork or you may attend a volunteer training at the School Board for free.
 - All family adults who wish to attend a day trip with children must be checked through Child Protective Services. Again, this may be completed for free if an adult attends a volunteer training at the School Board Office. Otherwise, the adult may pay a \$10 fee and get the paperwork sent through the school.
 - Adults are expected to follow the FCPS dress code.
 - No smoking, including vapes, e-cigarettes, etc., or alcoholic beverages are allowed at any time during any school trip.
 - Adults should not post pictures containing children other than their own on social media. (Not all families give permission to be photographed.)



Student Activities

- ❖ In the event the student does not participate in classroom field trips, he/she will be required to attend school during regular hours. If not, it will be an unexcused absence.
- ❖ No children or other family members will be allowed to go on field trips.
- ❖ Children are expected to remain with the school group at all times. This includes travel to and from the field trip location. Students are not to be checked out from the field trip site.
- ❖ See *FCPS Policy IICA-R*.

Assemblies

Like our field trips, our goal for assemblies is to reinforce the curriculum with engaging, application of the content. Our assemblies are an opportunity for students to learn, grow, and sometimes celebrate! Some of our assemblies include Rainbow Puppets, Reading Celebrations, and school wide learning opportunities. Due to the size of our gym and the opportunity for students to build community with their classmates, visitors will not be allowed to attend assemblies.



Support for Student Learning

Homework

Homework is an opportunity for students to reinforce and build on the skills taught during the school day. Homework is also an opportunity for supportive adults to work with your child and know what they are learning during the school day.

- ❖ Grades K-3: Maximum of 30 minutes for written work
- ❖ Grades 4-5: Maximum of 60 minutes for written work
- ❖ Homework is assigned when beneficial to students. To be most effective, it requires cooperation of the teacher and parents.
- ❖ See *FCPS Policy IKB-R*



Title I

Title I is a federal program that is designed to provide needed funding to enrich the learning opportunities for students at schools that meet specific criteria. Serving 12.5 million students in public and private schools, Title I provides financial assistance to help ensure that all children meet challenging state academic standards. Henry Elementary receives federal funds as a Title I school to reinforce the instructional program for all students in grades pre-K through 5. As a Title I school, HES has to complete numerous activities, some of which are outlined below:

- ❖ A parent/school agreement for the Title I Schoolwide Program must be completed and on file for each child in the school. A copy of the form is found in PowerSchool.
- ❖ As a parent and family with children attending a Title I School there are certain parent notifications from the Every Student Succeeds Act (ESSA) of 2015 that are required to be shared with you. These notifications are identified in the letter on the next page.



Support for Student Learning



FRANKLIN COUNTY PUBLIC SCHOOLS

Office of Federal Programs

Brenda McGrath, Federal Programs Coordinator
25 Bernard Road • Rocky Mount, VA 24151-6614
(540) 483-5138 • FAX (540) 483-5924

Dear Parents,

As a parent and family with children attending a Title I School there are certain parent notifications from the *Every Student Succeeds Act (ESSA) of 2015* that are required to be shared with you. Please see the following parent notifications below:

At the [Virginia's School Quality Profile](#) website you can find specific information about your child's school including:

- State Accreditation Status
- Overall Student Performance in reading, math, science, social studies
- Enrollment membership by grade
- Attendance rates
- School safety
- Teacher quality

Your school's principal will let you know if your child is assigned a teacher for four or more consecutive weeks who does not meet applicable state certification and licensure at the grade level in which the teacher has been assigned. Principals will send letters home to verify that they are supporting the substitute teacher and monitoring your child's learning.

You also have the right to know the professional qualifications of the classroom teachers instructing your child. Federal law requires the school division to provide you this information in a timely manner if you request it. Specifically, you have the right to request 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 contact your school administrator or the Office of Federal Programs either by phone or in writing.

Paper copies of online information are also available upon request.

Support for Student Learning

We have two primary means that we provide students additional support during the school day: WIN and RTI.

What I Need (WIN)

WIN time is built into every grade level's daily schedule. This is a time that students may get extra help or enrichment activities depending on what each student needs in reading or math. Teachers used student data to identify students who may need extra help on a specific skill or topic. Then based on the data, students are divided into smaller groups during WIN time to make sure they are getting the support they need. Because of these small groups, students may work with their homeroom teacher or they may work with another faculty member. When students master the skill or topic, they may be moved to a different group. Their groupings change based on their academic performance and understanding.

Response to Intervention (RTI)

Students who have consistent struggles with behavior or who are below grade level in reading may be identified for RTI. When students are identified as potentially needing RTI, we will schedule a meeting with the homeroom teacher, the school RTI coordinator, and you. The Student Intervention Specialist works with students recommended for RTI-Academics. The Family Liaison works with students recommended for RTI-Behavior.



Support for Student Learning

Technology

Our students use school issued devices as part of their learning on a regular basis. This provides opportunities that may not be accessible in the classroom, such as virtual exploration of a planet or being able to manipulate variables in an experiment. Student Chromebooks stay at school to ensure all students have a charged, operable device each school day. It is important that all of our students use their device and the internet responsibly. Please review the expectations with your child.

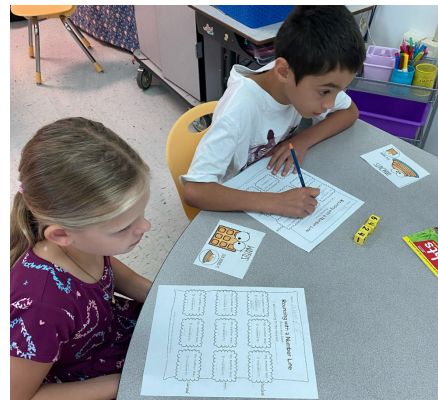
- ❖ The Acceptable Computer Use Agreement (See *FCPS Policy IIBEA-F1 / GAB-F1*) is found in the FCPS Division Handbook. Parents and students are asked to sign the policy. Only students who have a signed Acceptable Use Policy of Electronic Communications Access on file will be permitted to access the Internet. Internet misuse will result in an office referral.
- ❖ The new FCPS Cell Phone Policy is located in the FCPS Division Handbook and on the FCPS division webpage. Please make sure you and your child understand the expectations of the new policy.



Student Testing

Testing

Assessments are an opportunity for teachers to determine what skills students have mastered and what skills they may need more practice with. Student learning is being assessed by teachers throughout the school day every day. A classroom assessment could be as simple as students raising their hands to answer questions. Assessments also include state and national assessments that are more standardized and formal. The standardized assessments given at HES are listed below:



❖ Phonological Awareness Literacy Screening

(PALS) Test

- PALS stands for Phonemic Awareness Literacy Screening.
- All students in grades kindergarten, first, and second will be given the PALS test in the fall. Select students in third grade will be given the test in the fall.
- A second administration of the PALS test is given in the spring to all PK, kindergarteners and first graders. Select students in second and third grade will be given the second administration of the test.

❖ Screening Tests

- Screening tests in reading and math are given in grades 1–5 three times per year.

❖ Standards of Learning (SOL) Tests

- SOL tests are given in grades 3, 4, and 5. Third grade students take tests in reading and math. Fourth grade students take tests in reading, math, and Virginia Studies. Fifth grade students take tests in reading, math, and science.
- A score of 400 on the SOL tests is considered passing. A score of 500 is considered pass advanced. A score of 600 is a perfect score. Students who score between 375 and 399 may be allowed to retake the test. Parents may give permission to do so; the permission is located on the next page.
- A link to the Virginia Department of Education and the Standards of Learning is available on the Franklin County Public Schools website under the instruction link. A hard copy of your child's standards is available upon request.

Student Testing

Permission to Participate in Expedited Retesting for VA SOLs

Dear Parents,

During the 2015 General Assembly Session, legislation was proposed, passed, and signed into law by Governor McAuliffe to expand opportunities for students taking grades 3 -8 SOL tests. The Virginia State Board of Education adopted a resolution at its March 26, 2015 business meeting enabling local school divisions to offer expedited retakes of the SOL reading, math, science, and history tests to students in grades 3 – 8 who meet the following criteria.

The student must:

1. Have passed the course associated with the test and
2. One of the following
 - a. Failed the test by a narrow margin of 375 – 399; or
 - b. Failed the test by any margin and have extenuating circumstances that would warrant retesting; or
 - c. Did not sit for the regularly scheduled test for legitimate reasons.

The “extenuating circumstances” and “legitimate reasons” for the purposes of establishing eligibility for an expedited retest is determined by the superintendent.

In addition to the above criteria, parents of students in grades 3 – 8 must give their permission for their child to participate in expedited retakes. If students retest, only their highest score will be reported; therefore, it is possible for a passing score to replace the failing score in all reports. Students’ grades and academic records will not be negatively impacted, however, if parents do not wish their child to retest.

To document your wishes, please sign the form below.

___ Yes, I give permission for _____(child’s name) to participate in any expedited retest opportunity. I understand only the highest score my child achieves on each test will be reported.

___ No, I do not give permission for _____(child’s name) to participate in any expedited retest opportunity. I understand my child’s grades and academic record will not be negatively impacted by my decision.

Parent’s Signature

Date

Student Testing

Instructional Support Services

Every child is a unique individual. We know that uniqueness does not stop at the school door or the classroom door. Classroom teachers work with groups, provide different activities, and make lots of changes to meet the needs of different students. In addition to teacher efforts, FCPS has two different programs or departments to expand the support of classroom instruction.

- ❖ Department of Pupil Personnel Services (DPPS)
 - Franklin County Public Schools provide a full range of programs for disabled students from age 2 through 21.
 - Questions or referrals should be directed to Henry's principal or the Franklin County Schools' Department of Pupil Personnel Services (540) 483-0280.
- ❖ Gifted And Talented Education With Advanced Youth (GATEWAY)
 - All students in grades K-12 are eligible to be identified for the GATEWAY Program.
 - The Gateway coordinator administers tests and a qualified team evaluates data for placement in the Gateway Program.



Student Behavior

An important part of the education of our young people is learning to work together in the spirit of cooperation. Character education begins when our children first start toddling around, hearing the word no, and having to share their toys. Good student behavior begins at elementary school. Therefore, it is important that we work together to build a solid foundation of character for our students because the manner in which children conduct themselves directly affects their morale, self-confidence, achievement, and peer interactions. Here at HES, we expect our students to:



- ❖ Be kind
- ❖ Respect all people and property
- ❖ Conduct themselves in a safe manner
- ❖ Take responsibility for their actions

Student Behavioral Support

At HES, we understand that all of our students are children. They are learning and it is our job to help them in that process. They are not only learning the content we are teaching, but they are also learning to socialize with their peers, regulate their own emotions, and all of the other behavioral things that impact them on a daily basis. We know they are children and they will have struggles, so we have several support systems in place to help.

Whole Brain Teaching

If your child was an HES Bobcat for the 2022-2023 school year, they may have asked you to give you a picture because you were their Alpha Hawk or you may have heard them talking about leveling up. Those are components of Whole Brain Teaching (WBT). WBT is based on engaging students with a video game-like approach to the classroom. It also focuses on student improvement so students are only competing against themselves in order to “Level Up”! WBT focuses on academic and behavioral improvement so students can earn stars depending on what they have determined as their area of focus. This year, we are going to continue WBT and intensify our focus on student improvement so ask your child to tell you all about what level they are on and what their improvement goal is!

Student Behavior

Family Liaisons

For the 2023-2024 school year, we will have two Family Liaisons. The Family Liaisons work with students and families to help students in multiple ways including emotional support and behavioral support. Family Liaisons talk with students informally and may also work with them formally through the RTI-Behavior process.

School Counselor

For the 2023-2024 school year, we will share a school counselor with another FCPS Elementary School. She will be at HES Wednesday, Friday, and every other Monday. She will work with small groups and individual students. Small groups will be based on students with a common interest or struggle.

Student Dress Code

Henry Elementary School abides by the FCPS Dress Code which can be found in *FCPS Policy JFC - R*. The dress code can also be found on the FCPS website. However, there are a few simple guidelines I would like for you to help your child follow:

- ❖ When your child puts his/her arms straight down by their sides, no skin is exposed above their fingertips whether that is due to shorts, skirts, or holes in pants.
- ❖ Make sure shoulders are covered by at least a 3 inch strap.
- ❖ Make sure your child has sneakers for PE and recess. No slides anytime due to safety concerns.
- ❖ Hoods and hats should not be worn inside the building unless we are having a specific spirit day.



Student Behavior

Student Discipline

Henry Elementary School's discipline program supports the rights of each student to an education in a calm, safe, and secure environment. Each teacher will make families and students aware of their own specific classroom rules, rewards for following the rules, and consequences for infractions. The development, implementation, and enforcement of the student conduct policy are intended to ensure a safe, non-disruptive environment for effective teaching and learning. Please see the FCPS Division Handbook for the Student Code of Conduct and specific policies. See *FCPS Policy JFC / JFC-R*. The following building-wide rules and procedures have been established for all students:

- ❖ Students shall respect school property, other students, and school staff.
- ❖ Students shall walk in a quiet and orderly manner throughout the building.
- ❖ Students shall keep hands, feet, and objects to themselves.
- ❖ Students shall dress appropriately for the learning environment. See the Dress Code section of *FCPS Policy JFC-R*.
- ❖ Students shall not possess medications, alcoholic beverages, controlled substances, dangerous items, lighters, knives, fireworks, laser lights, firearms, or weapons on school property. See *FCPS Policy JFCF*.
- ❖ Students shall refrain from chewing gum on school grounds.
- ❖ Students must wear gym shoes in the gymnasium and on the playground during any physical activity for their safety.
- ❖ Personal property including, but not limited to, toys, games, video games, electronic games, trading cards, music players, fidget spinners, cosmetics, perfumes/body sprays, smart watches, headphones, large sums of money, and any other personal items not directly related to learning should be left at home. Students are discouraged from bringing any articles of value to school unless requested by the teacher as a part of the classroom lesson or project. Any item brought to school for a classroom activity should have a mark of identification. Jackets, gloves, and caps should be marked for identification.

Families will be notified through telephone calls and/or written correspondence of any discipline problems. For severe or persistent problems, a conference with the family will be requested. Students must realize that they control their own behavior and are responsible for their actions. It is important that students, school staff, and families work together to maintain a positive educational atmosphere.

Student Behavior

Cafeteria Rules

The following rules apply for breakfast and lunch:

- ❖ Stay seated
- ❖ Talk quietly to students at your table.
- ❖ Raise your hand for help
- ❖ Food should not be taken out of the cafeteria, unless they are eating their meal in the classroom.
- ❖ Only water should be brought to school; No sodas, juices, coffee, energy drinks, flavor packs, or other drink additives



School Bus Rules *See FCPS Policy JFCC*

Student Behavior

Potential Consequences

Our goal is to keep all of our students in the classroom so they can have an unhindered learning environment. When student behavior prevents other students from learning, we have to take actions to ensure student learning can continue. Our teachers and administrators try to take the least disruptive action so all students can remain in the learning environment. Each child and situation are different. Below are potential actions that may be taken: Potential consequences include, but are not limited to, the following:

- ❖ Lunch detention
- ❖ After-school detention
- ❖ Loss of Recess
- ❖ In-School Suspension (ISS)
- ❖ Out-of- School Suspension (OSS)

Obviously these students aren't in trouble... They are just super cute turkeys!



Student Behavior

Sexual Harassment/Threats

Students are expected to demonstrate proper conduct for faculty, staff, and each other. Touching other people inappropriately, making unwelcome and/or inappropriate comments, gestures or derogatory remarks will not be tolerated. These actions are detrimental to a positive and safe school environment. Students are not to make threats against others. Making threats against others may warrant a suspension from school for a period of 3 to 5 school days. See *FCPS Policy GBA and JFHA*.

Tobacco Policy

The Franklin County School Board is dedicated to providing a healthy, comfortable, and productive environment for students, staff, and citizens. Tobacco products have been identified by the Surgeon General as a leading health problem. Specifically, smoking can harm both smokers and non-smokers. The use of all tobacco products, including cigarettes, e-cigarettes, cigars, pipes, chewing tobacco and snuff is **prohibited** on school grounds or in school vehicles. See *FCPS Policy GBEC, JFCH, KGC*.

Weapons Policy

The School Board and all school employees are committed to providing an environment that is **safe** for all students and conducive to learning. Students shall not have in their possession any type of unauthorized firearm or other article which may be used as a weapon, regardless of whether it is commonly accepted as such. See *FCPS Policy JFCD*.

Student Achievement

Report Cards

Report Cards provide you with an overview of your child's achievement or mastery in a nine-week period. We encourage you to look at and talk about the specific skills your child has mastered so you understand the overall grade your child has earned and so we can continue to work together to build their skills. Information regarding the actual Report Card is given below:

- ❖ Report cards will report grades and absences for each nine-week grading period. These are sent electronically in grades K-5. Families without Internet access should request a paper copy of the report card.
- ❖ Cards are to be issued five days after the end of each evaluation period, however, not immediately prior to a weekend or holiday. Dates for report cards are indicated on the calendar.
- ❖ No plus or minus symbols are used on report cards.
- ❖ Supportive adult conferences will be held as needed throughout the year.

Promotion & Retention

If a student is identified as a candidate for retention, a building level team consisting of a building administrator, a guidance counselor, a student's current teacher(s), a student's family and other staff members, as deemed necessary, shall meet to determine a child's promotion or retention based on a set of multiple criteria including the following:

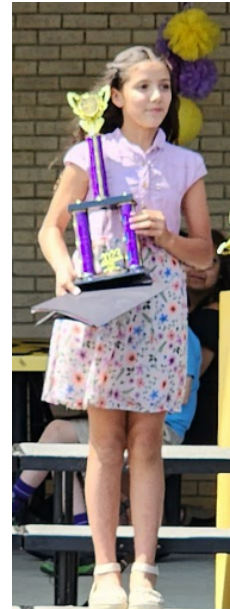
- ❖ Previous retention
- ❖ Attendance
- ❖ Grades
- ❖ Standards of Learning mastered
- ❖ ESL status
- ❖ Special Education status
- ❖ Standards of Learning test results in third, fourth and fifth grades
- ❖ Reading tests

Student Achievement

Student Awards

As our slogan states, we want every child to do their best. We want to recognize students for achievement, as well as growth! Below are the standard awards that are given. This year, we will be expanding these awards to recognize students who are growing and truly doing their best! There will be an opportunity for you to be involved in this process!

- ❖ Honor Roll: There is no Honor Roll in grades K-2. All students in grades 3, 4, and 5 working on grade level are eligible for Honor Roll for a nine-week period. The list of students is published in the school and local newspapers.
- ❖ Principal's List (grades 3 – 5) criteria:
 - All A's in Achievement
 - All E's or S's in areas of Skills and Activities, Citizenship and Work Habits.
- ❖ Academic Honor Roll criteria:
 - All A's or B's in Achievement
 - All E's or S's in areas of Skills and Activities, Citizenship and Work Habits.
- ❖ Academic Achievement:
 - All A's or B's in Achievement
 - Citizenship is not included in this award



Student Achievement

Awards Program

The faculty has established an awards program appropriate for each grade level. The purpose of the program is for recognizing the academic and personal achievements of Henry Elementary School students at each grade level. The award categories and the criteria for determining the selection of the recipient are as follows:

<u>Awards</u>	<u>Criteria</u>
Lee Gunter's Outstanding Scholastic Achievement	The Lee Gunter scholarship award is to recognize a pupil in fifth grade who most exemplifies the qualities, skills, and attainments of a scholar.
Lee Gunter's Sportsmanship Award	The Lee Gunter sportsmanship award is to recognize a pupil in fifth grade who exemplifies the character, practice, or skill of a sportsman. He/she will display leadership, fairness, courtesy, and be a cheerful loser for their years (1-5) at Henry. The Lee Gunter Sportsmanship award is given by Mr. and Mrs. Gunter in memory of their son.
Emily's Star Readers	This award recognizes, rewards, and promotes reading skills. This award is a memorial to Emily Sturgill and her grandmother, Geraldine Gillispie, and is made possible through an endowment funded by the Gillispie family and the law firm of Woods, Rogers, & Hazlewood, P.L.C.
Physical Fitness	Each child in the school who scores excellent on all physical skills will receive the President's Physical Fitness Award. Each child who scores satisfactory on all physical skills will receive a physical fitness emblem provided by the county. However, only 5th graders are eligible for these awards.
Perfect Attendance	A student must have at least 2 ½ hours of instruction each day to receive this award. The award recognizes good health as well as a good attitude toward school and the acceptance of responsibility. Students who are tardy or have early dismissal for more than five (5) days cannot be considered for perfect attendance.

The dates and time for each awards ceremony can be found in the calendar section of this handbook.

Attendance Policies and Procedures

Your child's presence in school has a big impact on their learning. We value our students and their learning. There is no substitute for face to face instruction. It is important that students are in school for the full school day every day. We want all of our students in school at 8:25 each morning and we want to wave goodbye to them at 3:05 dismissal. I know that children get sick, appointments are difficult to schedule, and emergencies happen. If your child is sick or there are other health considerations, please make sure you follow the guidelines in this section. However, if your child is healthy, please make sure they are in school.

School Hours

- ❖ The instructional day begins at 8:25 a.m. and ends at 3:05 p.m.
- ❖ Buses typically arrive between 7:50 a.m. and 8:10 a.m.
- ❖ Car riders may enter the building at 7:50 a.m. Student supervision begins at the gymnasium door at that time. The door closes and locks at 8:25 to give the staff member on duty time to be in class for the beginning of the instructional day.
- ❖ Instruction will begin at 8:30 a.m. Students arriving after 8:25 will be counted tardy.
- ❖ ***Except for medical appointments or emergencies, children should remain in school until 3:05 in the afternoon.***

Check-out Procedures

- ❖ Students are expected to remain in class until 3:05 p.m. except when they have appointments that can not be scheduled outside of school hours.
- ❖ ***Except for medical appointments or emergencies, children should remain in school until 3:05 in the afternoon.***
- ❖ If you need to check your child out early, they should be checked out prior to 2:45. If it is after 2:45, you will need to pick them up in the car rider line. Please remember that students who are normally bus riders must have a note to be a car rider. *See the Car Rider Section of this handbook for specific guidelines.*
- ❖ If it is necessary to check a child out of school before regular dismissal time, please check in at the front office. Parents or guardians must complete checkout on the computer in the front entry, and the secretary will call the classroom to have the child come to the office to check out. We have a new entry way at the front of our building, so you will wait at this entry for your child to exit.
- ❖ Children may receive permission to leave school only from the office. Students must have written permission from the parent or guardian to be released to persons other than parent or guardian.

Attendance Policies and Procedures

Should My Child Go To School Today?

YES, if s/he has...

- ❖ Vague complaints of aches, pains, or fatigue
- ❖ Sniffles or a mild cough WITHOUT a fever
- ❖ A single episode of diarrhea without any other symptoms

NO, if s/he has...

- ❖ A temperature of 100.0° or higher -- Check your child's temperature prior to giving any fever reducing medication, such as Tylenol. Keep him/her home until fever-free for 24 hours without medicine.
- ❖ Vomiting -- Keep him/her home until there has been no vomiting for 24 hours without medicine.
- ❖ Diagnosis of a contagious illness -- until your child has not received medication for a minimum of 24 hours or your doctor tells you your child is no longer contagious
- ❖ Severe abdominal pain or pain that continues for 2 hours without relief
- ❖ A red eye with white or yellow discharge or matted eyelids after sleep -- Consult your physician.
- ❖ An earache -- Consult your physician.
- ❖ Constant, thick, yellow nasal discharge or nasal drainage requiring constant wiping or blowing
- ❖ Significant pain for some reason (e.g., a recent injury, severe abdominal pain, persistent headache)
- ❖ A sore throat so severe that your child will not eat or drink -- Consult your physician.
- ❖ A persistent productive cough, wheezing, rapid breathing, or shortness of breath
- ❖ More than one episode of diarrhea -- If your child has had multiple episodes of diarrhea, keep him/her home until there has been no diarrhea for 24 hours without medicine.
- ❖ An undiagnosed rash, spot, multiple bumps, or skin eruptions -- Consult your doctor regarding skin conditions.
- ❖ Chicken Pox -- Your child may return when all of the blisters are scabbed over, dry, and crusted. Consult your doctor regarding returning to school.
- ❖ Communicable illness such as influenza, conjunctivitis, measles, strep throat, norovirus pertussis, tuberculosis, shingles, scabies, etc. -- Consult your physician.
- ❖ Head Lice -- Your child may not return until treated, nits are removed, and the child's head is checked by the school nurse. Please provide the nurse with a receipt for proof of treatment purchase.
- ❖ Your child started taking a new medication and just received the first dose.

Attendance Policies and Procedures

Attendance Procedures

According to the law in the state of Virginia (section 22.1-254), all children must attend school. The law also requires that the Franklin County School System track student attendance and account for each student absence. This policy supports the compulsory school attendance law and will be enforced as written below.

- ❖ Families must notify the school with the reason for every student absence. Please read the information concerning attendance policies for Franklin County in the FCPS Division Handbook. Specifically, note the information that should be found on a written excuse.
- ❖ Remember to ask the physician for a doctor's excuse for the school whenever your child goes to the doctor for any reason.
- ❖ If a student must have surgery/extensive procedure or has been out of school for an extended amount of time due to a medical condition, families must provide written instructions from the physician regarding when he/she can return to school AND a written plan for care/special health needs to the school nurse.



Throughout the school year, we have attendance championships starting with our Attendance World Series. The homeroom with the highest attendance percentage during the season will have a championship celebration. The schedule for our HES Attendance Championships is listed in the calendar section of this handbook.

Attendance Policies and Procedures

School Attendance Policy

- ❖ See *FCPS Policy JEA*
- ❖ Henry Elementary schedules a daily call-out at 10:30 a.m. to all homes of students who are counted absent in the morning.
- ❖ In addition to the school board policy, the Code of Virginia (22.1-258) states that whenever any pupil fails to report to school a total of five days, one or more of the following interventions may be initiated.
 - Phone calls to family
 - Letters addressing attendance
 - Family/School Conference
 - Home Visits
 - Referral to the Franklin County Truancy Response Team (TRT)
 - The Truancy Response Team (TRT) is an interdisciplinary group of school personnel and other professionals from community agencies who meet to discuss and recommend resources, options, and opportunities to help children stay in school and be successful.
 - Another function of the Truancy Response Team is to make referrals to Franklin County Juvenile and Domestic Relations Court. These referrals can be made in the form of either a CHINS (Children in Need of Supervision) or a warrant issued against the parent(s) for failure to send the child to school.
 - These interventions are intended to prevent a student from reaching the 20-day limit.
- ❖ **Please remember that five tardies, early check-outs, or a combination of the two will count as one absence.**
- ❖ Make-up Work
 - The responsibility for making up work missed due to being absent lies with the student. He/she must ask teachers for assistance in making up work.
 - If your child is absent and you wish to obtain his school assignments, please give your child's teacher at least a half-day notice. This allows the teacher to gather the assignments during times that do not interrupt the other children's instruction.

Attendance Policies and Procedures

School Closing Due to Inclement Weather

- ❖ The FCPS decision to close school due to inclement weather is usually made before 6:30 a.m. Area *radio and TV* stations will carry information about school closing or delayed opening. Radio Stations are: WZBB, WKDE, WYTI, WFIR/WPVR, WROV, K-92, WSLC/WSLQ, WYYD, WMVA, WHEE, 3 WR, WVTF, WTOY, WLQE/WLVA, WFIC, WJJS/WRDJ, SPIRIT FM, WJLM.
- ❖ TELEVISION STATIONS ARE: WDBJ, WSLS, WSET, Cable 12, Fox 21/27~ Please listen to these stations instead of calling the school or school board office. Radio and television stations will also be notified if there is a need to close school early.
- ❖ You may also opt in to the FCPS division text messaging system to receive updates about closing. You have to opt in each school year. The information is on the FCPS division webpage.

IMPORTANT: The Emergency Dismissal plan for your child will be followed for any early dismissal. If circumstances change, please ask to make the necessary changes in advance. Phone calls during an early dismissal cause confusion and the possibility of a student going to the wrong destination.



Student Health Services

A nurse will be available at the school five days each week to administer documented medications and to treat minor health issues that occur during the school day. When students become ill at school, they are checked by the nurse or other office personnel, and every effort is made to contact the family. **The family member will be expected to take sick children home.** For this reason, the school must be provided with a telephone number where a parent/guardian can be reached in the case of an emergency. Please keep contact information updated.

Required Health Forms

- **NON-PRESCRIPTION MEDICATIONS**

Employees of Franklin County School Board may give non-prescription medication to students **only with doctor's orders and 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. Students may not bring any non-prescription medication to school.

- Care plans as dictated by individual students' medical diagnosis.
- See *FCPS Policy JHCD-F*

Head Lice (Pediculosis)

According to *FCPS Policy JHCC-R*:

- ❖ If a child is found to have live lice or nits, the student must be removed from class. The student's siblings and every child in the affected classroom(s) must be checked.
- ❖ The family will be contacted to pick up the student with live lice or nits, and will be provided with a family recommendation letter and instruction sheet.
- ❖ After treatment, the family member must bring the student to school to be checked by the school nurse. The student will be re-admitted if he/she is free of lice and nits. The student cannot ride the school bus until re-admitted.

A pediculosis letter will be sent to the family of every student in the affected classroom, and to the family of every other student who was checked by the school nurse.

Transportation

Bus Transportation

We want all of our students at school each day and we know that bus transportation is necessary for that to happen. In order for our bus drivers to safely transport students, we must have the cooperation of students and families.

- ❖ Bus rules and regulations are located in the FCPS Division Handbook. See *FCPS Policy JFCC-R*.
- ❖ Buses get to Henry School at approximately 7:48 a.m. Afternoon buses load from approximately 3:05 until 3:10.
- ❖ When buses are parked in front of the school for the purpose of loading or unloading, it is unlawful for a car to pass them.

Virginia law permits schools to provide bus services but does not require them to do so. The **privilege** of riding the bus can be temporarily or permanently withdrawn if students willfully misbehave, endanger life or ride buses other than they are assigned. Bus regulations are provided at the beginning of the school year. The family adult must indicate that they are aware of the rules and will hold their children accountable.



Transportation

Special Bus Arrangements

A note including the student's name, homeroom teacher, bus number, destination with 911 address, and signature of parent or guardian is required for a student to ride a different bus than he/she usually rides. This is also required if the student is to get off at a different bus stop. The note should be brought to the office in the morning so that a bus pass can be issued.

For the safety of our children, we request that telephone calls not be used to arrange for students to ride different buses. Please use the telephone only in the event of an emergency. All phone calls should be placed before 2:00 p.m.



All telephone calls may be monitored. Buses are loaded at 3:05 p.m. Once buses are loaded, no child will be taken off the bus. This delays the bus route schedule.

Car Transportation

At arrival and dismissal times, the safety of our students is our primary concern! It is very important that any vehicles moving on the campus are moving slowly and in the designated areas. There are some guidelines below for adults who are dropping off or picking up students at these times:

- ❖ Families who bring children to school in private vehicles should let the children off at the designated student drop off beginning when the first bus unloads (7:50am). Families are strongly encouraged to use the student drop-off.
- ❖ Families are asked to stay in the order in which they arrive in the car rider line. Please do not pass other vehicles in the line. This is for student safety.
- ❖ In the afternoon, children who are on the approved car-rider list may be picked up on the awning side of the building at the Student Drop Off area. A teacher will escort them to the car for safety.
- ❖ Children will only be released to adults on the approved list filled out by the family adult.

For student safety and accountability, PLEASE do not take children from the designated car-rider location. Families who choose not to get in the car-rider line should follow normal check-out procedures.

Food Services at HES

Most of us have heard the term “Hangry” and we know exactly what it means. It is very difficult to focus when we are hungry, regardless of your age. Our cafeteria staff works diligently to provide all of our students with a nutritious and delicious breakfast and lunch so they can focus on their learning and growth while at school. All students receive breakfast and lunch at no charge due to CEP as explained below. Menus are available online. All students are encouraged to bring a refillable water bottle. Only water should be brought to school; No sodas, juices, coffee, energy drinks, flavor packs, or other drink additives.



Breakfast

- ❖ Breakfast is served daily at Henry Elementary from 7:50 a.m. – 8:25 a.m.
- ❖ Students in grades PK – 5 who eat breakfast at school will go directly to the cafeteria from the bus.
- ❖ Food should not be taken out of the cafeteria, unless they are eating their meal in the classroom.

Lunch

- ❖ Lunch is served daily beginning at 11:00 a.m. Students attend lunch with their homeroom classes.
- ❖ Homeroom lunch schedules are available in the office or with the classroom teacher.
- ❖ Students are allowed to buy extra food at lunch. Please talk to your child so that he/she will know when it is okay to buy extras and when it is not.
- ❖ Students are not allowed to charge extras.

Food Services at HES

- ❖ All lunches should be finished in the cafeteria. Food should not be taken out of the cafeteria.
- ❖ The National School Lunch and School Breakfast Programs are integral in ensuring that students have access to nutritious meals to support their academic success. It is also imperative to protect the financial stability of the school nutrition program. The Board policy regarding meal charges and delinquent accounts can be found in the FCPS Division Handbook.

Packing Lunch

- ❖ Clearly mark lunch boxes or bags with the student's first and last name.
- ❖ No glass containers are allowed in school or on school grounds. Students should pack milk, juice, or other healthy drinks. (No soft drinks or caffeinated drinks) Children who pack lunch may also purchase milk or juice in the cafeteria.
- ❖ Soft drinks and other caffeinated drinks (such as tea or coffee) are not allowed at all during the day at school.
- ❖ Meals from fast food restaurants or other vendors may not be brought into the cafeteria during breakfast or lunch.



Free and Reduced Lunch

Franklin County participates in the Federal Lunch Program. Currently, Henry Elementary is a CEP school. The Community Eligibility Provision (CEP) is a non-pricing meal service option for schools and school districts in low-income areas. CEP allows the nation's highest poverty schools and districts to serve breakfast and lunch at no cost to all enrolled students without collecting household applications. Instead, schools that adopt CEP are reimbursed using a formula based on the percentage of students categorically eligible for free meals based on their participation in other specific means-tested programs, such as the Supplemental Nutrition Assistance Program (SNAP) and Temporary Assistance for Needy Families (TANF). See *FCPS Policy EFB-R*.

School Food Service Contacts at Franklin County Public Schools' School Board Office:

Food Services at HES

- ❖ Mrs. Heather Snead, Nutritionist
- ❖ Mrs. Lisa Banks, Secretary

Food and Water in the Classroom

Students should not consume food in the classroom unless it is a scheduled class snack time or a class activity. Snacks brought from home should be nutritious and appropriate for school.



Safety and Security

Providing a safe learning environment for our students has to be the top priority of all faculty, staff, and community members. Safety procedures may sometimes cause a process to be a little less efficient or even frustrating, but please remember the intent of the process. The intent of the following procedures is to ensure the safety of all members of the Henry Elementary School family:

- ❖ We will have a full time School Resource Officer (SRO) assigned to HES by the Sheriff. The SRO works with the school to ensure our students have a safe learning environment.
- ❖ All outside doors will be locked during the school day. Signs are posted on all building entrances requesting that all persons who are not school personnel or students report to the main office.
- ❖ Visitors are welcomed in our building; however, to ensure student safety, all visitors must check in at our new entry way. Visitors must scan his/her driver's license at the window in order to get an identification badge which will then allow him/her into areas where students are located.
- ❖ All school personnel in the building will be identifiable by a badge. No unauthorized individuals will be permitted on school grounds.
- ❖ County and state regulations prohibit pets from being taken into schools. In the case of a service dog, please see the school policy Section K: KKA.
- ❖ If a biological parent is legally prohibited from picking up a student, official documentation must be on file in the school office. This must be in the form of a court order signed by a judge. Please contact the principal if you have questions.
- ❖ The school must have a current home address and at least 2 telephone numbers where parents or relatives can be reached in case of an emergency. Parents or guardians must notify the office if any changes occur.

CONFIDENTIALITY PROHIBITS SCHOOL PERSONNEL FROM SHARING INFORMATION CONCERNING A STUDENT WITH ANYONE EXCEPT THAT STUDENT'S PARENT (S) AND/ OR OTHER LEGAL GUARDIAN. This includes contact information.

Safety and Security

Drills ~ Fire, Tornado, Lock-down (violent or threatening behavior)

- ❖ See *FCPS Policy EBCB*
- ❖ Fire drills, full evacuation, and lockdowns are required by law and are held during the school year in accordance with State Law 22.1-137. Fire drills are conducted every week during the first month of school. During the remainder of the school session, fire drills, full evacuations or lockdowns shall be held monthly. Franklin County Schools also conduct a tornado drill each spring.
- ❖ Directions for exiting the school building are posted in each classroom. Students are expected to exit the building in a safe and orderly manner during all drills. As part of our procedures for safety, teachers take their rolls out with them and roll is taken.
- ❖ Evacuation Plans
 - After being contacted by the Director of Public Safety, or the fire chief of the Fork Mountain Volunteer Fire Department to evacuate the school, the following plan will be put into effect:
 1. The Superintendent of Franklin County Public Schools will be notified of the evacuation by the Henry Elementary School Principal.
 2. The director of transportation will be notified by the principal that we have to evacuate.
 3. The Director of Transportation, with the aid of public officials, will decide the safest evacuation location route, and then dispatch buses to the school.
 4. With the aid of the transportation office, announcements will be placed on radio and TV stations in the immediate listening area to alert families and interested citizens of the evacuation and to make them aware of where they may pick up their child (ren). Other procedures will be announced throughout the day as decisions are made.
 5. The school administration and staff will try to contact each parent, guardian or care-giver to notify them of the circumstances as to where and when children may be picked up.



Safety and Security

Emergency Evacuation Plan

Each school has a Crisis Management Plan for all school employees and students to follow in numerous emergency situations. As part of the Crisis Management plan, evacuation destinations have been established for each school. If it would ever be necessary to evacuate Henry Elementary School, **Benjamin Franklin Middle School – West** is the destination for staff and students. If we have a safety situation that would require the evacuation of the HES campus, we will call families to inform you of the procedures. I ask that you not call the school or immediately go to the middle school. Our top priority will be ensuring the safety of your child so we will not be available to families until we have all students at the destination and have established pick-up points.