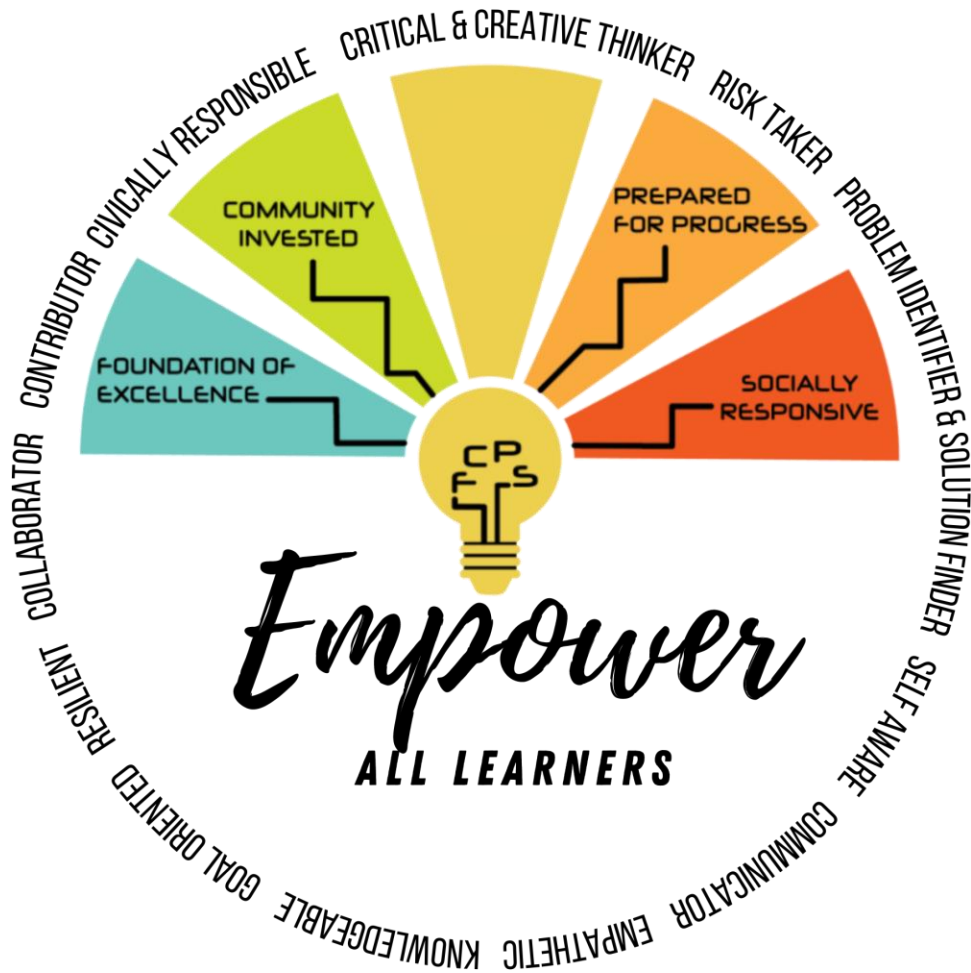


FRANKLIN COUNTY PUBLIC SCHOOLS



**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 official whenever the official has reasonable suspicion to believe that the student has violated or is about to violate the law or a school rule and that the search will yield evidence of the violation.

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
Student Activity Fee	\$6.00	School-specific, hard-to-find consumable items, and non-standard classroom materials
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 \$16.00 Gym Shirt only \$8.00 Gym Shorts only \$8.00 Gym Bag \$8.00	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.

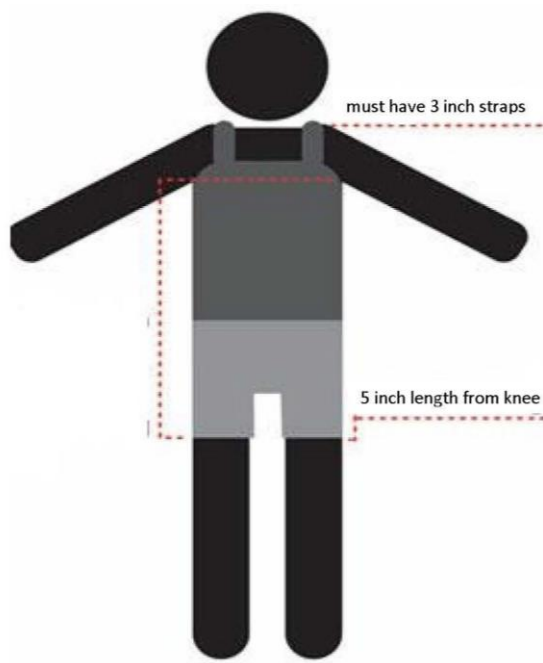
- Pants are to be worn at the waist, and are not to drag the ground.
- See-through, mesh or garments with holes must not be worn without appropriate coverage underneath.
- Specialized courses may require specialized attire, such as sports uniforms or safety gear.
- Clothing must have shoulder straps 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
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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.



<p style="text-align: center;">NOTIFICATION OF RIGHTS UNDER FERPA FOR ELEMENTARY AND SECONDARY SCHOOLS</p>

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*.



Benjamin Franklin Middle School

Student / Parent Handbook

2023-2024



BFMS West Hall
225 Middle School Rd.
Rocky Mount, VA 24151



BFMS East Hall
375 Middle School Rd.
Rocky Mount, VA

540-483-5105 / <https://bfms.frco.k12.va.us/>

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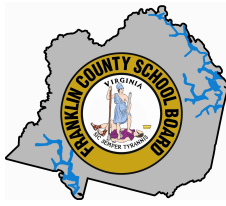
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WELCOME TO BENJAMIN FRANKLIN MIDDLE SCHOOL

Dear Families & Students,

On behalf of the administration, faculty and staff at BFMS we welcome you to the 2023-2024 school year. Our commitment is to provide our students with a quality education in a safe learning environment. While we are the only middle school in Franklin County, our dedicated staff works very hard to design an educational program geared to meet the individual needs of our middle school students and maintains personal connections with students and families.

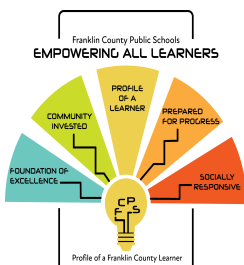
Educating young minds is a tremendous responsibility and we need your help. Regular attendance and arriving on time are very important. We do not want our students to miss out on any instructional time.

I ask that you support BFMS / The Gereau Center by making sure your child understands that school is important, attendance is crucial, and success in school is something that your family values. Research clearly shows that when students' parents / guardians are involved in their educational careers, there is a greater likelihood of academic success. Please consider partnering with us, whether you choose to join our school's PTO, volunteer at the school, or take part in team or school-wide events. We welcome and want your involvement at BFMS.

An education is a partnership between the school, students, families, and extended community. Therefore, parents / guardians, I encourage you to stay in contact with your child's teachers, school counselor, administrator or me if you have any questions or concerns during the school year. Working together, I know we can make this a great year at Benjamin Franklin Middle School / The Gereau Center for our students, families, and extended community.

Thank you for your continued support and cooperation as we work together to continue our BFMS traditions and excellence in learning.

In Service,
Dana A. Kelley, Ed.S.
Campus Principal
dana.kelley@fcco.k12.va.us



MISSION STATEMENT

Our mission at Benjamin Franklin Middle School is to support a culture of learning in which students are agency driven, goal oriented, preserve, and have a passion for learning. This is a shared commitment among all stakeholders.

VISION STATEMENT

Benjamin Franklin Middle School will create a student-centered environment in which each learner will make real world connections and apply acquired knowledge and skills in preparation for their future.

STAKEHOLDER RESPONSIBILITIES

Responsibilities of Students

- Attend school regularly.
- Demonstrate behavior that recognizes and respects the rights of others.
- Engage in learning every day
- Know and follow school rules and expected standards of behavior.
- Know the consequences for violations of the school rules.
- Accept and demonstrate the obligation of good citizenship to help prevent problems from happening and help solve problems should they occur.
- Accept the consequences for your behavior.

Responsibilities of Parents

- Use the Parent Portal to track your child's attendance, discipline, and grades.
- Assume responsibility for your child's behavior and teach compliance with school rules.
- Know the school rules and consequences for violation of the rules. Discuss them with your child to ensure understanding.
- Support the school's policy and programs.
- Maintain regular communication with the school.
- Ensure that your contact information is current.
- Ensure your child arrives at school on time every school day.
- Inform school administration of any problems that may affect any BFMS student(s).

Our Responsibilities to You

- Provide a safe learning environment.
- Communicate regularly to ensure you are informed.
- Engage students in active learning throughout the school day.
- Consistently enforce school rules and division policy.

PARENT INVOLVEMENT

A vital part of the educational program is to build and maintain clear and frequent communication. Because parents should be aware of the school's policies, programs, and student progress, several avenues of communication will be used to get messages to parents and to the general public. These avenues may include special meetings, programs, newsletters, phone calls, conferences, notes, letters, dial outs and the media.

Each instructor has planning time during the school day that can be used for parent conferences. Parents are encouraged to call for an appointment to meet with teachers. Appointments can be made by contacting your child's school counselor at 483-5105. Parents are encouraged to visit the school. Upon entry into the school, you must scan your driver's license at the Driver's License Scanner near the receptionist desk or show some other form of ID. All visitors must sign in upon entering the East or West building. As a safety measure, we have an audio/visual system installed at the main entrance of both halls so that visitors can be identified before being admitted into the buildings. This system is another measure to assist in keeping everyone safe.

Parent Portal

This communication system is an excellent tool for parents in which to provide information regarding your child's grades, attendance or discipline. Teachers will record homework assignments either daily or weekly for your information. If you do not have access to this system please call the school at 483-5105 and ask for Mrs. Wimmer.

Back-To-School Night

East and West Hall will host a Back-to-School Night in the fall. At the Back-To-School Night, you will have an opportunity to hear from teachers and learn more about the academic programs. We will send out more information on dates, times, and procedures prior to other events on campus throughout the school year..

PTO

The PTO has been instrumental in assisting teachers with classroom purchases and providing instructional supplies and incentives for our students. We are very grateful for their support and look forward to expanding the organization. The PTO will hold its first meeting for the 2023-2024 school year in September. We hope you will consider joining the PTO.

2023 - 2024 ADMINISTRATION

Mrs. Dana Kelley	Campus Principal
Mrs. Carrie Altice	6 th Grade (East Hall) Administrator
Mr. Joshua Grice	7 th Grade (West Hall) Administrator
Mr. Justin Altice	8 th Grade (West Hall) Administrator
Mrs. Leanne Worley	8th Grade (The Gereau Center) Principal
Mrs. Tara Gable	Dean of Students
Ms. Kristin Grice	Special Education Coordinator, RISE & LEAP Programs
Mrs. Lanessa Sharp	Special Education Coordinator, 7 th & 8 th Grades
Mrs. Kristin Spencer	Special Education Coordinator, 6th Grade
Ms. Mary Edwards	Secondary Learning Center Coordinator, 6th-12th Grades

Statement of Non-Discrimination

Franklin County Public Schools does not discriminate on the basis of race, color, national origin, sex, age, or disability in its programs, activities, or employment practices, as required by Title VI, Title IX and Section 504. The person responsible for the coordination of the school division's efforts to meet its obligations under Section 504 and Title IX and implementing regulations is the Superintendent, 25 Bernard Road, Rocky Mount, Virginia 24151, (483-5138).

BFMS ACADEMICS

Building student success is our primary goal at BFMS. Every day we are striving to make learning more active and success more attainable for all of our students. We want to work with our students and parents because to ensure student success requires school work and homework. We recognize and understand that all students learn in different ways and at different rates, but homework should take approximately 30 minutes per core subject. Due to the more intensive nature of the courses, Honors and Pre-AP classes may require more work at home.

Students in grades 6-8 will be on a modified block schedule. Students will take year-long English and math courses, with science and social studies courses being semester long. In addition, students in grades 6 and 7 will take health & physical education and their elective courses on an alternating schedule. Students in grade 8 will participate in elective courses on a semester schedule.

To help all of our students achieve success, we offer different types of remediation including after-school tutoring, during-school remediation, and additional teacher support during regularly scheduled classes. We strive to work with each child and parent to make the curriculum meaningful, relevant, and attainable for all of our students.

TESTING

Teachers use different assessments to measure what students have learned and what they may need more help with. As a division we will also be using common assessments and benchmarks to determine students progress throughout the year. These assessments will be given to the entire grade level on a specific schedule.

SOL Testing

The Commonwealth of Virginia requires that students take Standards of Learning (SOL) tests in Grade 8 in the areas of English, writing, math, science, and social studies. Six and seventh grade students will take SOL tests in English and math. In 2023-2024, students will take an SOL at the beginning of the school year as well as the end to help measure student growth. We will share more information on this process as we receive it from the Virginia Department of Education.

8th Grade Students Take:

End of 1st or 2nd Sem:	Science (content from 6th, 7th, and 8th grade science)
End of 1st or 2nd Sem:	Civics
March:	Writing
End of Year:	Reading 8
End of Year:	Math 8 or Algebra I

6th and 7th Grade Students Take:

End of Year:	Reading 6 or Reading 7
End of Year:	Math 6 or Math 7

HEALTH AND PHYSICAL EDUCATION REQUIREMENTS

The Virginia Department of Education mandates that all 6th and 7th grade students take physical education. All students scheduled for a physical education class are expected to participate. If there is a medical reason a student should be excused from class, a written excuse approved by the school nurse must be on file. A doctor's note will be required of any student requesting to be excused for a term of more than one class period or if there is a continuing pattern of one day requests.

Any student who refuses to dress and/or participate in physical education classes will be subject to consequences. Dressing out consists of changing into a pair of red athletic shorts and a gray t-shirt that are both in compliance with the school dress code. Tennis shoes are required. No flip-flops or boots will be acceptable for participation in physical education classes.

Consequences may be verbal warnings; parent contact, silent lunch, counselor contact, and points being deducted from the P. E. grade and referral to administration.

Family Life Education

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:

Middle School: <http://bit.ly/FCPSFLEMiddleSchool>

If you determine your child should not be included in FLE this school year you may opt out when you complete your InfoSnap registration. 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.

GRADES AND REPORTS

Progress Reports

Progress reports will be electronically emailed to parents. It is important that we have an accurate email address for all parents. These reports give parents an idea of their child's progress up to that time. Even though the remaining time of the grading period is ample for the student's grade to rise or fall significantly, the report is a useful guide for indicating current progress.

Report Cards

Report cards reflecting grades, attendance, and work habits will be issued four times during the year electronically. The dates for distribution of progress reports and report cards are listed on the pace calendar in addition to the BFMS website. Grades are derived from the following scale:

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

Certain classes may receive a grade of "Pass/Fail" as noted on the report card.

Parent Portal

You can always access your child's grades using the Parent Portal. Parent Portal is an online tool that provides information to parents regarding student grades, attendance and discipline. To access this program, contact Keri Wimmer at BFMS.

High School Credit-Bearing Courses Taken in Middle School

Algebra I, Geometry, and Spanish I are the only high school credit bearing courses offered at the middle school. Students taking Geometry or Spanish I will take a final exam at the end of the year. For any high school credit-bearing courses taken in middle school, parents may request that grades be omitted from the student's transcript and the student not earn high school credit for the course. The School Board specifies, by regulation, the deadline and procedure for making such a request.

CHEATING AND PLAGIARISM

Students are expected to perform honestly on any assigned schoolwork or tests. The following actions are prohibited:

- Cheating on a test or assigned work by giving, receiving, offering, and/or soliciting information
- Plagiarizing by copying the language, structure, ideas, and/or thoughts of another
- Falsifying statements on any assigned schoolwork, tests, or other school documents
- Using materials, notes, or other aids (including but not limited to electronic devices that are not approved

Consequences for cheating or plagiarizing may include:

- Parent/guardian contact by the teacher
- Receive a 0 on the assignment
- Redo the assignment for full or reduced credit
- Complete an alternate assignment for full or reduced credit
- Referral to administrator
- Referral to guidance counselor

Note: Teachers will address these issues in their syllabus.

PROMOTION AND RETENTION

A building level team consisting of building administrators, school counselors, and other staff members, as deemed necessary, shall determine a child's promotion or retention based on the following set of multiple criteria:

1. Previous retention
2. Attendance
3. Grades
4. Standards of Learning objectives mastered
5. Virginia State Assessment Program
6. ESL status
7. Special Education status
8. Standards of Learning (SOL) test results in grades 6, 7, and 8

Any middle school student who fails English and/or math will be expected to successfully complete summer school. If a student fails science and/or social studies, the student may be invited to attend Summer School for English in order to build comprehension skills and content knowledge.

To be promoted to the next grade level, the student who failed one or two core areas will be re-evaluated by the building level team in consultation with the student's parent(s) after summer school to determine proper placement for the next school year. Any middle school student who fails three or more core areas (mathematics, English, science, or social studies) must repeat the grade. Each situation will be evaluated on a case-by-case basis.

When retention appears likely, appropriate steps shall be taken to see that the parents or guardians are informed in advance that retention may be necessary. A committee of administrators will make a final decision on promotion and retention.

Parent(s) disagreeing with the committee decision of the building level team may appeal this decision, in writing, to the Central Office designee.

Although the middle school experience is considered a three-year program, some students will need to remain longer. However, no student should spend more than four years in the middle school program.

SUMMER SCHOOL

Middle school students who fail math or English will be expected to successfully complete summer school. Guidelines for summer school are as follows:

1. There is no fee for summer school.
2. Parents will be notified in the final reporting period of the need for their child to attend summer school.
3. Summer school is designed for students who failed math or English and is not available to students who passed the course during the school year.
4. Students who fail more than two core classes will be considered for retention.
5. Summer school courses offered in grades 6-8 include English and math, and other subjects if the budget permits.
6. All school policy regulations enforced during the regular school year, including student dress code, will remain in effect for the summer session. In addition, certain areas of the building will be off limits to students during the session due to summer construction projects and cleaning.

STUDENT RECOGNITION FOR ACHIEVEMENT

Principal's List and Honor Roll

Academic achievement is encouraged by recognizing those students who meet certain standards. The Principal's List is achieved by students who receive all A's for a nine week period. The Honor Roll consists of all students who earn a grade point average of 3.0 or above. Students receiving any incomplete grade and/or a letter grade of F at the end of the nine weeks are not eligible for the Principal's List or Honor Roll. Students on the Principal's List and students on the Honor Roll with all A's and only one B, will be eligible for an Honor Pass which allows them a variety of school privileges.

National Junior Honor Society

The Honor Society strives to recognize students who excel in scholarship, leadership, service, citizenship, and character. (6th grade students are not eligible for the NJHS). Eligibility for admittance into the NJHS consists of:

1. **Criteria for 7th Grade Students:** A cumulative grade point average of 3.75 from year end for 6th grade and 1st semester for 7th grade.
2. **Criteria for 8th Grade Students:** A cumulative grade point average of 3.75 from year end for 6th, year end for 7th grade and 1st semester for 8th grade.

Membership in the NJHS will not be extended to students who have chronic disciplinary problems that result in office referrals. Such issues may also result in a student's membership being revoked. Once inducted, students whose GPA falls below 3.75 after the 1st semester will not be considered members of the NJHS.

STUDENT ATTENDANCE

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 each day. Our school day is 8:25 to 2:55 (see the [BFMS webpage](#) for bell schedules). 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. If your child is sick or there are other health considerations, please make sure you follow the guidelines before sending your child to school. However, if your child is healthy, please make sure they are in school.

VIRGINIA LAW AND FCPS POLICY

According to the law in the state of Virginia, all children must attend school. The law also requires that public schools in Virginia track student attendance and account for each student absence. See Virginia Code §22.1-253.13:1.C and 22.1-254.01.

According to the division attendance policy, all children, who have reached their 5th birthday by September 30th, are expected to attend school regularly and to be on time for classes in order to get the maximum benefit from the instructional program and to develop habits of punctuality, self-discipline, and responsibility. See Division policy JEA.

PROCEDURES FOR PROCESSING STUDENT ABSENCES

Student absences will be recorded on a daily basis in each class. A written note along with the official documentation shown in Table 1 should be sent to school no later than the third (3rd) day after the student's return to school from absence. For middle school students, the note should be sent by the parent or guardian to the student's school counselor whenever a student is absent or tardy. The contents of the parent's note must include the following:

1. the student's full name;
2. the date(s) of the absence(s);
3. the specific, verifiable reason for the absence, tardiness or early dismissal;
4. the signature of the parent; and
5. a daytime phone number where a parent can be reached to verify the note.

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).

Steps for Re-admission Following an Absence

1. The student must get a pass from their homeroom teacher to go to the guidance office for re-admission. The student must present to the guidance counselor a written excuse which clearly states the reason for the absence.
2. The student will receive an admission pass and present it to **teachers of each class period**. If a student who has been absent from school the previous day arrives in first period without an admission pass, he/she will be sent immediately to the guidance office. The same applies for each additional class period.

Table 1 - Official Documentation Needed for an Absence To Be Considered EXCUSED	
Absences	Documentation Required
Personal illness or exposure to a contagious disease	Statement from attending physician (After 5 days)
Medical/therapist appointment	Statement from attending professional
Severe illness in the immediate family	Statement from attending physician or parent note
Death in the immediate family	Memorial from funeral or parent note
Religious observance	Prearranged - contact school administrator
Pre-arranged college visits (maximum of 2 per semester for Juniors and Seniors only)	Verification letter on college letterhead
Student court appearance	Subpoena with student's name
Other extenuating circumstances	Prearranged - contact school administrator
Any evidence that the reason offered for an absence is untruthful or misleading renders the absence unexcused. Disciplinary action will be taken.	

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).

Attendance in school for the full number of hours each day is expected and required by the Code of Virginia. Because of this requirement, 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.

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. 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.

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.

In the case of short-term suspensions (1-10 days), fifty percent (50%) of the day will be counted as unexcused as applied to the attendance policy.

For Benjamin Franklin Middle School students, consequences for unexcused absences will be:

1. Day 1: "No Note" recorded and parent notified through the Call-Out System
2. Day 2: "No Note" recorded, parent notified through the Call-Out System, and conference with students.
3. Days 3-5: Discipline referrals including Lunch Detention, PM Detention, ISS, and/or Referral for Truancy.

Additionally, absences without official documentation (Table 1) will be 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.

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.

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.

Student athletes must be present at least one-half of the school day in order to participate in sporting events that afternoon or evening.

The student is responsible for making up missed work due to an absence. Each student must ask his/her teachers for any assistance in making up work. Each teacher has an established deadline in which all make-up work must be completed. Please refer to the teacher syllabus for specific information.

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.

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, parents 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.

ARRIVING AND DEPARTING ON TIME

BFMS school hours are 8:25 am to 2:55 pm. We highly encourage all students to arrive on time and remain in school for the entire school day. When students arrive late and/or leave early, it limits their class time and may affect their academic performance. It also disrupts the class environment for other students.

Morning Arrival

Students arriving after 8:25 a.m. must report to the reception area to sign in to receive a pass to class. Five late check-ins will be considered the equivalent of one day's absence. Students who are tardy or have early dismissal for five (5) days cannot be considered for perfect attendance. The Code of Virginia (22.5-258) 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. These interventions are intended to prevent a student from reaching the 20-day limit and include the following:

1. Telephone calls to parents/guardians
2. Letters to parents/guardians addressing student attendance
3. Parent/School Conference
4. Home Visits
5. Referral to the Franklin County Truancy Response Team (TRT)

Early Check-Out

From time to time, it may be necessary for a student to leave school prior to the 2:55 dismissal time. To check out of school, students must have a parent, guardian, or an authorized adult come to the office to sign for them. If you are picking your child up early, please make sure you send a note that morning. To ensure your child's safety and to honor your request, please do not call the school. We do understand that emergencies happen and we will make every effort to work with you, but student safety has to be our first priority.

Five early check-outs will be considered the equivalent of one day's absence. The above interventions can be implemented for chronic early check-outs as well as late check-ins. If you are picking your child up early and do not arrive at the school prior to 2:30, we may not be able to get your child for you prior to them getting on the bus. The person picking up your child will need to have a valid ID and will need to be listed in your child's PowerSchool account as an authorized person.

THE TRUANCY RESPONSE TEAM

The Truancy Response Team (TRT) is a 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 TRT is to make referrals to Franklin County Juvenile and Domestic Relations Court which will, in turn, notify Children in Need of Supervision (CHINS) and/or issue a warrant against the parent(s) for failure to send the child to school.

The Truancy Response Team will consider the following as excused absences:

- Personal illness with a signed doctor's excuse
- Death in immediate family (mother, father, brother, sister, aunt, uncle, grandmother, grandfather)
- Subpoenaed court appearance

PERFECT ATTENDANCE AWARDS

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 6th and 7th grades must be present in three (3) periods. Students who are tardy or have early dismissal for more than five (5) days cannot be considered for perfect attendance recognition.

STUDENT SERVICES

BFMS works with different Franklin County Public Schools departments and outside agencies to provide quality services to our students including meals, transportation, counseling, and clubs. This section outlines some of those services, expectations, and procedures.

FEES

On business day, and once school starts thereafter, fees will be collected for the following:

1. \$6.00 activity fee covers the costs of professional assemblies, and team events. (optional)
2. Students in all grades must have a gym uniform. They may purchase a gym uniform (gray shirt \$8.00; red shorts \$8.00) from the school or bring a uniform from home. If the uniform is brought from home it must be dress code appropriate. Student names will be written on the gym uniform. Students may purchase an optional gym bag for \$8.00 from the school.
3. Field Trips - prices vary depending on destination (optional)
4. Band Instruments - prices vary (optional)
5. Fees for Lost Items: Textbooks, library books, gym locks, Chromebook chargers, Chromebooks (loss or damage) (Fees determined by cost of the specific item.)

All fees may be paid by cash, check, or using our new School Funds Online program (including lunch and school trips). Checks must be written for the exact amount. No change will be given from checks.

FIELD TRIPS

Field trips offer educational experiences to students as part of a culminating activity to a unit of study or other approved event. In order to provide a safe, educational, and fun field trip, each team or grade level is allowed one field trip each school year.

Before going on a field trip, teachers will review the behavior and performance of each team member. A parent or guardian may be asked to accompany a student on a field trip if a team or an administrator feels it is warranted due to previous/current inappropriate behaviors or numerous referrals. If a parent or guardian is asked to attend due to student behavior and is not able to attend, the student will not be allowed to go on a field trip.

All students must be a member of the class or organization sponsoring the field trip. A signed written parental permission form must be secured from each student prior to attending the field trip.

In accordance with the Franklin County School Board Field Trips/Class Trips Policy (IICA-R) - All trips planned for a student group must be part of the instructional program and verified by SOLs. Trips that are athletic, band, co-curricular activities, or summer school will be dealt with on an individual basis. Field trips or excursions are worthwhile supplements to regular classroom teaching and may be taken under certain conditions (see Board Policy-IICA-R).

Effective January 1, 2015: At Benjamin Franklin Middle School, prior to chaperoning an overnight [or day] field trip, any volunteer/parent must have completed a Criminal History and Social Services [Background] screening, and must have been cleared by Franklin County Public Schools to participate in the event. Any felony conviction, especially an offense against a minor, may disqualify the volunteer/parent from participation in the event. Any persons needing assistance with the cost (\$10.00) of the Background screening, please feel free to speak with an administrator or the campus principal.

FOOD SERVICES

Breakfast

Both breakfast and lunch are served in the cafeterias in each hall. Breakfast is available from 8:00 a.m. until 8:25 a.m. Students should take no longer than 10 minutes to eat breakfast. Breakfast will be served when school opens late. Breakfast and morning beverages brought in with a student must be consumed by the end of homeroom.

Lunch

A plate lunch is available daily and consists of a variety of vegetables, meat, bread, milk, and desserts. Sandwiches, salads, ice cream, extra milk, and orange juice will be available at an additional cost. All students are required to report to the cafeteria during their assigned lunch period.

While in the cafeteria, all students are expected to:

1. Stay seated once they have begun to eat lunch. Students may return to the serving line for a forgotten item, to purchase another item, etc. This rule is to discourage “table hopping” and confusion in the cafeteria. Teachers or cafeteria monitors have the authority to arrange student seating as they deem necessary or to sit at tables with students when necessary.
2. Consume all food products in the cafeteria
3. Not engage in the following activities:
 - Passing other students in the lunch line
 - Saving seats for other students
 - Throwing food
 - Popping milk cartons, water cups, food bags or other containers
 - Touching other students’ food or engaging in any other type of inappropriate activity.
4. Return trays to the counter when finished.
5. Remain in the cafeteria until directed by a teacher or cafeteria monitor.

No glass containers or food deliveries from vendors/restaurants are allowed. If parents/guardians bring food to school for a student, students will pick it up when they are on their way to the cafeteria for lunch. Students will be allowed to eat the food with their peers in the cafeteria. They will not be allowed to have soft drinks.

Administrators will treat any cafeteria problem as a school discipline problem with consequences including silent lunch, after-school detention, in-school suspension, or out-of-school suspension. Teachers use silent lunch or lunch detention as a consequence for behaviors such as failure to bring materials or homework to class, excessive talking, and other minor classroom disruptions. These students are to report directly to the cafeteria monitor who will seat them and direct them to the lunch line.

Payment

We will be implementing a new option available to schools participating in the National School Lunch and School Breakfast Programs called the Community Eligibility Provision (CEP) for the current school year. All enrolled students of FCPS are eligible to receive a healthy breakfast and lunch at school at **no charge** to your household each day of this school year. There is no further action required of you. Your child(ren) will be able to participate in these meal programs without having to pay a fee or submit an application.

Each student has an account set up in the cafeteria where parents may make payments to cover any costs for extras, such as chips and ice cream. A table will be set up on Business Day for the collection of account money as well as general account information. Throughout the school year, students may make payments to their account directly to the cafeteria staff. 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. See division policy EFB.

GUIDANCE OFFICE

Each student has been assigned a school counselor. The goals of BFMS / The Gereau Center guidance programs are to assist students in making adjustments in various situations, in self-understanding, and in setting goals that make full use of each student's potential for educational, personal, social, and vocational success. Students are encouraged to visit their school counselor as needed. A pass is required before going to the guidance office.

Teaming

Students in Grades 6 and 7 are grouped into interdisciplinary teams, consisting of a teacher in each of the following areas: Math English Science Social Studies Electives & Health and P.E.

A school counselor as well as a teacher of special needs' students is also assigned to each team. One teacher serves as team leader who will coordinate team activities and organize communication with parents, usually through conferences. Teams create a small-school concept within the larger framework of the student body.

6th graders are divided into five teams: Gators, Incredibles, Jaguars, Navigators, Trailblazers

Our 6th Grade School Counselors are Ms. Emily Crutchfield & Ms. Sandy Jones

7th graders are divided into five teams: Chameleons, Flying Aces, Monarchs, Mountaineers, Seekers

Our 7th Grade School Counselors are Ms. Clanshia Cox-Gravely & TBD

8th grade class is divided into two groups:

BFMS - Ms.Holly Jones, School Counselor

Gereau - Ms. Reba Hancock, School Counselor

Franklins begin their 8th grade year at BFMS - West.

Eagles begin their 8th grade year at The Gereau Center.

English, math, social studies, P.E., band, and choir are taught at BFMS. Math, English, science, foreign language and modules are taught at The Gereau Center.

LOST AND FOUND

Students who lose items during the school day are to report to the office. The receptionist will contact the custodians in order for students to retrieve their lost item(s). The lost and found area is a locked storage area outside of the STEM lab in West Hall where non-valuables are stored. Other items of value are housed in the front office. Lost and found in the East Hall is located outside the health rooms downstairs. Teachers should return all items to the front receptionists in East and West Hall.

MEDIA CENTER

The media centers at BFMS will be open each day from 8:10 a.m. to 3:15 p.m. A librarian or library assistant is on duty during the day to assist students. Located in the center of the classroom hub of the West building, the West media center is not to be used as a shortcut to another point in the building. Students are encouraged to visit the media centers to check out books. The media center computer labs in the East and West Hall are available for student use during homeroom.

MEDICAL CLINIC

Nurses are available at BFMS and The Gereau Center in well-equipped clinics. When a student becomes ill or in need of first aid at school, he/she should notify the teacher at the time of the illness or injury and secure a pass to the clinic. It is extremely important that parents or legal guardians furnish and update information such as updated telephone numbers, names, emergency contacts which can be used in case of emergency.

Every effort is made by school personnel to prevent injuries at school or school functions. All injuries or accidents should be reported to a school nurse or administrator as soon as possible. If additional information is needed, please contact the school board office.

Employees of Franklin County Public Schools may not give any medication to students without written doctor's orders and the written permission of the parent or guardian. Tylenol, Ibuprofen, gargles, cough drops, eye drops, eye washes and other over the counter products are classified as medicines and are not to be used without a physician order. **Students may NOT bring these items to school.**

The medication order form, which is available from the nurse includes:

1. Name of medication
2. Exact dosage to be given
3. Exact time dosage is to be given
4. Reason for medication
5. Special instructions
6. Physician signature

These facts should appear in the doctor's instructions. The parent or guardian must sign the order to give permission before medication will be given. Students may not take any medications unless distributed by the nurse. Students shall not be in possession of any medications unless they have written permission from physician and parent for the use of inhalers, epi-pens and insulin during the school day or activities. The distribution or selling of ANY kind of medication will be treated administratively as a drug-related discipline problem.

OFFICE/GUIDANCE TELEPHONE USE

Because of the heavy demand on the office/guidance telephones, they are not available for student use except in the event of an emergency such as illness or an accident, or for the purpose of relaying important information about student transportation. Students are not to be excused from class to use the telephone except in the event of an emergency.

TRANSPORTATION

Bus Transportation

Students who use public transportation are under the authority and responsibility of the school from the time they leave home in the morning until they return home in the afternoon. Students must ride the bus to which they are assigned and may not change to any other method of transportation or any unassigned bus after they leave either home or school. Students must secure a bus pass in order to ride any bus other than their assigned bus. They are expected to be orderly and well behaved on buses in order to insure their health and safety while being transported.

Students who need to ride a bus other than their assigned bus must secure a bus pass from guidance during the homeroom period or by lunch time. Students must have a note signed by their parent. If you need to make transportation changes for your student, please do this by 2:30 p.m. This allows ample time for school personnel to notify your child.

Upon dismissal at 2:55 p.m., students will load buses and travel to the high school where they will wait for high school students to be dismissed. **Due to supervision and the number of students attending the high school, bus passes are NOT written for BFMS students to get off the bus at the high school unless they are participating in a supervised activity.** However, some middle school students will transfer buses at the high school. They are to go directly to their assigned bus. Middle school students are not to enter any high school

building. It is important that middle school students use the restroom facilities at BFMS before traveling to the high school. Students who do not adhere to this process will receive a disciplinary consequence.

Details of the Franklin County Schools' bus transportation rules and regulations are located in the Division section of the handbook. If you need more information, please call the transportation office at 540-483-5541.

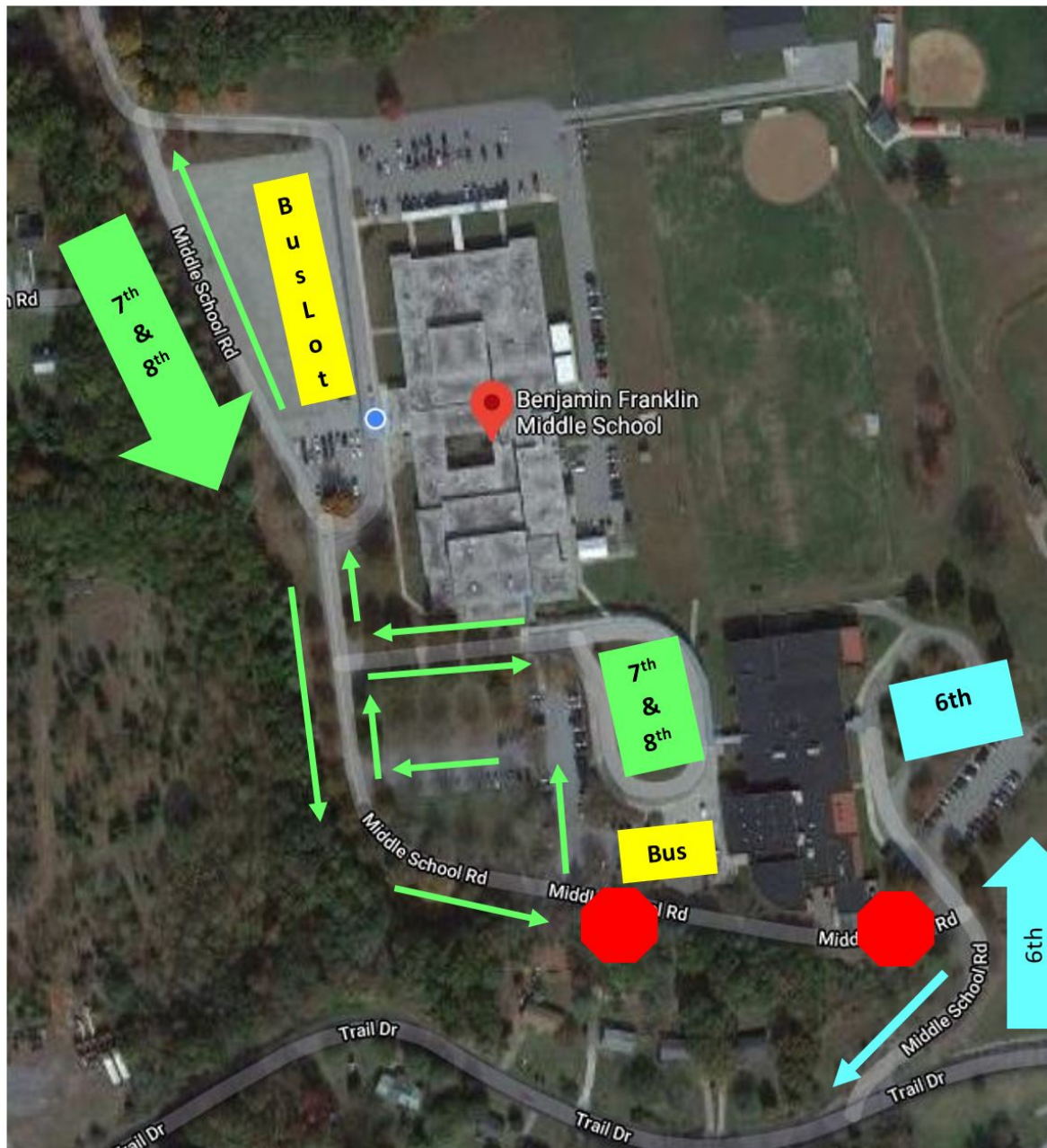
Car Riders

Morning drop off is from 8:00 to 8:20. In the afternoon, cars are not allowed in the pick-up loops prior to 2:00 pm because our classes use the loops during the school day. Afternoon pick up begins at 2:55. No student should be left at the school past 3:00 p.m. unless he/she is involved in a supervised activity or has administrative permission.

BFMS MORNING TRAFFIC PATTERN



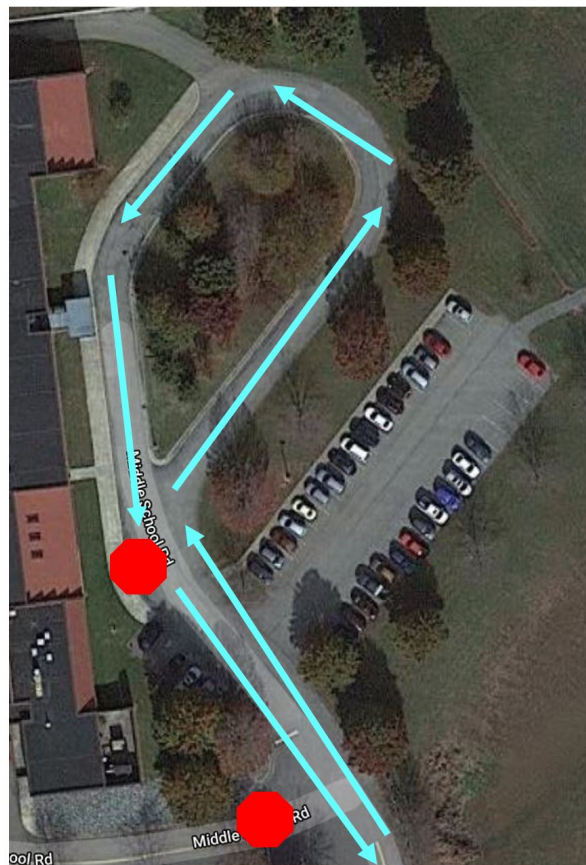
BFMS AFTERNOON TRAFFIC PATTERN



6th Grade Student Drop-Off and Pick-Up

If you only have a 6th grade student(s) to drop off or pick up, please follow these directions. If you are dropping off or picking up a 6th grade student as well as a student in 7th or 8th grade, please follow the 7th & 8th grade Drop Off and Pick Up procedures. We will send those 6th grade students to the East building in the morning and to the bus loop for afternoon pick up.

- Morning Drop off and Afternoon Pick Up for 6th Grade students will be behind the East building just like morning drop off
- Enter and Exit campus from Trail Drive
- For Afternoon Pick UP, traffic will not be allowed to go up to main campus from Trail Drive or to go from main campus down to Trail Drive



7th and 8th Grade Student Drop-Off

If you have a 6th Grade student as well as a 7th and/or 8th Grade student, you can drop the 6th grade student off at West and they can walk to the East building. Please follow these procedures.

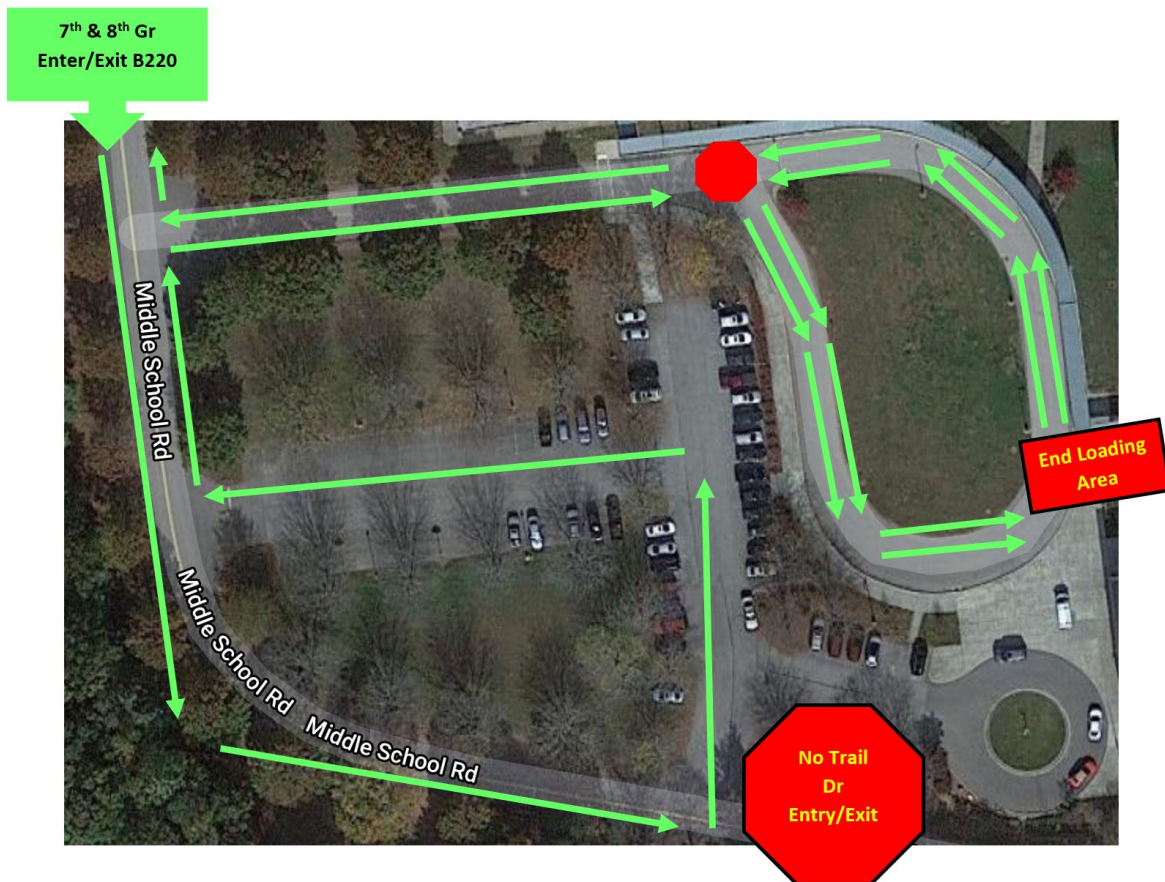
- Enter and Exit campus from Business 220
- Turn into the bus lot. Please do not turn into the first driveway to the softball field.
- Pull as far forward as possible at the sidewalk.
- Once you are at the sidewalk in front of the West building, your child should exit the vehicle where you are stopped. Do not wait until you can pull forward to the doors.
- After your child has exited your vehicle and you are cleared to exit, please pull all the way to the end of the bus lot. Do not cut across the bus lot.



7th and 8th Grade Student Pick-Up

If you have a 6th Grade student as well as a 7th and/or 8th Grade student, we will have the 6th grade student come to the bus loop. Please follow these procedures.

- Enter and Exit campus from Business 220
- Afternoon Pick Up will be in the bus loop between the East and West buildings
- To get more cars on campus and not on the main road, we will route the car-rider line through the parking lot. Please see the map below
- When you get to the bus loop circle, we will start two lanes of traffic. Please follow the car line all the way around the loop
- Once all cars have stopped, we will allow students to load.
- Once all students are loaded, we will allow one lane of cars to exit the loop at a time
- Traffic will not be allowed to enter or exit main campus from Trail Drive during afternoon pick-up



Morning Arrival Routine –East and West Hall

All students, regardless if they are car riders or bus riders, will go directly to their locker and then homeroom. Homeroom teachers will distribute hall passes for students to move about the building (i.e. bathroom, guidance, and breakfast). Once students have taken care of morning business, they will need to immediately return to homeroom with their signed hall pass. Movement about the building during morning arrival will be limited to only those students with a hall pass. At the 8:25 bell, announcements will begin. If students enter the classroom after 8:25, they will be considered tardy.

Shuttle Procedures for 8th grade students

Eighth graders going to The Gereau Center should get off the bus at BFMS and report immediately to the shuttle buses parked in the morning bus loop. These students should NOT enter the BFMS West Hall prior to boarding the bus for The Gereau Center.

Eighth graders will continue to be assigned a home team (Eagles or Franklins) and each team will begin at their home school for the first semester. Team changes cannot be made. When 2nd semester begins in January, the teams switch to the other school (BFMS or TGC).

STUDENT BEHAVIOR

POSITIVE BEHAVIORAL INTERVENTIONS AND SUPPORTS

Positive Behavioral Interventions and Supports (PBIS) is a proactive team-based framework for creating and sustaining a safe and effective school here at BFMS. Emphasis is placed on teaching behavioral expectations, prevention of problem behaviors, development of social skills, and the use of data-based problem-solving for addressing existing behavior concerns. Since the inception of the program in 1998 at the University of Oregon, PBIS has developed into a program that helps to improve the social and learning behaviors of students and decreases disruptions.

We will begin with small expectations for all students and then gradually build upon them. This program will encompass our Character Counts Pledge, SOAR expectations, and anti-bullying commitment. Regularly scheduled sessions will occur in which training will be provided to students.

This is our ninth year of our Positive Behavioral Interventions and Supports (PBIS) program. The Benjamin Franklin Middle School (BFMS) and The Gereau Center (TGC) are continuing to develop and implement school-wide expectations and expected behaviors. S.O.A.R. is the motto we use to present these expectations. These letters represent Show Up, Own It, Act for Others, and Rally Together.

The students at BFMS and TGC have been learning about school-wide behavioral expectations. These expectations have been agreed upon by the staff as an effective way to be proactive in managing behaviors. Each area of our school has their own set of expectations: Arrival and Dismissal, Hallway and Transitions, Bathroom, Cafeteria, and Classroom. This approach to managing behaviors is also a positive one. As we continue our PBIS focus, the students who demonstrate positive academic and behavioral performance will be

invited to attend a S.O.A.R. incentive celebration at the end of each 9 weeks. Therefore, in order to be eligible for the school-wide celebration, the following must occur:

1. The student has not received Out-of-School Suspension or the Secondary Learning Center during the 9 weeks;
2. The student has received no more than two (2) office referrals for minor behaviors;
3. The student must have completed all academic assignments for the 9 weeks. If not, the student will complete the missing assignments during the Celebration before he/she may attend.

STUDENT DISCIPLINE

We expect all of our students to exemplify the traits of positive character and meet our SOAR expectations when they are at any FCPS event. All students are subject to direction by all members of the school faculty at all times while on school grounds or at events sponsored by or participated in by the school. This includes events held at all schools in Franklin County.

Our first priority is to ensure that BFMS is a safe environment for teaching and learning. Measures are taken to carefully monitor students in the hallways, in restroom facilities, and in classrooms throughout the school day. Parents are asked to talk with their children about their role in contributing to the safe school environment. Students are responsible for their own behavior and the school community as a whole. Students should inform adult staff members of any unsafe conduct they witness while on the middle school campus.

Discipline policies and practices are aimed at helping students direct themselves toward proper and appropriate decisions. We are committed to providing choices and consequences designed to help students understand that they are responsible for their actions. Be aware that administrative actions are guided by the severity of the problem and frequency of previous incidents.

BFMS will be a safe and orderly environment for students and staff where instruction and learning lead to students' academic success. No student has the right to prevent others from learning. Students are expected to treat their classmates and all adults with respect. This means that at no time is the use of profanity tolerated, whether in conversation, or directed toward another student or adult. In addition, students are expected to respond to questions and to identify themselves appropriately and honestly. Students who use profanity or refuse to provide their name when asked may receive disciplinary consequences. In all cases, the administrators have the right to decide the best consequences for students based on the behavior infraction, prior discipline, and individual circumstances.

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 the 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:

- 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
- counseling
- 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

POTENTIAL ACTIONS FOR DISCIPLINARY INFRACTIONS

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:

Silent Lunch

Teachers may assign silent lunch for infractions of classroom or team rules. Silent lunch may also be used as a consequence of inappropriate behaviors in the cafeteria.

After-School Detention (ASD)

Students may be assigned by an administrator to after-school detention for such offenses as excessive tardiness, failure to bring proper materials to class, not dressing properly for physical education, or other acts as noted in this handbook. After-School Detention for all students will be held on Tuesdays, Wednesdays, and Thursdays in the West Hall. Following afternoon announcements, students are to report to the West office where a secretary or administrator will inform students of expectations. Students will be required to come with schoolwork to complete. Sleeping, putting one's head on the desk, or the use of any electronic entertainment is not permitted. Students who have an unsuccessful detention will receive additional consequences. After-School Detention hours will be from 3:30 p.m. until 5:00 p.m. Parents are asked to pick up their child at 5:00 in front of West Hall. If parents have a problem or question regarding after-school detention, they should contact the appropriate administrator prior to the day of the assigned detention.

Period or Whole Day In-School Suspension (ISS)

ISS affords the school an additional tool to use in its continued efforts to teach students responsibility, appropriate behavior, and respect for the rights of their fellow students. All students assigned to ISS must report directly to East Hall, room 324, at the beginning of the day. Teachers will send assignments to ISS, and the coordinator will supervise the students' work. Work may be graded, so it should be done carefully and correctly. Proper and courteous conduct is expected at all times. ISS rules and regulations will be posted in the ISS classroom.

Out-of-School-Suspension (OSS)

Serious behavior infractions may require an administrator to assign up to 10 days of OSS. Students who are suspended from school are not allowed on any Franklin County Public School grounds for any reason, including events held after hours. In some cases of serious behaviors, the Campus Principal may request of the Franklin County School Board that the 10 suspension days be extended for a grading period, semester, or in some cases, 365 days (expulsion).

Secondary Learning Center (SLC)

The Secondary Learning Center may provide an alternative to Out-of-School-Suspension (as defined by the FCPS discipline matrix). Located behind East Hall, students at the SLC are given the opportunity to continue completing class assignments and have access to various school resources, such as technology. Students at the

SLC are expected to exhibit appropriate behavior and academic progress during their suspension. If a student is assigned to the SLC, BFMS administration will make contact with the parent/guardian of the student to give specific instructions and notify the SLC Coordinator of the length of suspension.

DISCIPLINARY REFERRALS PROCESS

Disciplinary referrals will be handled by the administrators in each building. Should these administrators not be available at the time of the incident, the student will be seen by another administrator or designee. The campus principal reserves the right to handle any discipline matter at all grade levels at all times.

Appeals Process

If a student or parent wishes to appeal an action or punishment by a principal or central office administrator, the student or parent should begin with the next person in line:

Step 1: building administrator or assistant administrator

Step 2: campus principal - Appeal must be in writing within five (5) days

Step 3: appeals officer (final decision for actions of 10 days or less)

Step 4: assistant superintendent / superintendent - Mr. Tim Overstreet / Dr. Kevin Siers

DRESS CODE

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. The FCPS Dress Code Policy is included below. Following the guidance of the Dress Code Policy, BFMS administration will determine if a student's attire is not appropriate for school.

In the event a student is sent to the office for a dress code violation the following steps may be taken:

1. BFMS will provide the student an alternate change of clothing.
2. The student will be allowed to call a parent/guardian to bring appropriate clothing.
3. If the student refuses to cooperate with administration, disciplinary action will occur.

FCPS DRESS CODE (See division policy JFC-R)

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.

- A. 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.
- B. Clothing may not depict or imply pornography, nudity, or sexual acts.
- C. Clothing may not display or imply vulgar, discriminatory, or obscene language or images.

D. 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.

E. Clothing and accessories that endanger the safety of others may not be worn.

F. 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

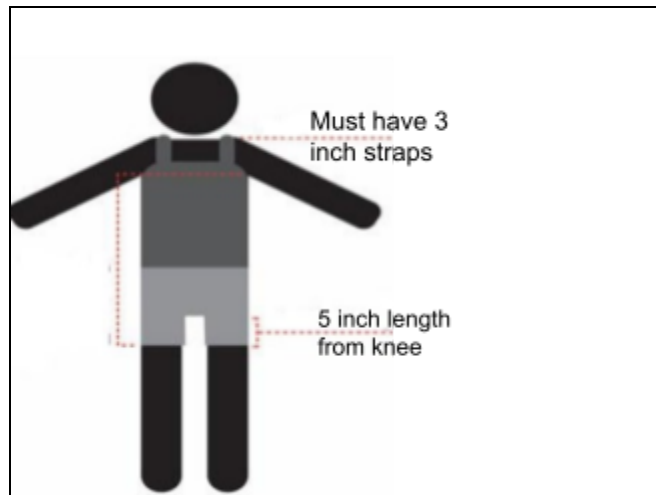
- Pre-K-8: Headgear/head apparel including hats, hoods, headwraps, and caps are not allowed at school unless permitted for religious, medical or extenuating circumstances approved by administration.
- Grades 9-12: Headgear cannot conceal the face unless permitted for religious, medical or extenuating 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.



CELL PHONE USAGE

School policy allows students to bring cell phones to school; however, they are to remain “off” and are to be secured in one’s purse, backpack, or pocket while on the campus of BFMS as well as on the school buses. Cell phones should be turned off and kept out of sight during the school day. For privacy concerns, cell phones are not allowed in locker rooms. If a student has a cell phone in the locker rooms, it will result in a referral.

The contents of a student’s cell phone or camera may be searched in the event of a reasonable suspicion of inappropriate material as reported to administration by a student, parent, or staff member.

FCPS Cell Phone Use Policy

Effective for the 2022-2023 school year - Adopted by the School Board on May 9, 2022

During the school day: 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.

ELECTRONIC DEVICES, VALUABLES, AND NON-EDUCATIONAL ITEMS

Students are urged not to bring items of value such as jewelry, sports/trading cards and large sums of money to school. Also, while students are allowed to bring cameras, tablets, earbuds, airpods, and other electronic devices, such items will **NOT BE USED** at school unless carefully supervised by the classroom teacher for instructional purposes. Other items such as stuffed animals may distract from the educational process and also should not be visible. If non-educational items are brought to school and are causing a distraction, they may be confiscated, kept in the office, and will only be given to a parent. BFMS administrators will not use instructional time to investigate the theft of such items. Students are solely responsible for the safekeeping of these devices and items.

MEDICATIONS, PRESCRIPTIONS, AND DRUGS

Students are not allowed to bring any type of medication or drug to school, including cough drops and eye drops. If a student needs medication, the parent or guardian must bring the medication to the school nurse or may come to the school to administer the medication to their child. For the safety of all students, children are not permitted to be in possession of any type of over-the-counter medication, prescription medication, or drug (See the MEDICAL CLINIC section for more information on prohibited items). Students in violation of policy JFC-R will receive a disciplinary referral and consequence in accordance with state guidelines.

AFTER SCHOOL ACTIVITIES AND ATHLETICS

AFTER SCHOOL ACTIVITIES

Students have an opportunity to participate in a variety of activities, including student council, intramural and interscholastic athletics, Odyssey of the Mind, Chess and Lego Club. Activities are offered in connection with classes such as band and choral music concerts. Additional co-curricular activities will be available after school based on student interests and the availability of sponsors.

The Student Council is composed of students elected by the student body. Administration reserves the right to remove any student from a position in which they represent BFMS. The Student Council will organize activities to improve and serve the school and community and to help students become involved in the life of the school.

Attendance

Those students participating in after-school activities, including athletics, must attend at least ½ of the day of the activity and must be in good standing with the school. Students are ineligible to participate in after-school activities if they are assigned to homebound, after-school detention (ASD), in-school suspension (ISS), or out-of-school suspension (OSS).

Students must be under adult supervision while participating in after-school activities and are directly responsible to those adults, as well as, any other staff members in the building or while on any FCPS grounds.

Students who participate in activities sponsored by the Franklin County Department of Parks and Recreation are to follow all rules pertaining to use of the BFMS facilities.

Dances

School dances are offered at various times throughout the year for the enjoyment of the student body. A student may be denied the privilege of attending a school dance due to discipline concerns.

Students must be picked up promptly at the end of the dance. Any student not picked up on time may be denied attendance at the next dance.

Yearbook

Each year a group of students and faculty advisers compile a yearbook and have it for sale to students and parents. The cost of the yearbook will be posted on the BFMS website, <http://bfms.frco.k12.va.us/>. Certain options such as the student's name printed on the cover are available at an additional cost to the student.

Yearbooks will be sold in the lobbies of BFMS East & West Halls and in the commons area of The Gereau Center on selected dates to be announced throughout the school year. Writing inappropriate statements or drawings in another student's yearbook is considered destruction of personal property. Any student who makes inappropriate statements or drawings in another student's yearbook will be expected to make financial restitution and will receive disciplinary consequences. The damaged yearbook will not be exchanged for restitution.

ATHLETICS

There are two types of athletic opportunities available at BFMS. The first type is interscholastic. Interscholastic sports are represented by our "school" teams. In most cases tryouts are held, cuts are made, and teams travel to compete against other middle schools. Interscholastic sports are only available for seventh and eighth graders. **A current VHSL (Virginia High School League) physical must be on file for students to participate in pre-season conditioning and tryouts.** Physical forms are located at the front office in the west hall or at the

VHSL website. Sixth graders are only allowed to manage interscholastic sports.

The second type of sport is intramural. A physical is not required for intramural activities. The purpose of these activities is to introduce basic skills and involve as many students as possible. Students do not try out or travel. Intramurals are held at BFMS. Sixth graders may participate in intramurals. BFMS offers intramural volleyball around January and Intramural Football/Weightlifting beginning around February.

Interscholastic Sports Offered at BFMS

Athletic Coordinator/Sports Contact: Jessica Slough

Cell Number: 493-6542

Fall Sports	Winter Sports	Spring Sports
Football	Boy's Basketball	Boy's Soccer
Volleyball	Girl's Basketball	Girl's Soccer
Golf	Wrestling	Softball
Cross Country	Cheerleading	Baseball
Tennis		Track
Cheerleading		

Mandatory Parent Meetings

Before each sports season begins, dates will be selected for **mandatory parent meetings** for all middle school and high school students interested in participating in a sport. Both parents and athletes are asked to attend these meetings so that they can be informed of the concussion protocol. It is the law in Virginia that ALL parents, coaches and athletes are trained each year. Failure to attend this meeting may prevent your child from participating. Only one parent meeting is required even if a student plays in more than one sport. BFMS will send information about the meetings through a dial out. The Franklin News Post will also have meeting dates and time. Meetings will generally begin at 6:00 PM and will be held at the FCHS auditorium.

Transportation

Students who are “in season” may ride the activity bus. (Example: Football, Volleyball, Golf, and Cross Country participants may ride the bus in the fall.) There are only 4 buses available. Each bus stops at designated areas and does not take students directly home. For safety reasons, parents must be at the designated stop or the driver will not allow the student to depart the bus. Parents should call the bus garage at 483-5541 to find out bus numbers, stops and drop off times. Coaches will provide passes for the athletes to ride the activity bus.

Grades and Eligibility

In order for an athlete to be eligible he/she must be passing 4 out of 5 classes in seventh grade and 3 out of 4 in eighth grade. Being eligible means the athlete can still be on the team. Eligibility has nothing to do with playing time. Coaches and administration reserve the right to limit or take away playing time until **all grades in all classes are satisfactory. Grades come first and if a student has to miss practice to attend tutoring or get extra help from a teacher then that is what he/she will be required to do.** Eligibility is checked at the end of each semester. In order to try out for any middle school athletic team a student must be eligible per VHSL rules. All 7th grade students must pass at least 4 out of 5 classes in order to try out and participate in practices/games. All 8th grade students must pass at least 3 out of 4 classes in order to try out and participate in practices or games. **Being eligible means that the athlete can still be on the team. Eligibility has nothing to do with**

playing time. At any time during the relevant sports season if an athlete's grades fall to an F the student may lose game or practice time in order to pull the grade up to a passing level. This is a joint decision between principal, athletic director and coach.

Behavior

Athletes are expected to behave in all aspects of the school environment. At any time if an athlete is deemed as a student who is "**not in good standing**," that student may be dismissed from the team or not allowed to try out. The final authority in regards to participation in athletics is delegated to the campus principal.

Specific Information about Physicals

Anyone trying out or participating in off season activities must have a current VHSL physical on file. A current physical is dated after **May 1st** and is valid until through June of the next year. There are opportunities to get physicals for a reduced fee at the high school during the month of May. These are valid for the next school year.

Pages 1, 2, and 4 must be completed by the parent. Page 3 is completed by a physician. Incomplete physicals are not valid. All signature blanks must be filled in by both the parent and the athlete. Physicals can be turned in to Jessica Slough at BFMS, Sandy Coblenz at FCHS, or to the coach on the **FIRST** day of practice / conditioning. Students **WILL NOT** be allowed to participate in interscholastic sports without a completed physical. Extra paperwork must be included for inhalers and epipens.

School entrance examination forms will not be accepted.

Off Season Conditioning

Athletes must have a physical to participate in off season conditioning. Athletes must have their own rides. If off season practice is located at the high school, athletes must have a bus pass from Mrs. Slough giving permission to get off the bus at FCHS.

Fees

There may be fees involved when participating in interscholastic sports. Football has a practice pack fee. The purchase of team shoes may be required in some sports. Baseball pants are to be provided by the players. Other items may be required and purchased after tryouts.

Other Important Points

In the summer please read the Franklin News Post for information about fall tryouts since football begins before students return to school.

Encourage students to listen to announcements in the morning and afternoon. Coaches generally start announcing information weeks ahead of tryout dates.

Call BFMS at 483-5105 or Jessica Slough (Athletic Coordinator) at 493-6542 during the summer to find out additional information.

TECHNOLOGY

HARDWARE AND INTERNET ACCESS

Benjamin Franklin Middle School has ample access to computers, Chromebooks, and ActivBoards. Teachers will review the appropriate care of the hardware with students during the first few days of school. Students are responsible for the care of any piece of technology as well as the appropriate use of its software applications throughout the school year. Disciplinary action will be taken, and monetary payment may be expected, should a student damage hardware. In addition, students can be denied computer privileges.

Internet services are available to students on a limited basis. Students are expected to make appropriate use of the resource. Internet access is to be used only for school related purposes and under faculty supervision. Students must have a signed Acceptable Use Policy form on file with the school in order to use the Internet service.

COMPUTER SYSTEM USE -- TERMS AND CONDITIONS

1:1 Chromebook Initiative

In a 1:1 technology environment students will have increased access to blended and personalized learning models. Our goal is to increase technology usage and prepare students to be Future Ready. Students in grades 6-8 will be assigned the same chromebook to use throughout the school year. Chromebooks will be picked up during homeroom and travel with the student throughout the school day. They will be returned to the charging station during 5th period for 6th and 7th grade students or 4th period for 8th grade students. With increased access to technology, comes an increase in student responsibility. Students will be expected to only use the device for educational purposes and maintain the physical care of the device.

It is important to understand that the Chromebooks issued by Benjamin Franklin Middle School/Gereau are property of Franklin County Public Schools and their use is monitored by FCPS staff. We expect all students to adhere to the following guidelines.

1. ***Devices issued by FCPS are not personal Chromebooks; rather, they are issued for use on classroom material only.***
2. Students will follow all Franklin County Public Schools policies regarding computer and internet usage as stated in this Student Handbook and in the division-wide Acceptable Use Policy (AUP) that is signed at the beginning of each school year. ***Students will only use their assigned Chromebooks as directed by teachers or administrators.***
3. Students will be assigned to use one Chromebook. Students are responsible for the material on and care of this Chromebook during the day. The student is responsible for handling the Chromebook with care:
 - Do not set heavy materials on top of the device
 - Carry the device with two hands
 - Be gentle when using the keyboard, touchpad, camera, and opening/closing device
 - Avoid having food and/or drinks around the device or using the device while eating/drinking

- Make sure the device is returned to the correct location in the charging tray and plugged in each day. **Failure to comply with this expectation may result in limited use the next day.**
 - The Chromebook may not be used to charge any personal devices (cell phones, iPods, etc.)
4. Students will report to responsible school personnel any incidents of inappropriate electronic communications, web activity, or violations of responsible digital citizenship.
 5. Students will not, in any way, deface the device or adhere stickers or other markings.
 6. Social media and other communication features such as Google Hangouts, Google Chat, and email will only be used as directed by the teacher. If a student is found abusing this policy, this may result in a referral or loss of privilege.
 7. Pictures that are taken, copied, or downloaded must be for classroom use only. **NO PERSONAL USE OF THE CAMERA IS PERMITTED.** Any pictures found taken for personal use may result in a referral. *Remember, these are not your personal Chromebooks, but property of FCPS.*
 8. Students will follow all directives from teachers, administration, and technology staff regarding the Chromebooks.

Any violations of the above guidelines will result in suspension or revocation of student use of the Chromebook and may result in a disciplinary referral. Chromebooks are tools that have the potential to revolutionize the way we conduct class and maximize student learning. Respect, responsibility, digital citizenship, and adherence to the AUP is expected when using all FCPS-issued technology devices.

ACCEPTABLE TECHNOLOGY USE AND LIABILITY

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. All persons who wish to access the electronic communications shall first sign an Acceptable Use Policy agreement form. All users are expected to use electronic communications and systems appropriately and constructively.

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 local, state, federal, or international 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 gain purposes, or for personal or non-school related activities;
- using property or systems for political purposes or political lobbying;
- wastefully using resources, such as file space;
- gaining unauthorized access to resources or entities, or assuming the identity of another user;
- posting material authorized or created by another without his or her consent;
- submitting, sending, receiving, posting, publishing or displaying any obscene, pornographic, 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, or coercing others;
- threatening illegal or immoral acts;
- using systems in any way in which school board regulations, policies, or procedures are compromised;
- using any personal student information on any webpage or website, including identification of students in any photographs;
- displaying any student work without the written permission of the students' parents or legal guardians.

The items above should not be considered comprehensive. Other inappropriate actions not listed may also be considered unacceptable use of electronic communications or property. Any violation will be considered unacceptable use and be subject to administrative actions governed by School Board policy and regulations. Violations may be subject to local, state, federal, or international law.

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 use the computer system to disrupt others.
- Users shall not post chain letters or download large files.
- Users shall not change, modify, access, damage, or delete data owned by others.

Liability

The School Board makes no warranties for the computer system it provides. The School Board shall not be responsible for any damages to the user from the use of the computer system, including loss of data, non-delivery or missed delivery of information, or service interruptions. The School Division denies any responsibility for the accuracy or quality of information obtained through the computer system. The user agrees

to indemnify the School Board for any losses, costs or damages incurred by the School Board relating to or arising out of any violation of these procedures.

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 their passwords confidential and shall follow computer virus protection procedures. No user shall circumvent security measures on school systems or property, nor shall they attempt to gain access to resources, programs, data, or files without proper authorization (intentional or unintentional).

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 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 their 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. Unauthorized access to an electronic mail account by any student or employee is prohibited. Users shall be held personally liable for the content of any electronic message they create. 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.

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.

The Franklin County Public Schools Acceptable Use Policy is in compliance with state and national telecommunications rules and regulations.

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

This Agreement must be signed (for elementary schools and Gereau Center, the Rules and Regulations Signature Sheet must be signed and Box B must be initialed under “Approval”) as a condition of the use of the School Division’s computer system. Each student and his or her parent/guardian must sign the Agreement before he or she can be permitted to use the School Division’s computer system. Read this Agreement carefully before signing.

Prior to signing this Agreement, parents and students will need to read Policy GAB and Regulation GAB-R, Acceptable Computer System Use. If you have any questions about this policy or regulation, contact 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 and monitor 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.

SCHOOL SAFETY

SAFETY DRILLS

Fire drills are required by law and are held during the school year in accordance with State Law 22.1-137 which states: *“In every public school there shall be a fire drill at least every week during the first month of each school session, and more often if necessary, in order that pupils may be thoroughly practiced in such drills. During the remainder of the school session, fire drills shall be held at least monthly.”*

Tornado drills are required by law and are held during the school year in accordance with State Law 22.1-137.1 which states: *“In every public school there shall be at least one tornado drill every school year, in order that students may be thoroughly practiced in such drills.”*

Lockdown drills are required by law and are held during the school year in accordance with State Law 22.1-137.2 which states: *“In every public school there shall be a lock-down drill at least twice during the first 20 school days of each school session, in order that students may be thoroughly practiced in such drills. Every public school shall hold at least two additional lock-down drills during the remainder of the school session. Lock-down plans and drills shall be in compliance with the Statewide Fire Prevention Code.”*

EVACUATION PLANS

After being contacted by the Director of Public Safety, or the fire chief, 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 BFMS Principal.
2. The director of transportation will be notified by the principal.
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 television stations in the immediate listening area to alert parents 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 caregiver to notify them of the circumstances as to where and when children may be picked up.
6. Parent notifications may also be via a dial out or phone text. Parents may sign up for the community text alerts from our Franklin County Public Schools website.

Franklin County Public Schools Student Handbook Signature Process

1. All Franklin County Public School's students and parents or guardians must sign the student handbook rules and regulation sheet provided in the student handbook or provided electronically in order to complete the school enrollment process.
2. Students without electronic or hardcopy signature sheets will be denied all privileges associated with full school registration.
3. The denied privileges may include but will not be limited to participation in extracurricular activities, attendance at school functions, computer access, inclusion in honor roll lists, inclusion in media releases, and other activities associated with acceptance of applicable school rules, regulations and policies.
4. All privileges will be reinstated upon receipt of a properly signed and submitted rules and regulations signature sheet.