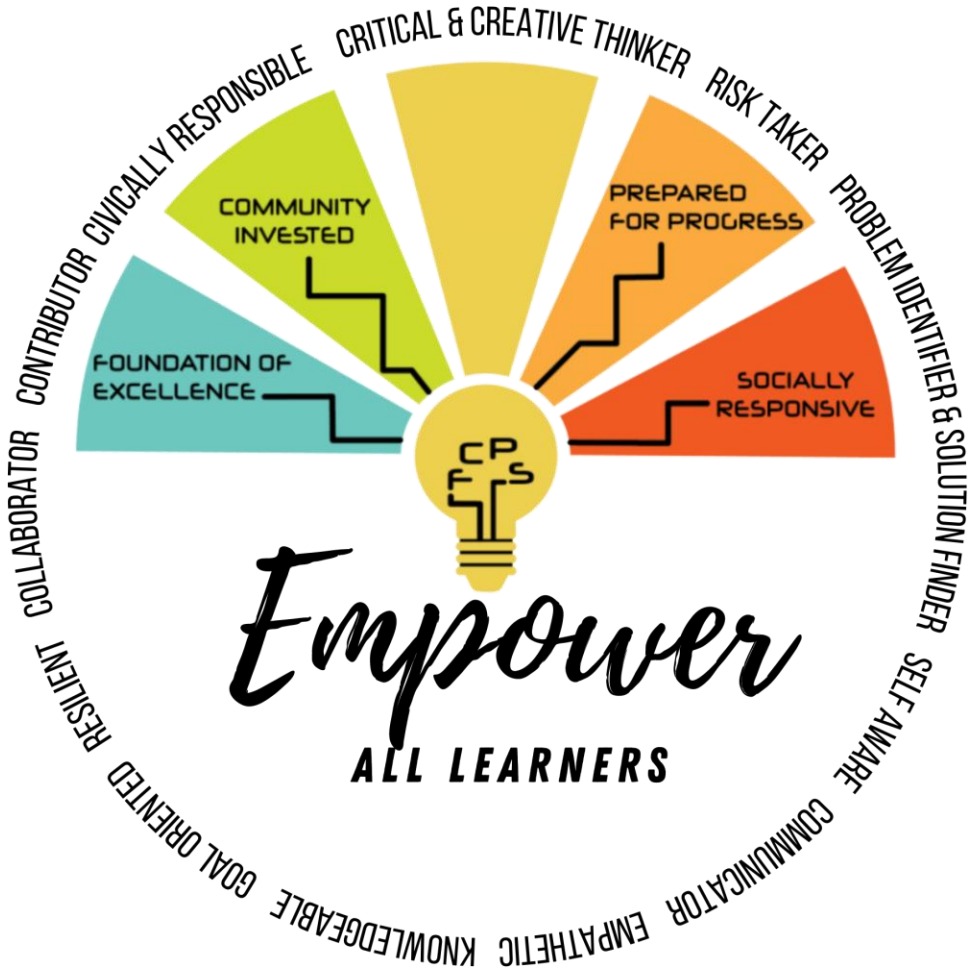
FRANKLIN COUNTY PUBLIC SCHOOLS



STUDENT AND PARENT HANDBOOK
2023-2024

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FRANKLIN COUNTY PUBLIC SCHOOLS

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August 2023

Dear Franklin County Students, Families, and Community,

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

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

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

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

Sincerely,

Dr. Kevin W. Siers
Division Superintendent

STUDENTS' RIGHTS AND RESPONSIBILITIES

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

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

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

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

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

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

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

DEFINITION OF PARENTS (Section 22.1.1)
"Parent" or "parents" means any parent or guardian, legal custodian, or other person having control or charge of a child.

Section 22.1-279.3 Parental responsibility and involvement requirements:

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

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

C. Within one calendar month of the opening of school, each school board shall, simultaneously with any other materials customarily distributed at that time, send to the parents of each enrolled student (i) a notice of the requirements of this section and (ii) a copy of the school board's standards of student conduct. These materials shall include a notice to the parents that by signing the statement of receipt, parents shall not be deemed to waive, but to expressly reserve, their rights protected by the constitutions or laws of the United States or the Commonwealth, and that a parent shall have the right to express disagreement with a school's or school division's policies or decisions. Each parent of a student shall sign and return to the school in which the student is enrolled a statement

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

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

E. In accordance with Section 22.1-277 and the guidelines required by Section 22.1-278, the school principal may notify the parents of any student who violates a school board policy when such violation could result in the student's suspension, whether or not the school administration has imposed such disciplinary action. The notice shall state (i) the date and particulars of the violation; (ii) the obligation of the parent to take actions to assist the school in improving the student's behavior; and (iii) that, if the student is suspended, the parent may be required to accompany the student to meet with school officials.

F. No suspended student shall be admitted to the regular school program until such student and his parent have met with school officials to discuss improvement of the student's behavior, unless the school principal or his designee determines that readmission, without parent conference, is appropriate for the student.

G. Upon the failure of a parent to comply with the provisions of this section, the school board may, by petition to the juvenile and domestic relations court, proceed against such parent for willful and unreasonable refusal to participate in efforts to improve the student's behavior, as follows:
    1. If the court finds that the parent has willfully and unreasonably failed to meet, pursuant to a request of the principal as set forth in subsection D of this section, to review the school board's standards of student conduct and the parent's responsibility to assist the school in disciplining the student and maintaining order, and to discuss improvement of the child's behavior and educational progress, it may order the parent to so meet; or
    2. If the court finds that the parent has willfully and unreasonably failed to accompany a suspended student to meet with school officials pursuant to subsection F, or upon the student's receiving a second suspension or being expelled, it may order (i) the student or his parent to participate in such programs or such treatment as the court deems appropriate to improve the student's behavior or (ii) the student or his parent to be subject to such conditions and limitations as the court deems appropriate for the supervision, care, and rehabilitation of the student or his parent. In addition, the court may order the parent to pay a civil penalty not to exceed $500.

H. The civil penalties established pursuant to this section shall be enforceable in the juvenile and domestic relations court in which the student's school is located and shall be paid into a fund maintained by the appropriate local governing body to support programs or treatments designed to improve the behavior of students as described in subdivision 3 of subsection G. Upon the failure to pay the civil penalties imposed by this section, the attorney for the appropriate county, city, or town shall enforce the collection of such civil penalties.

I. All references in this section to the juvenile and domestic relations court shall be also deemed to mean any successor in interest of such court.

GUIDELINES FOR THE STANDARDS OF STUDENT CONDUCT

STATEMENT OF PURPOSE AND INTENT

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

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

The primary objectives of the standards of student conduct are

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

Elementary Schools

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

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

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

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

Secondary Schools

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

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

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

APPLICATION OF POLICY

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

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

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

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

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

DISCIPLINARY ACTION: CRITERIA, PROCEDURES, AND PROCESSES

Removal of a Student from Class

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

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

Requirements for Behavior Reports

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

Procedures for Written Notification of Student and Parents

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

Guidelines for Alternative Assignment and Instruction of Removed Students
The administrator shall determine the appropriate placement of the student, who has been removed from a class. The administrator has several options regarding the placement of a removed student, including, but not limited to the suggestions below.

Some suggestions are as follows:

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

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

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

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

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

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

Refer to *Violation of Suspension* for additional information.

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

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

Long-Term Suspension Appeals and Review
On the request by a parent or guardian, the suspension of a student is subject to review by the superintendent, and on further request by a parent or guardian the suspension is subject to review by the school board.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

CONSIDERATIONS FOR DISCIPLINING STUDENTS WITH DISABILITIES

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Further information can be found on the division's website:
http://www.frco.k12.va.us/support_depts/special_programs_services/new%20web%20site%20info/SERVICES%20list%20for%20link.htm

QUESTIONING / INVESTIGATION / ARRESTS

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

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

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

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

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

SEARCH AND SEIZURE

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

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

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

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

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

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

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

A pat down search of a student may only be conducted if a school administrator has established a high level of reasonable suspicion that evidence will be found to corroborate suspicion that a law or school rule has been broken. If a pat down search of a student's person is conducted, it will be conducted in private by a school official of the same sex and with an adult witness of the same sex present.

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

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

Locker and Desk Searches

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

Automobile Searches

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

Computer Searches

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

Consent Searches

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

Seizure of Illegal Materials

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

Instructional Materials

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

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

includes sexually explicit content.

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

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

Library Book check out notification

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

LAWS REGARDING THE PROSECUTION OF JUVENILES AS ADULTS

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

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

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

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

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

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

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

Circumstance #1
A transfer can occur when a juvenile, who is age 14 or older at the time of the offense, is charged with a crime which would be a felony if committed by an adult (§ 16.1-269.1 A. of the *Code of Virginia*). Offenses are either felonies or misdemeanors. Those offenses that are punishable by confinement in a state correctional facility or death are felonies; all other offenses are misdemeanors. Felonies are classified for the purposes of punishment and sentencing into six classes. The authorized punishments for conviction of a felony are as follows:

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

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

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

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

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

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

Circumstance #2
A transfer can occur when a juvenile 14 years of age or older is charged with an offense which would be a felony if committed by an adult. (§ 16.1-269.1 C of the *Code of Virginia*)

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

Circumstance #3
A transfer occurs when a juvenile 14 years of age or older at the time of the alleged offense is charged with capital murder, first or second degree murder, lynching or aggravated malicious wounding. (§ 16.1-269.1 B of the Code of Virginia)

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

If a juvenile is transferred for prosecution as an adult on one offense, what happens if he or she has also been charged with other offenses?
If any one charge is transferred, all other charges of delinquency arising out of the same act will be transferred. (§ 16.1-269.6 of the Code of Virginia)

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

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

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

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

APPEALS AND APPEAL PROCEDURES

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

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

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

FEES, FINES, AND MEAL CHARGES

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

Generally

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

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

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

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

Schedule of Student Fees

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

1. ELEMENTARY LEVEL

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

2. MIDDLE SCHOOL LEVEL

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

3. HIGH SCHOOL LEVEL

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

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

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

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

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

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

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

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

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

COLLECTION PROCEDURES FOR DELINQUENT AND BAD DEBT-ADVERSE ACTION
When a household has not responded to multiple contacts that are listed above and the parent has not paid the delinquent account balance, collection procedures may be initiated. Households will receive a Notification/Notice of Adverse Action stating collection procedures have begun.

STANDARDS OF STUDENT CONDUCT

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

Students are subject to corrective action for any misconduct that occurs

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

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

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

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

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

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

controlled substance or marijuana or synthetic cannabinoids, as defined in Chapter 34 or Title 54.1 and §18.2-247 of the *Code of Virginia* on school property or at a school-sponsored activity
- evaluation for alcohol or drug abuse
- participation in a drug, alcohol or violence intervention, prevention or treatment program

ACCEPTABLE USE OF THE INTERNET
Students shall abide by the Franklin County Public School Division's Acceptable Computer Use Policy and Regulation. See Policy Sections GAB and GAB-R on the division website: http://www.frco.k12.va.us.

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

CELL PHONE USE

During the school day:

Cell Phone 9-12
Cell phones may only be used in designated locations and at designated times. Cell phone usage signs are posted throughout the campus. Students may not use cell phones in classrooms except when directed by the teacher. Students are never to charge their cell phones in classrooms.

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

K-12
Students' may use personal cell phones after school hours and to and from school while on the bus while adhering to the following:

- Inappropriate use of social media, vulgar pictures, text messages, videos, etc**.** shall not be permitted at any time while the cell phone is on school property, this includes school transportation
- The student is solely responsible for his/her cell phone. The school and its staff are not liable for student's cell phones.

- Cyberbullying will not be tolerated in any form. Engaging in cyberbullying during school hours or during any school sponsored events after hours will result in disciplinary action. In some cases law enforcement will be involved.

Consequences:

<u>Grades K-8</u>

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 AMD 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
Any evidence that the reason offered for an absence is untruthful or misleading renders the absence unexcused. Disciplinary action will be taken.	

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

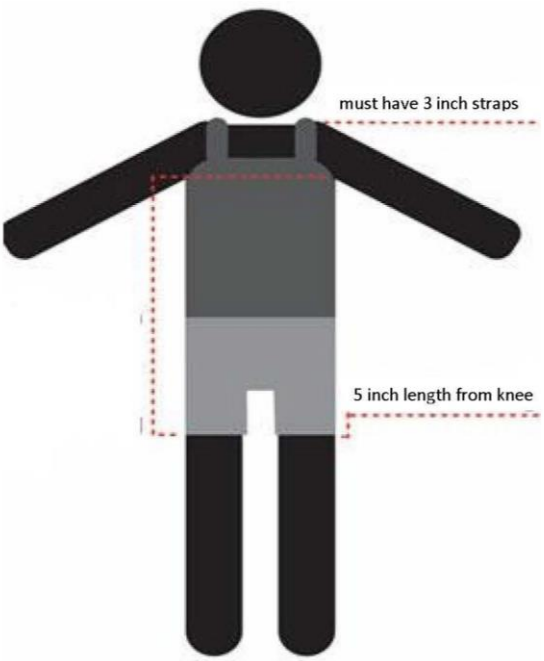
1. No long chains, jewelry or cosmetic accessories that can reasonably be used as a weapon. (i.e., pants, book bags, etc.).

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.


must have 3 inch straps
5 inch length from knee

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

1st Referral:	1 – 3 day bus suspension
2nd Referral:	4 – 6 day bus suspension
3rd 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

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

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

Severe Violations

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

Consequences for Severe Violations

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

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

PLEASE KEEP THE COPY OF THE BUS RULES AND REGULATIONS

RETURN THIS FORM ONLY

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

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

FOR PARENT OR GUARDIAN OF ALL STUDENTS

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

_____
SIGNATURE OF PARENT OR GUARDIAN

_____
BUS NUMBER

_____
DATE

FOR STUDENTS

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

_____
SIGNATURE OF STUDENT

_____
SCHOOL

_____
GRADE

_____
DATE

FRANKLIN COUNTY PUBLIC SCHOOLS

Acceptable Computer System Use Regulations
(ACCEPTABLE USE POLICY)

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

Revised March 12, 2019

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

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

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

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

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

Computer System Use-Terms and Conditions: Acceptable Use
Access to the division's computer system shall be (1) for the purposes of education or research and be consistent with the educational objectives of the division or (2) for legitimate school business.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Limitation of Liability

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

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

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

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

User Privileges

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

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

Violations of Acceptable Use Policy

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

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

Legal Refs: 18 U.S.C. §§ 1460, 2256.
47 U.S.C. § 254.
Code of Virginia, 1950, as amended, §§ 18.2-372, 18.2-374.1:1, 18.2-390, 22.1-70.2 and 22.1-78.
Guidelines and Resources for Internet Safety in Schools, Virginia Department of Education (Second Edition October 2007)

Cross Refs: GCPD Professional Staff Discipline
JFC Student Conduct
JFC-R Standards of Student Conduct

FRANKLIN COUNTY PUBLIC SCHOOLS
PERSONALLY-OWNED ELECTRONIC DEVICES PERMISSION FORM

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

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

_____	_____
Technology Device	Serial Number
_____	_____
Technology Device	Serial Number
_____	_____
Technology Device	Serial Number

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

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

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

_____	_____	_____
Parent/Guardian Name (printed)	Parent/Guardian Signature	Date

_____	_____
Parent/Guardian Telephone/Cell Numbers	Parent/Guardian Email address

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

_____	_____	_____
Student Name (printed)	Student Signature	Date

FRANKLIN COUNTY PUBLIC SCHOOLS
PERSONALLY-OWNED ELECTRONIC DEVICES PERMISSION FORM

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

I,_____, wish to bring my electronic device(s), which are listed below, to Franklin County Public Schools (FCPS) and will ensure that I comply with the Division's *Personally- Owned Device*s 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 _____ h**as been expelled** from school attendance at a private school or public school in Virginia or another state for an offense in violation of school board policies relating to weapons, alcohol or drugs, or for the willful infliction of injury to another person.

_____ _____

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

NOTICE FOR DIRECTORY INFORMATION

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

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

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

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

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

1. These laws are: Section 9528 of the ESEA (20 U.S.C. 7908), as amended by the No Child Left Behind Act of 2001 (P.L. 107-110), the education bill, and 10 U.S.C. 503, as amended by section 544, the National Defense Authorization Act for Fiscal Year 2002 (P.L. 107-107), the legislation that provides funding for the Nation's armed forces.

NOTIFICATION OF RIGHTS UNDER FERPA FOR ELEMENTARY AND SECONDARY SCHOOLS

Model Notification of Rights under FERPA for Elementary and Secondary Schools

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

1. The right to inspect and review the student's education records within 45 days after the day the school receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records which the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the school to amend a record should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

TITLE I PARENT NOTIFICATION OF ASSESSMENT OPT OUT POLICIES

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

TITLE I COMPLAINT PROCEDURES

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

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

Complaint Procedure

1. Receiving Complaints: Complaints should be formally registered with the FCPS Title I office. A complaint statement will be filed at the Title I office, and the signature of the complainant will be required. The written complaint will be delivered to the FCPS superintendent.

2. Investigating Complaints: Upon receipt of the written complaint from the Title I coordinator, the FCPS superintendent or his appointee will investigate the complaint within 15 business days. If the investigation is of such a nature that it requires additional time, an extension will be requested from the office of program administration and accountability at the Virginia Department of Education.

3. Resolving Complaints: Within 15 business days of the completion of the investigation and hearing, if required, a resolution and written decision will be rendered by the FCPS. The dissemination of information concerning these procedures will be provided to interested parties, including all school division and school parent advisory committees.

4. Appealing Complaints: The complainant is provided the right to appeal the final resolution of the FCPS to the Virginia Department of Education within 30 business days after receipt of the written decision. The department will respond within 15 business days.

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

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

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

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

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

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

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

Franklin County Handbook & WGES Parent/Student Handbook

Welcome to
Windy Gap Elementary School!

Home of the Wolverines

2023-2024

Matt Brain, Principal

matt.brain@frco.k12.va.us

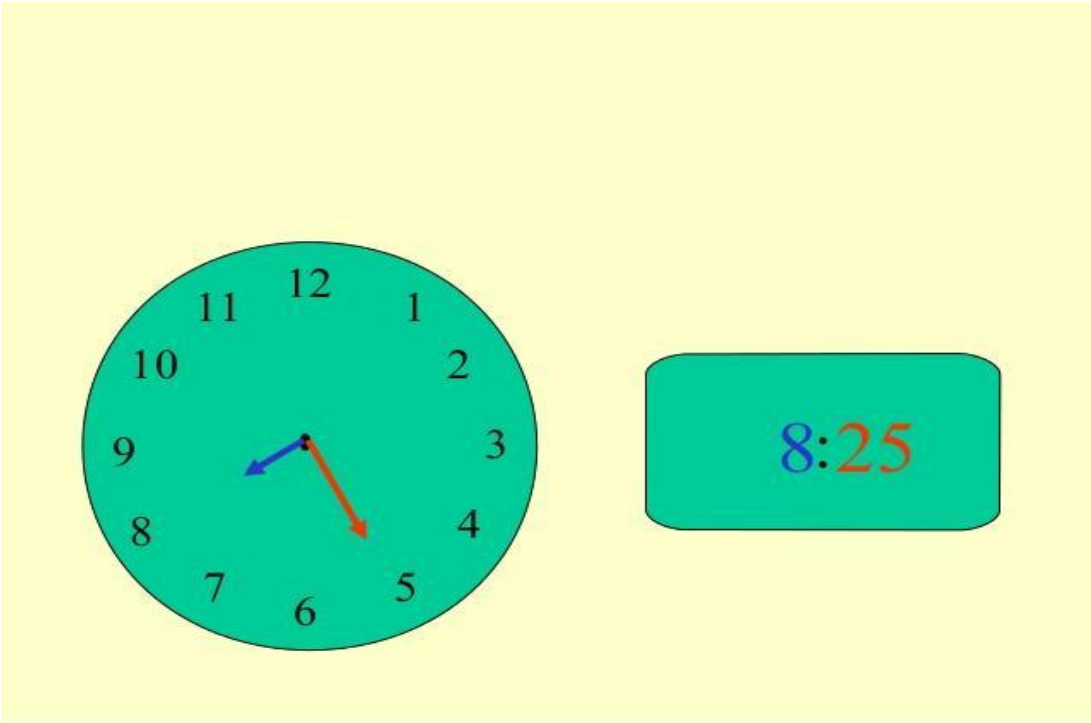
465 Truman Hill Road, Hardy, VA 24101

Phone: 540-719-2809 Fax: 540-719-2816

Parents, please be aware of our starting and ending times.
Our doors open at **8:00am** daily.

Our school day *begins promptly at* ***8:25 a.m****. and ends at* ***3:10 p.m****.* for the 2023-2024 school year.

Car rider drop-offs may occur after **8:00 a.m**. each morning and prior to **8:25 a.m**. each weekday.



The tardy bell will ring promptly at **8:25 a.m.**
Our day ends at **3:10 p.m**. each afternoon.
Afternoon announcements and classroom dismissal by teachers will occur after the **3:10 p.m**. bell.

Pick up Procedures:

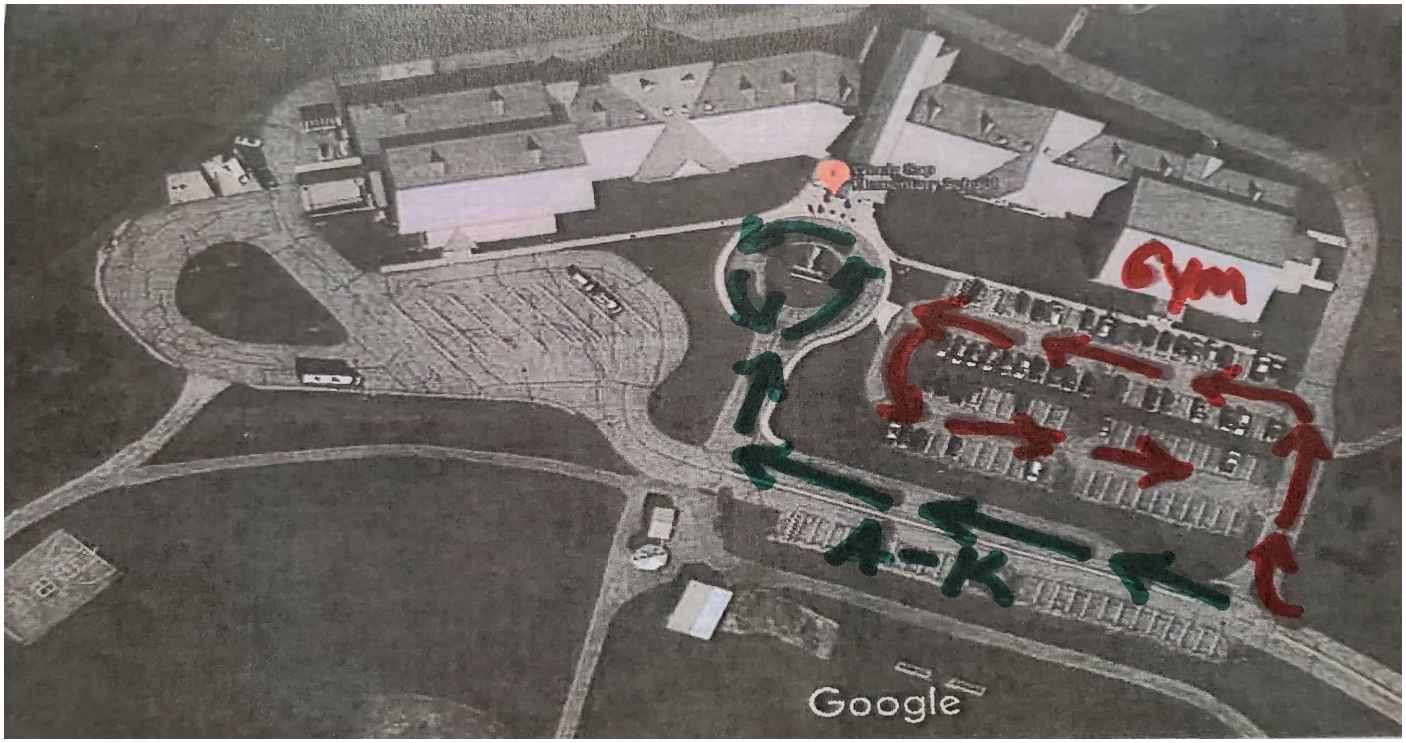
We will continue with our pick up model, splitting the students by last name. Below you will find an aerial view of Windy Gap Elementary school with red and green lines.

These lines indicate where you will pick up your child, depending on the last name of the student.

The Green line (circle in front of building) will be for last names A-K.

The Red line (main parking area in front of gym doors) will be for last names L-Z.

If you are picking up multiple students and their last names are different, please use the older child's last name.



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August 1, 2023

Dear Windy Gap Parents and Students,

On behalf of the entire faculty and staff, I would like to welcome you to Windy Gap Elementary School (WGES)! My name is Matthew Brain and I am looking forward to serving you during the 2023-2024 school year as the principal of WGES. The faculty and I are proud to be members of the Windy Gap community. We are all anticipating an exciting year filled with great learning experiences and fun for all students.

I am excited about our teachers, staff, students, parents and community working together for the common goal of educating our children. Our teachers at WGES are passionate about the opportunity of educating your child and appreciate your involvement as we help students achieve their full potential. We pledge to do our best to recognize and enhance the unique talents of each child in a safe, supportive, and compassionate learning environment. Parents and teachers must work together as a team to ensure the best education possible for your child.

This handbook has been designed to give you the basic information about our school regarding both day-to-day operations and school/district policies and procedures. Please read and discuss the handbook with your child. If you have any questions, please feel free to contact the school for further information.

Again, welcome to the Windy Gap Elementary family. We look forward to seeing you as often as possible at WGES to take part in your child's educational process as we strive to ensure that your children are equipped with the skills needed for success in life, and being lifelong learners.

We look forward to a fantastic 2023-2024 school year with your student(s)!

Sincerely,

Matthew Brain

Matt Brain, Principal
Windy Gap Elementary School

WGES Team Responsibilities

It is the goal of Windy Gap Elementary School to provide a safe and effective environment in which all students can learn. By working together as a team, parents, students and school staff can make this happen. Communication is a key factor in successfully working together. This handbook is just one part of the network in place for home/school communication. Its main purpose is to share information that will help your family have a better understanding of policies and procedures used in the day-to-day operation of the school. Please take the time to review it with your child(ren). If you have questions, please contact us at 540-719-2809.

STUDENTS…… For your success you are encouraged to:
• Attend school daily.
• Strive to do your best at all times. Be a good role model everywhere.
• Follow school and bus rules.
• Be prepared - Read 20 minutes per night. Complete and return your Read & Response sheet daily. Return with your homework completed daily and bring any additional items needed for each day.
• Accept responsibility for your behavior and actions.
• Keep homework and class work assignments up to date. Students are to bring home and return their CHIP (Children's Homework and Important Papers) folders. These folders are to be returned to school the day after they are brought home.
• Respect and care for the property of others and all school property.
• Help keep the building, grounds and buses clean.

PARENTS……. For your child's success you are encouraged to:
• Make sure your child(ren) attend school regularly.
• Promote high expectations for student's behavior, school environment, and homework.
• Help your child be prepared daily- Listen to your child read 20 minutes per night. Encourage them to complete and return their Reading, Read & Response sheet daily.
• Ensure that your child gets plenty of sleep, is dressed properly & comes to school prepared daily.
• Participate in school activities including parent-teacher conferences, PTO meetings, workshops, etc.
• Assist your child in being responsible for his/her behavior and actions.
• Support school personnel & maintain open lines of communication between home and school; send notes, call or email us for your convenience.

FACULTY, STAFF & SCHOOL PERSONNEL… For student's success we will:
• Provide a safe and effective learning environment.
• Provide varied opportunities for every student to be successful & help promote student responsibility for behavior and actions.
• Establish and maintain open lines of communication between school and home. Let us know whether you prefer email, phone calls or notes.
• Comply with all district, state and federal policies/regulations.

Notice to Parents:

The Federal Government's mandates that as a parent of a student at Windy Gap Elementary, you have the right to know the professional qualifications of the classroom teachers who instruct your child. You may request the following information:

- Whether the teacher has met the Virginia Department of Education licensing criteria for the grade levels and subject areas in which the teacher provides instruction.

- Whether the teacher is teaching under emergency or other provisional status through which the Virginia Department of Education licensing criteria has been waived.

- The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.

- Whether your child(ren) is provided services by teacher assistants (paraprofessionals) and, if so, their qualifications.

If you would like to receive any of this information, please contact the Principal, Matt Brain, at (540) 719-2809.

Success for ALL (SFA)
Reading Program

What is SFA?

SFA, Success for All, is a literacy learning program that works well with the help of parents, teachers and children by pulling together to identify and address the needs of the child while working to pursue maximum success for each child.

What needs to be in place for success in the program?

Consistent training for teachers and on-going support of the school teams, which include all parents, will be provided. Our Instructional Coach, Mrs. Ashley Grice, will make sure we all do our part. We must make sure our children are present each day to get the full instruction of their reading and math classes. Each nine weeks we will do reading assessments to make sure we are meeting the needs of each child in a timely fashion. Regrouping of some students may be required at times but your child will be instructed at the correct level of challenge at all times. Tutoring will be immediate within the school day when needed during REV UP or during their specials.

The Family Support Team/RTI Team, made up of parents, teachers, Instructional Coach Mrs. Ashley Grice, Student Instructional Specialist (SIS) Mrs. Lisa Ashwell, Guidance Counselor Mr. Michael Hudson, and Principal Mr. Matt Brain, will meet and work to support whatever is needed for the success of each child. Our goal will be to: increase literacy, raise attendance, encourage continued parental involvement as well as to provide support and resources for the total success of your child.

What can you, the family, do to help with this program?

-Be certain your child reads aloud to you, an older sibling or another adult each night for 20 minutes and sign your child's completed Read and Respond sheet daily.
-You can attend meetings, ask questions and be active in your child's learning process.
-Make certain each day your child is at school on time with a ready-to-learn attitude and prepared for the day's events.
-A younger child or early reader may read a library or Accelerated Reader (AR) book, a paper book brought home from SFA or one you have at home.
-An older child or more advanced reader may read an A. R. Book, library book, OR their Social Studies and Science notes aloud to someone to study for a test; OR may read a book from home. The point is for the student to read aloud 20 minutes and write a response. You and your child will sign the Read and Response sheet.

Most importantly, you can take an active role in any Family Support or RTI (Response to Intervention) meetings and training.

Student Drop-off and Pick-up

The following procedures are to be followed so that our children are safe and supervised:

Mornings:

- Please do not leave children before you see the Car Rider Monitors daily.
  School doors will open at 8:00 AM.
- We have a drive-up program for parents to enter the front circle, drop off their children with a school employee stationed there, and drive out. This area is a NO PARKING ZONE until after 8:25 a.m.
- If you arrive in the circle before 8:00 a.m. you are required to wait in your vehicle with your child until the front doors are unlocked at 8:00 a.m. to receive your child.
- If you must enter the building, please park in the gym parking lot and come to the front office.
- **Do not pass any car while in the car rider line – morning or evening unless otherwise signaled to do so by a car rider monitor.**
- In order to develop independence, students will go to their classrooms and begin their day without parents/guardians walking them to class.

Afternoons:

- Our dismissal bell rings at 3:10 p.m. We do announcements at 3:10 p.m., then dismiss.
- All car riders will wait in designated areas until called to meet parent/guardian.
- Please do not pass any car while in the car rider line – morning or evening.
  - **We ask that *you remain in your vehicle at all times.* Please do not park and get out on foot. For safety purposes, this program was designed for *drive-up only*.**
- If your child is to be picked up by someone other than the people listed on your emergency card, please notify the school in advance. **ID is required**!
- If your child is a designated car-rider, he/she will NOT be put on the bus without express direction by a parent/guardian, either in writing or by phone. **YOU MAY NOT PARK & REMOVE YOUR CHILD FROM THE BUS.**
- Children must be picked up no later than 3:20 p.m. or they will be brought to the office & you will be called. Our faculty and staff have other duties after dismissal, so we will be unable to provide student supervision after 3:20 p.m. for any reason.

To change the way your child goes home:
To make a change, please call before 2:30 p.m.
Please **do not call** the school **AFTER 2:45 p.m.**

Thank you!

If your child usually rides the bus but needs to be a car rider or change the way he/she goes home in the afternoon, the student needs a written, dated and signed note from a parent/guardian to give to his/her homeroom teacher.

Students without a written, dated and signed note will go home exactly as parents designate on the Transportation Form unless we receive a phone call from parent/guardian *before 2:45 p.m*.

It is recommended that a note be sent and last minute changes be avoided. However, if it does become necessary to change the way your child leaves in the afternoon, please call the office *before* 2:45 p.m. so that your child can be notified.

Please try to avoid SEVERAL transportation changes in one day.

Bus/Car Notes

The office receives numerous bus notes and car notes each day. Please use the Communication Pad given to you on Business Day (if you do not have one please contact the office)**.** The note must contain the following information:

- Your child's first and last name
- Your child's teacher's name
- Your child's **complete destination** (first and last name of the student, who your child is going home with, or complete address of an unscheduled stop)
- The date this will occur on
- Your signature

Written bus/car notes from home are always much easier to process than bus/car notes that are phoned in.

Please try to send your child's destination instructions in writing if at all possible rather than calling, as this will help us ensure that we get all students to their proper destinations.

School Safety Procedures

Visitor's Passes and Visits

The safety of our children and staff is a **top priority**. Franklin County School Division school security procedures require that **under no circumstances** is anyone to go beyond the office without receiving permission from the office and displaying a visitor's pass.

Upon entering the building, parents and visitors must sign in at the office, with required I.D. to receive a visitor's pass, which must be displayed during the time spent in the building.

All conferences and classroom visits are to be scheduled ahead of time with the teacher(s). We welcome parents/guardians and ask that you follow the procedures above for the protection of our children and their learning time.

Thank you for your cooperation in our efforts to keep our children safe at all times.

Crisis Management

Windy Gap Elementary has a comprehensive Crisis Management Plan that details procedures for building evacuation, school lockdown, and tornado preparedness and off site evacuation. This plan is reviewed and practiced with staff and students each year.

Franklin County Schools Policy Manual

Copies of the Franklin County Schools Policy Manual are located online.

School Closings

When weather conditions interfere with normal school operations, school may be closed, delayed or close early. If it becomes necessary to close schools early, announcements are made on the local radio and TV stations. Please listen for these announcements.

DO NOT CALL THE SCHOOL FOR INFORMATION, as we need to have all lines open.

In the event that school closes early and there is no one at home, your child needs to be taught where he/she is to go, and the school must have written permission for your child to do so. This plan is to be recorded on the emergency card at school.
Announcements regarding school closings, delays, and early dismissals will be on the following:

Radio Stations:		**TV Stations:**
WZBB-FM	**WROV**	**WDBJ**
WYTI	**WSLC/WSLQ**	**WSLS**
WNLB	**K-92**	**WSET**
WMVA	**WTOY**	**Cable 12**
WFIR/WPVR	**Spirit FM**	**Fox 21/27**

To Opt In for text messages, you must text the word YES to 67587 one time. Since text messages may incur a cost to you, you must agree to receive them.

Visit our WGES website OR the Franklin County Public School Website for more information on signing up to receive School or Weather Alerts via email, voicemail on your cell phone or text messaging.

Tardies and Early Check-Outs

Student instruction begins immediately following the 8:25 a.m. bell. Any student who is not in his/her classroom by 8:25 AM will need to stop by the office to be removed from the absence list and receive a pass to go directly to class**. An adult MUST enter the building with a student who is tardy.** Morning announcements will begin at 8:25 a.m.

School instruction ends at 3:10 p.m. daily. Afternoon announcements are made at approximately 3:10 p.m. Students leaving early must be signed out in the office by the parent/guardian using a valid Driver's License. Parents are to wait in the office area for their child(ren). Parents are not allowed to take their child from the lobby area. Lobby area car rider duty monitors will send them to the front office. **Any time a child leaves the classroom prior to 3:10 PM, an early check out will be recorded. Five (5) tardies or early checkouts are considered as one day missed when considering attendance for awards and/or record keeping.** Doctors' or dentists' notes are needed to verify late arrivals or early checkouts due to appointments.

School Attendance

According to the law in the state of Virginia, all children must attend school. The law also requires that each public school division track student attendance and account for each student absence. The Franklin County Schools' Attendance Policy supports the compulsory school attendance law and will enforce it as written below:

Elementary/Middle School Attendance Policy

Franklin County School Board policy states that **any student who is absent from school more than 20 days will not be promoted to the next grade level.** Exceptions will be considered on a case-by-case review of the nature of the student's absence with parents, teachers, administrators and central office personnel.

If your child is absent, please notify the office by 9:00 a.m. You may either send a note with a sibling, or call the school. The notification MUST originate from a parent/guardian – a sibling's word is not sufficient. A note from the parent or guardian is required upon the student's return to school. An auto dial out system will be used to notify parents of their student's absence. This will occur even if parent has called the school.

In addition to school board policy, the Code of Virginia (22.1-2.58) 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:

1. Telephone call to parent/guardian.
2. Letter to parent/guardian addressing student attendance.
3. Parent/School conference.
4. Home visits.
5. Referral to the Franklin County Truancy Response Team.

SCHOOL ATTENDANCE (continued)

The Truancy Response Team is an interdisciplinary group of school personnel and other professionals from community agencies who meet to discuss and recommend resources, options, and opportunities to help children stay in school and be successful. Another function of the team is to make referrals to the Franklin County Juvenile and Domestic Relations Court. These referrals can be made in the form of either a CHINS (Children in Need of Supervision) or a warrant issued against the parent(s) for failure to send the child to school.

The Truancy Response Team will consider the following as EXCUSED ABSENCES:

- Personal illness with a signed doctor's note
- Death in the immediate family (Father, Mother, Brother, Sister, Aunt, Uncle, Grandmother, Grandfather)
- Subpoenaed court appearance
- Representative for school at a school-related activity
- Authorized field trips and school–sponsored activities

IF YOUR CHILD MISSES MORE THAN 5 DAYS OF SCHOOL, EXPECT THIS POLICY TO IMPACT YOU AND YOUR CHILD.

Franklin County Public Schools
K-12 Perfect Attendance Policy

The following established criteria will become part of the comprehensive FCHS attendance policy:

1) FCHS students will be limited to 3 total period absences over the course of their 4 years at FCHS to be eligible for perfect attendance.

2) FCHS does not maintain daily attendance. Period attendance of 3 periods or less would be equivalent to less than 1 total day of absence.

3) The burden will be placed on the student to maintain compliance and make application for the award at the end of their senior year. Requirements will be presented and explained in the student handbook.

4) Data will be reviewed following the receipt of a completed application and a determination will be made applicable to established criteria.

K-8 attendance regulations will be modified to establish consistency in the division policy.

5) K-8 policy will be modified to include the requirement that students must be present for **½ day** to be counted as present for purposes of perfect attendance.

6) K-8 will continue the established policy applicable to early checkouts and check-ins: **5 total tardies/early check outs** will result in a day's absence for attendance policy requirements. The late check-in and early check-out policy is not time dependent. These criteria will exist from the time of the beginning of the day bell to end of the day bell.

Make-up Work

If a child is absent for only one or two days, it is usually better if the teacher handles the make-up work at school. When a child returns to school, he or she will be informed as to what was missed, given notes and assisted with instruction when needed. The child will be given a specified time to make the work up at school or allowed to take it home, depending upon the type of work involved.

In cases of longer absences, parents wishing to obtain the make-up work should call the school before lunchtime to allow time for the teacher to collect and prepare the needed materials. The work can then be picked up in the main office three hours after notification of your request. Make-up work is NEVER comparable to class discussions, hands on activities and in-class activities held each day in the classroom.

The responsibility for make-up work missed due to being absent lies with the student and the parent. The student or parent must ask teachers for assistance in making up work.

Medication and Student Illness

The Franklin County regulation governing the dispensing of medications is as follows: **no medication and no treatment are to be given to students by school personnel. Such preparations as Advil, Tylenol, Bactine, Calamine lotion, gargles, eardrops, eye washes, cough drops, and others are classified as medicines and are not to be used on school premises without proper doctor's script.**

Prescription medications may be given only as described below:

- A doctor prescribes the medication and it is necessary to be taken at school.
- A School Medication Form is completed and signed by the doctor and parent. This form is available in the school nurse's office and MUST be completed with all information, signed by the child's doctor & parent then returned to school before any medication can be dispensed. The medication must be in the original prescription bottle with the drug store label attached.
- Children are never to bring medication to school. The medication must be brought to school by the parent/guardian.
- Parents MUST pick up medicine that is left at school. It will NOT be sent home in the student's backpack.
- Employees of Franklin County School Board may give non-prescription medication to students ONLY with doctor's orders and the written permission of the parent/guardian. Such permission shall include the name of the medication, the required dosage of the medication and the time the medicine is to be given. Such medicine must be in the original container and delivered to the principal, school nurse or division designee by the parent or guardian of the student.

Medication and Student Illness (continued)

On the School Medication Form, the physician must write the following instructions:

- Name of medication.
- Exact dosage to be given (i.e. Two 10 mg. Tablets)
- Exact time dosage is to be given.
- Reason child is to take medication at school.
- If more than one medication is prescribed, state clearly in which order they should be given.
- "Repeat as necessary" is unacceptable. If the medication needs to be repeated, the exact conditions for this repeat dose must be specified.

Student Illness/Injury

When a student becomes sick or injured at school, he or she is taken to the school clinic to have his/her condition checked. If the child's condition warrants it, parents or guardians will be called to pick up the child.

The school *MUST* be provided with telephone numbers where parents/guardians, or some other designated person, can be reached in case of an emergency.

Emergency Phone Numbers

All parents are required to complete an Emergency Medical Information sheet to be kept in the child's file. This is done through the online program, INFO SNAP.

Parents must provide the school with important current information and several emergency numbers in case we are unable to contact anyone at the first number listed.

When emergency contacts are listed, please be sure to notify these people that the school may call them if your child becomes sick, injured or for unexpected closings of school. If you change jobs, or a phone number of one or more of your contacts changes, it is extremely important that you send this information in writing to our office right away, so that we can update your child's forms. The children's health and safety are most important to us, and we are sure that you understand the need for complete and current information.

Required Records

Immunizations, Birth Certificate, Proof of Residency, Social Security Number

Virginia State Code requires that students receive the required immunizations and a Physician's School Entrance Form (for Pre-K and Kindergarteners) before entering school. An official birth certificate from the Bureau of Vital Statistics (not the one received from the hospital) is also required.

All elementary-age students who register in a Franklin County school must present proof of residence to the school. Acceptable items to prove residence in the school zone are utility bills or similar document to verify that your residence is located in a particular school zone. The address must belong to YOU & the home **you** live in, and cannot be the address for a sitter or other person. Out-of-Zone applications must be submitted and approved for any student who does not have proof of residence in the Windy Gap School Zone.

School Breakfast and Lunch

Breakfast is served from 8:00 – 8:30 a.m. each day.

Often LATE check-in or tardies are not able to get breakfast beyond 8:45 a.m. **There will be no breakfasts served on days when school opens two hours late.**

We are 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.

Students are encouraged to eat their entire lunch daily. If your child packs, be certain the food is healthy. **No student will have access to a microwave during lunch, please make the appropriate arrangements when packing lunches.** No candy or soda is allowed at school during lunch. Also, if your child brings a bottle to school to keep on his/her desk, it should contain water only!

No colored water, power drinks, fruit juice, Kool-Aid, etc. can be consumed in the classrooms, other than special occasions such as holiday parties unless otherwise approved by the Principal.

Student Expectations and Responsibilities

Windy Gap Elementary follows the discipline policies and procedures as determined by the Franklin County School Board for both school and bus behavior. The Franklin County Handbook on Student Behavior and Student Bus Rules is included as part of this handbook. Along with the county guidelines, teachers develop classroom rules and consequences that will be sent home during the first week of school.

Please read over these items with your child and stress the importance of everyone following the rules for a safe, orderly environment at school and on the bus.

Character Education and Student Expectations

Our school has a character education program (as required by the code of Virginia 22.1-208.01) called GAT (Getting Along Together) that stresses the following six traits:

- Trustworthiness
- Respect
- Fairness
- Responsibility
- Citizenship
- Caring

Getting Along Together also includes:

- Introduce strategies for conflict resolution.
- Promote effective, cooperative teamwork.
- Support thinking and cognitive skills through "brain games."
- Promote a cooperative classroom environment with Class Councils.
- Reward positive peer interactions.

The program is integrated into our school curriculum and is supported by the faculty and staff. Parents are encouraged to participate in the program by reinforcing these traits at home.

Student Expectations and Responsibilities (continued)

Expectations for students are based on the six pillars of Character Education and include proper behavior in the classrooms, hall, cafeteria, restrooms, playground and bus. The students will show respect for teachers, classmates and others by:

- Keeping hands, feet and objects to self.
- Following directions when given.
- Moving from one place to another by walking in an orderly manner.
- Using appropriate language and behavior.

Other policies include:

- **All personal electronic devices must be turned off and put away during school hours. Students found using devices during school hours are subject to disciplinary action. The school/school personnel are not responsible for any lost/stolen electronic devices.**

- **No gum, candy, or soft drinks are to be brought to school. Candy or soft drinks are allowed ONLY for special occasions as determined by school personnel. Students who pack their lunches may bring water, milk, or juice or buy milk or juice from the cafeteria. NO carbonated drinks are acceptable, even the ones that may come in the prepared lunch kits or Lunchables. We will ask your child to drink water OR buy juice/milk in the event they do bring a carbonated beverage to school.**

Homework Policy For Elementary Schools

Definition and purposes of homework

Homework is any assignment a pupil is given to do at home, which is expected to strengthen or support learning in the classroom. ***EVERY CHILD HAS READING HOMEWORK EVERY NIGHT – to READ ALOUD FOR 20 MINUTES and write a meaningful sentence.***

Some assignments are made and justified on the following bases:

1. to afford practice toward the mastery of essential skills;
2. to prepare for a test or further assignment;
3. to reinforce independent study habits and a sense of responsibility;
4. to apply learned skills in solving problems;
5. to provide motivational, challenging or creative experiences; or
6. to study or collect observable data which are more accessible outside the school.

Homework assignments are not made on the following bases:

1. to punish a child for misconduct at school;
2. to provide “busy work” to occupy a child’s time outside the classroom; or
3. to make assignments to meet any conceived quota on homework.

Homework Policy for Elementary Schools (continued)

The amount of time required to complete homework will vary according to the assignment. Completion time is a judgment call on the part of the teacher. The following recommendations shall serve as a guideline for teachers when making homework assignments either to a student or to a class:

Grades K-3 . . . . . 30 minutes for written work
Grades 4-5 . . . . . 60 minutes for written work

A Checklist for Helping Your Child With Homework

Make Sure Your Child Has*:*

- A quiet place to work with good light.
- A regular time each day/evening for doing homework.
- Basic supplies, such as paper, pencils, books and ruler.

Questions To Ask Your Child:

- What's your assignment today?
- Is the assignment clear? (If not, check the homework sheet or assignment book.)
- When is it due?
- Do you need special resources (such as a trip to the library or a book you don't have)?
- Do you need special supplies (such as graph paper, ruler or poster board)?
- Have you started today's assignment? Finished it?
- Is it a long-term assignment (such as a term paper or science project)?
- For a major project, would it help to write out the steps or make a schedule?
- Would a practice test be useful?

Other Ways to Help:

- Look over your child's homework, but don't do the work!
- Meet the teachers early in the year and find out about homework policy.
- Review and discuss with your child the teacher comments on homework.
- Observe your child's style of learning and try to understand how he/she works best (Such as by using visual aids or by reading some material aloud.)
- Contact the teacher if there is a homework problem you can't resolve.
- Congratulate your child on a job well done!

Parent-Teacher Organization

SHOW YOUR SUPPORT- YOU ***are a PTO MEMBER*!** As a parent of a Windy Gap Elementary School child YOU are an automatic member of the PTO. We need you and welcome you to support and participate in all PTO activities. The PTO meetings begin at 6:30 p.m. Many programs and activities are planned for each.

The Executive Board meets several times each year. Any PTO member can attend the Board Meeting. Parents are encouraged to be ACTIVE in the PTO. The PTO sponsors fundraisers, programs and special events, the PTO depends on YOU, as a parent, to assist in these efforts for our students at Windy Gap Elementary School.

Educational School Trips

Students may have the opportunity to take one or more educational trips during the school year. The purpose of these trips is educational and must be approved by the School Board. In order to be approved, each educational trip must meet certain guidelines and help teach the Standards of Learning.

Students are always expected to conduct themselves appropriately. Parents/guardians are required to sign a school permission slip before students are permitted to go on a trip.

Due to class sizes, most of our trips will have a limited number of chaperone spots (if any) available, so all parents will not be able to chaperone on all trips. Only school personnel, students enrolled in the class going on the trip, and a select number of parents/legal guardians are permitted on school-sponsored trips.

Siblings and other children are not allowed on school-sponsored trips.

Parents are not permitted to arrive at Field Trip site without approval from the school principal. Arrangements for this approval must be done prior to the day of the trip.

Parents/Guardians may be asked to complete a Social Service/Criminal History screening prior to chaperoning a day trip where they are asked to chaperone children other than their own.

Effective Jan. 1 2015; Prior to chaperoning an overnight field trip, any volunteer/parent must have completed a Criminal History and Social Services screening, and must be cleared by Franklin County Public school to participate in the event. Any felony conviction, especially an offense against a minor, may disqualify the volunteer/parent from participation in the event.

Standards For Student Dress And Grooming

The ENTIRE dress code policy is in the County Handbook. Please review this section and be familiar with countywide dress policy. Additionally, we have a playground/gym requirement, so proper attire is a necessity.

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.

Gym shoes and clothing:
Students are expected to wear sneaker type shoes and appropriate clothing for gym class AND for play on the playground/track DAILY, weather permitting. Your child may want to leave an old pair of sneakers here for this purpose. Many shoes that are worn to school are NOT appropriate for climbing on equipment. Your child's teacher will not allow him/her on the equipment or track if appropriate shoes are not worn.

PLEASE HELP US OUT WITH THIS! OUR GOAL IS TO MAKE SURE YOUR CHILD IS AS SAFE AS POSSIBLE.

If you do not want to send shoes to leave at school, please refer to your child's class schedule to find out when gym class/recess is scheduled. Contact your child's teacher or the Principal if you have questions or concerns.

Although the County Handbook covers a wide variety of regulations regarding clothing, we would like to point out a few that have raised issues in the past:

- Students should not wear clothing with disruptive logos or slogans. Shirts will be turned inside out or changed.
- Spaghetti straps are not allowed – sleeves should at least reach the corner of the shoulder.
- Hats and bandanas are not allowed in school unless there is a special condition or situation that is prior approved by the Principal.
- Flip-flops are considered unsafe, and it is recommended that students not wear this type of shoe to school.
- Students wearing clothing that is too tight or too short may be asked to change into other clothes or we may call home to have appropriate clothing brought in for the child to change into.
- Clothing may not depict discriminatory, obscene or hate speech imagery. Clothing and accessories that endanger the safety of others may not be worn. The Confederate Flag is prohibited.
- Apparel, jewelry, accessories, tattoos, or manner of grooming that advocates gang activity, illegal or disruptive behavior is prohibited.

Standards of Learning Tests

The state of Virginia requires that all students take Standards of Learning tests in **each grade three through eight (3-8)** in the areas of English/Reading/Writing, math, social studies and science.

Any student who does not pass the Standards of Learning Tests and scores between 375-399, may be asked to attend a remediation program**. Students in that range may also be eligible for an expedited retake.** Also, students who do not pass their Math, Reading or Writing SOL may be asked to attend summer school.

Standardized Testing

Students at selected grade levels participate in state and county testing programs that are provided to measure their academic achievement and abilities as follows:
Grade 2 – Reading/ Writing/Math Competency Test, Spring
Grades 3, 4 and 5 - Standards of Learning Tests, Spring

**** A link to the Department of Education and the Standards of Learning is available on the school website www.frco.k12.va.us (under "instruction"). A hard copy of the SOLs is available to parents upon request. ****

Elementary Standards of Learning Tests (SOL)

The **Standards of Learning (SOL)** for Virginia Public Schools establish minimum expectations for what students should know and be able to do at the end of each grade or course in English, mathematics, science, history/social science, technology, the fine arts, foreign language, health/physical education and driver education.

Annual assessments – including SOL tests and alternative assessments – provide information on individual student achievement including those with special needs.

Increasing Rigor

Building on the success of the SOL program and to better prepare students to compete in today's global economy, more rigorous English, mathematics and science standards and expectations are being implemented that meet national and international benchmarks for college-and-career readiness.

Elementary SOL Testing Schedule for 3rd, 4th & 5th Grades

Students in ***3rd Grade*** will take SOL Tests in **Reading and Math**
Students in ***4th Grade*** will take SOL Tests **in Reading and Math and VA Social Studies**
Students in ***5th Grade*** will take SOL Tests in **Reading, Math, and Science**

Helpful Websites

Here you will find addresses that are great tools to use when your child wants something to do or we are getting ready for those SOL tests!

- www.virginiasol.com (Select Practice Tests / Grade Level)
- www.freesolstuff.com/
- www.IXL.com
- http://iq.poquoson.org/index.html
- http://www.cbc.ca/kidscbc/
- http://education.jlab.org/solquiz/
- https://www.khanacademy.org

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:

Kindergarten:	http://bit.ly/FCPSFLEGradeK
1st Grade:	http://bit.ly/FCPSFLEGrade1
2nd Grade:	http://bit.ly/FCPSFLEGrade2
3rd Grade:	http://bit.ly/FCPSFLEGrade3
4th Grade:	http://bit.ly/FCPSFLEGrade4
5th Grade:	http://bit.ly/FCPSFLEGrade5
Middle School:	http://bit.ly/FCPSFLEMiddleSchool
High School:	http://bit.ly/FCPSFLEHighSchool

If you determine your child should not be included in FLE this school year you may visit http://bit.ly/FCPSFLEOptOutForm to complete the opt out form and return it to your child's school on Business Day. Forms will also be available at your child's school on Business Day**. Unless you indicate otherwise, your child will be included in FLE.** You do not need to return the form if you wish for your child to participate in FLE instruction.