



2025-2026 Student/Parent Handbook

Rappahannock County High School
540-227-0745

RCCHS Attendance Office
540-227-0745 extension 3500

Athletic Director
540-227-0745 extension 3471

School Social Worker Crisis Hotline
540-683-0437

Rappahannock County Public Schools
www.rappahannockschoools.us

Dr. Mary Jane Boynton
Principal

Jodi Place
Assistant Principal | CTE Coordinator

Dani Pond
Director of School Counseling

Courtney Atkins
Athletic Director/School Nurse

Crystal Smith
District Director of Testing and PowerSchool Administrator

Rappahannock County Schools Mission & Vision

Vision

The RCPS Vision is to empower every student to reach their full potential.

Mission

To promote a culture of learning, a roadmap for excellence, and the passion and character that leads to each student's success.

Rappahannock County High School fully supports the Vision and Mission of RCPS. We strive to put people and processes in place that embody the spirit and intent of empowering our students to be their best and promoting the qualities that lead to their successes.

Parent Portal

Parents can access their child's grades and attendance records through the Parent Portal connection of the PowerSchool student data system. Parents can access period attendance and grades for assessments recorded in the database. Teachers can be contacted through the portal via email.

Parents are encouraged to request a Parent Portal access in order to monitor student progress and foster informed communication with teachers and the school.

Access will not be granted to persons other than the documented parent/guardian of the requested child. User IDs and passwords should be kept secure.

User IDs and passwords cannot be e-mailed, mailed, or faxed. User IDs and passwords must be obtained in person through the RCHS attendance clerk for security purposes. Identification may be required to pick up access information.

Please note you only need to create an account one time for each child. You do not need to recreate an account for each school year, continue to use your existing ID and password.

Library Guidelines

Library hours: 8:00 a.m. - 3:30 p.m.

The library is a welcoming space where students can read, research, study, and explore a wide range of print and digital resources and makerspace tools. Students are encouraged to visit the library during open hours to check out or return books, use reference materials for class projects, or enjoy a quiet reading break.

To help keep the library a shared and enjoyable space for everyone, students are expected to:

- Treat all library materials with care.
- Return borrowed items on time so others may enjoy them.
- Report and take responsibility for any lost or damaged items.

Students may be charged the replacement cost for items that are lost, stolen, or returned in unusable condition.

Respectful behavior, quiet conversation, and responsible use of technology are expected at all times to maintain a positive environment for all library users.

Participation/Attendance for Extracurricular Activities

Students may participate in or attend any after school activity (home or away) if they are in attendance at school on the day of the activity and are in good standing with no discipline referral limitations on extracurricular attendance. Students must be in attendance by 8:20 a.m. to participate in or attend any after school activities unless they have permission from the administration. In addition, consistent with our pursuit of academic excellence, we have a set of scholastic standards for students who wish to participate in extracurricular activities (athletics, clubs, plays, etc.) These standards recognize the philosophy of the Virginia High School League (VHSL) as well as the sustained effort of our school division to promote excellence in all student endeavors and to develop all of the abilities of every young person in our system.

In order for a student to be eligible, he/she must have passed 3 of the 4 courses taken in the previous semester. In order to maintain in-season eligibility, a student athlete must be passing a minimum of 3 classes. Students not meeting this requirement must be seeking remediation for affected classes.

Student athletes should refer to the [Athletic Handbook](#) for detailed rules, regulations, and procedures governing eligibility and athletic participation.

School Nutrition Program

Cafeteria Pricing

RCPS cafeteria uses a computerized system which allows for convenient prepayment of meals by the week or month. Additionally, an online payment system - <http://www.k12paymentcenter.com/> - will be available on the Food Services page of the RCPS website for convenient online payment. Please see the handout in your child's back to school packet for further information.

Applications for free and reduced meals are available in the main office at any time or ONLINE at <http://www.lunchapplication.com/> - select Virginia, then choose RCPS, then follow the prompts. All families in need of assistance are encouraged to apply. Parents must submit one application per family at the start of each school year to continue receiving discounted meals. Student accounts should not enter a negative balance.

Food & Drinks

Food and drinks are not to be consumed in the library, computer labs, gym or auditorium or any other space where food and drinks are advertised as prohibited.

Students may possess open drink containers only during their lunch period. Drinks may not be shared between students. No other open containers will be permitted in school during

the school day. Teachers may allow bottled water in their individual classroom areas.

Energy drinks are not permitted at any time.

Counseling Services

The Counseling Department seeks to help all students in making decisions concerning your educational and career plans. They will help you to better understand yourself as well as your interests, aptitudes, and abilities so that you can choose a program of study which will prepare you for either work or college.

The Counseling Department is also always available for any other problems or concerns you may have.

RCHS Graduation Requirements

Course Requirements	Advanced Studies		Standard	
	Standard units of credit	Verified units of credit	Standard units of credit	Verified units of credit
English – 9, 10, 11, and 12	4	2	4	2
Mathematics – Courses shall include at least two different course selections from among Algebra I; Geometry; Algebra, Functions and Data Analysis; Algebra II; or other mathematics courses above the level of Algebra II (Standard Diploma) or at least three different course selections from among Algebra I, Geometry, Algebra II, or other mathematics courses above the level of Algebra II (Advanced Studies Diploma).	4	1	3	1
Laboratory Science – Courses shall include at least two different course selections from among Earth Science, Biology, Chemistry, or Physics (Standard Diploma). The Advanced Studies Diploma requires at least three different course selections from among Earth Science, Biology, Chemistry, or Physics.	4	1	3	1
History and Social Sciences – Courses shall include U.S. and Virginia History, U.S. and Virginia Government, and one (Standard Diploma) or both (Advanced Diploma) of the following: World History to 1500; World History from 1500; World Geography may be accepted as one of the required courses for the Advanced Studies Diploma for transfer students.	4	1	3	1
World Language Courses – Courses shall include three years of one language or two years each of two languages.	3			
Health/Physical Education	2		2	
Economics and Personal Finance	1		1	
Fine Arts or Career and Technical Education	1			
World Language, Fine Arts, or Career and Technical Education – Credits earned shall include one credit in either fine and performing arts or career and technical education.			2	
Electives – Courses to satisfy this requirement shall include at least two sequential electives	3		4	
TOTAL CREDITS REQUIRED	26	5	22	5

ADDITIONAL REQUIREMENTS	* Virtual Course (Credit or Non-Credit) * CTE Credential OR One Adv. Course OR WBL Experience * CPR/First Aid and AED Training
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Other Diplomas & Certificates

Applied Studies Diploma	For students with disabilities who meet the requirements of their IEP.
Individual Student Alternative Education Plan	For students who are between the ages of 16-18, who meet specific criteria and pass the high school equivalency exam.

For additional information regarding graduation requirements visit www.doe.virginia.gov

Student Athletes

Rappahannock County High School follows VHSL rules for player eligibility. In addition, athletes are expected to maintain a passing grade in all of their current classes. Athletes that are underperforming in the classroom will be expected to participate in any available tutoring or make-up sessions. Additionally, academic monitoring reports will be required of those underperforming athletes on a weekly basis. Effort to improve must be demonstrated in order to continue to participate in sports. The athletic director and coaches will monitor grades throughout the season.

Athletes are not permitted to participate in athletics, games or practices, on days when they are in ISS - for any instructional time - or have been assigned OSS. No exceptions.

PLEASE SEE THE RCHS STUDENT/ATHLETE HANDBOOK FOR MORE DETAILS

Grading System & Weighting

Rappahannock County Public Schools use letter grades on report cards and transcripts. The following grading scale equates the grade earned in a class to the equivalent letter grade and point value:

Class Grade	Letter Grade	Grade Points	Honors Grade Points	AP/DE Grade Points
97-100	A+	4.0	4.5	5.0
93-96	A	4.0	4.5	5.0
90-92	A-	3.7	4.2	4.7
87-89	B+	3.3	3.8	4.3
83-86	B	3.0	3.5	4.0
80-82	B-	2.7	3.2	3.7
77-79	C+	2.3	2.8	3.3
73-76	C	2.0	2.5	3.0
70-72	C-	1.7	2.2	2.7
67-69	D+	1.3	1.8	2.3
61-66	D	1.0	1.5	2.0
60 and below	F	0.0	0.0	0.0

Report Cards

At the end of each quarter, students will receive a report card indicating their academic standing within each of their classes. Additionally, interim grade reports will be sent home with students at the 4 ½ week point of the marking period.

End of Terms	Interims	Report Cards
Q1: October 14 Q2: December 19 Q3: March 12 Q4: May 28	September 12 November 12 February 11 April 15	October 24 January 9 March 20 May 28

The frequency of parental contact is based upon the nature of the student's behavior and performance as well as the parents' desire for regular communication with the school. In general, teachers will make every effort to contact parents with information that will facilitate the development of a collaborative working relationship between the home and the school.

Incomplete Grades

Students who have incomplete grades for valid reasons at the end of the nine-weeks will be given "I" on the report card. This grade will be changed after a grade is received from the teacher. Make sure you keep up with your work and complete all assignments.

Student Attendance

Student attendance is a shared responsibility among the school, the student, and the parent or guardian. The Rappahannock County School Board emphasizes the importance of regular and punctual attendance and expects students to be present for the full instructional day unless an absence is excused by a parent/guardian or school official. Consistent attendance is critical to academic success, and unexcused absences or tardiness may negatively impact a student's ability to successfully complete coursework and meet graduation requirements.

In accordance with the Virginia Department of Education, the total number of absences for each academic year will be included on every student's official transcript. Therefore, accurate reporting, communication, and documentation of all absences are essential.

To ensure timely communication, families are asked to keep the school informed of any changes to phone numbers, email addresses, or physical addresses. When a student is unexpectedly absent, a notification will be sent to the parent or guardian via the school division's automated system by call, text message, and/or email. This alert serves to confirm the absence and ensure that families are aware. If your child will be absent, please notify the school by emailing attendance@rappahannockschoools.us or by calling the main office. This communication should occur on the day of the absence whenever possible.

The following outlines the specific responsibilities related to school attendance:

- **Parent/Guardian Responsibilities:**

Parents or guardians are expected to promote regular attendance by ensuring that their child arrives on time and attends school daily. It is the parent's responsibility to notify school staff of the reason for any absence within three (3) days of the student's return. This may be done through written communication, a phone call, or email. Parents must also provide accurate and up-to-date contact information and inform the school promptly if there are any changes. Parents are encouraged to support the enforcement of attendance policies and work collaboratively with school staff to resolve attendance concerns.

- **Student Responsibilities:**

Students are responsible for being present at school every scheduled school day and for the entire instructional day unless they meet the criteria for an excused absence. They are also responsible for making up any work missed during absences.

- **School Responsibilities:**

The principal or designee is responsible for documenting all absences, late arrivals (tardies), and early dismissals. They will determine whether absences are excused or unexcused based on division policy and communicate regularly with families regarding attendance concerns. Reasonable efforts will be made to contact parents or guardians when a student is absent, particularly when no prior communication has been received.

By working together, students, families, and school personnel, Rappahannock County High School strives to ensure that all students attend regularly and are supported in reaching their academic goals.

Excused Absences

An absence is considered excused when the parent or guardian notifies school officials of the reason for the absence within two (2) school days of the student's return, and the reason is accepted as valid. Examples of excused absences include personal illness; death or serious illness of a family member; quarantine; religious holidays or observances; violent storms or hazardous weather; medical, dental, or therapeutic appointments; court appearances or subpoenas; out-of-school suspensions; pre-approved travel for family emergencies or vacations; and college visitations. In certain cases, supporting documentation may be required.

The responsibility to complete missed schoolwork lies with the student following an excused absence.

Parents or guardians may excuse up to ten (10) absences during the school year without third-party documentation, such as a doctor's note or legal paperwork. Once a student has reached ten parent-excused absences, the school will notify the parent and request documentation for any previous absences, while also explaining that additional absences will require official documentation to be considered excused. If a family is facing extenuating circumstances, the parent may request that the principal or designee review the situation and determine whether additional absences can be excused without

documentation.

The school recognizes that families may occasionally need to schedule travel during the school year due to emergencies or vacations. Such absences must be pre-arranged when possible and will count toward the ten allowable parent-excused absences unless otherwise approved by the principal. A pre-arranged absence request form is available through the school office and should be submitted at least two weeks prior to the planned absence.

Students who are absent for more than fifteen (15) consecutive school days will be withdrawn from enrollment and re-enrolled upon their return. While every effort will be made to return the student to their original schedule, placement in the same classes cannot be guaranteed.

Unexcused Absences

Unexcused absences exceeding three (3) days during a quarter may impact a student's ability to successfully complete a course. Fifteen (15) consecutive days of absence automatically withdraws the student from school. Missed work is not made up.

Partial Day Absence

A partial day absence occurs when a student is not present for instruction or a scheduled school-related activity at any point during the school day. School-related activities include assemblies, breakfast and lunch periods, counseling or therapy sessions, remediation, detention, and both curricular and extracurricular programs. All partial day absences are classified as either excused or unexcused, as determined by the principal or designee. Only a custodial parent/guardian or the principal (or designee) may authorize a partial day absence.

Unexcused partial day absences may result in academic interventions that take place outside the regular school day. Depending on the nature and frequency of the absences, students may also be subject to disciplinary action.

Partial day absences include late arrivals, tardiness, and early departures, each of which follows specific procedures:

Late Arrivals

Students arriving after the school day has begun must report directly to the Attendance Office to sign in. A note or phone call from a parent or guardian is required to explain the reason for the late arrival.

Tardiness

Repeated or excessive tardiness can negatively impact student learning and academic progress. Students who are habitually late to class may face disciplinary consequences.

Early Departure

Students leaving school before the end of the day must present a note or phone call

from a parent or guardian and sign out in the Attendance Office. If this process is not followed, the absence for the missed class period(s) will be considered unexcused. If the student returns on the same day, they must sign back in at the Attendance Office before returning to class.

Students are responsible for completing any missed assignments or classwork resulting from a partial day absence, whether excused or unexcused.

Chronic Absenteeism

When a student is absent from school attendance or a class(es), regardless of the reason for ten percent (10%) or more of the days on roll, the student is considered chronically absent. Chronically absent students are subject to academic interventions as determined by the principal (or designee).

Withdrawal/Transfer

Any student wishing to withdraw from school or transfer to another school must bring a letter signed by his/her parent or guardian to the Counseling Department stating the reason for the withdrawal/transfer and indicating the last day of attendance. Upon request, a transcript of the student's official record will be mailed directly to the new school. All monetary obligations and materials on loan must be cleared and the parent or guardian must sign a release before records will be sent.

How Absences Are Counted

In the case of an absence, parents need to telephone the school at 540-227-0745 extension 3500 and contact our attendance officer. This telephone call should occur each morning of the student's absence. A written note is required upon return to school. Tardiness to class is unacceptable and will be dealt with through the Code of Conduct.

Returning to School After Absences

Students returning from an absence must have a written explanation for the absence. It is the student's responsibility to arrange for making up missed work.

Illness/Injury During the Day

If a student becomes ill or is injured during the school day, they should report to the nurse's office if they are able to do so safely. For students who are unable to walk or move due to the severity of an illness or injury, the nurse will respond directly to their location. The school nurse will assess the situation and contact a parent or guardian if it is determined that the student should go home or needs further medical attention. If emergency medical services are required, the nurse will call for an ambulance immediately while school staff contact the parent or guardian without delay.

Students who become ill during the school day may only leave campus with permission from a parent or guardian. All parent communication regarding illness-related early dismissals must be handled by school staff. The person picking up the student must report to the Attendance Office to sign the student out before the student will be released.

If a student leaves school early due to illness or for an appointment that is not medically related (e.g., personal errands or non-essential activities), they may not participate in any

after-school activities or events on the same day unless they receive administrative approval.

E-Hall Pass

Rappahannock County High School uses an electronic hall pass system called Securly to monitor and manage student movement during instructional time. This system replaces the traditional paper-based pass system and is designed to support student accountability, safety, and minimal loss of instructional time.

Students must request a hall pass by logging into Securly using their RCPS Google credentials and submitting a digital request to their current teacher. Teachers must approve the request before the student is permitted to leave the classroom.

There are limits on how many passes a student may request per day. These limits do not apply to pre-scheduled appointments or emergency situations. In cases of emergencies, staff may initiate a pass directly. Some locations (e.g., restrooms, clinic, counselors) may be at capacity or require availability confirmation before a pass can be issued.

Upon returning to class, students must end the pass to reflect accurate time away. Frequent or extended time out of class may result in follow-up by staff. Students found out of class without an approved e-hall pass may be subject to disciplinary consequences.

Before / After School Procedures

Unsupervised students are not allowed in the high school before 8:00 AM. Please use the drop off zone located in the back parking lot when dropping off students between 8:00 and 8:20 a.m. Students will enter through Door 7 and proceed to the commons area.

Students are not to stay on school grounds after the academic day unless under the direct supervision of a coach or teacher. Car riders are to remain in the commons area until they are picked up by a parent. Students are not permitted to remain after school in order to wait for athletic competitions or practices scheduled to start after 4 p.m.

Lockers

Lockers are assigned to students by request for the purpose of storing belongings during the school year. Students are provided locks for securing their materials and books. Students with locks that are damaged or not returned will be charged the replacement cost of \$5.00. Lockers are subject to searches by the school administrators. Students are not permitted to store items in lockers that are banned from school grounds or are inappropriate to have in school.

Computer Use Expectations

The use of Chromebooks or any other school issued electronic device is a privilege, and in order to support student learning and assuage the rising costs of computer maintenance, the following guidelines will be implemented.

All computer users must comply with the Acceptable Use Policy as outlined below. The following rules apply to all computers:

- No food or drink is allowed near computers.

- Playing games is not allowed.
- Changing settings, such as screen size, background, wallpaper, and screensavers is not allowed.
- Physically defacing the computer, disassembling of computers, wires or parts thereof, is prohibited.
- Students MUST ask permission to print.

Acceptable Use Policy

All use of the 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 hardware, software, data communication lines and devices, terminals, printers, CD-ROM devices, servers, mainframe and personal computers, Internet and any other internal or external network. (Taken from RCPS Policy IIBEA-R)

Terms and Conditions for Use Acceptable Use: Access to the division's computer system shall be (1) for the purpose 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.

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

Electronic Mail: The school division's electronic mail system is owned and controlled by the school division. The school division may provide electronic mail to aid students and staff in fulfilling their duties and as an educational tool. Electronic mail is not private. Users shall be personally liable for the content of any electronic message they create.

Internet Safety: K-12 students and staff are required to participate in and successfully complete internet safety training annually.

Network Use: The following uses of school-provided computer networks including Internet access are not permitted unless authorized by the Rappahannock County Public Schools Technology Department:

- To access the school division computer network with privately owned laptop computers
- To download or install software on the school division's computers

Violation of the Acceptable Use Policy may result in loss of computer system privileges, disciplinary action, and or possible legal action.

Code of Ethics

Users of technology are responsible for appropriate behavior on school computer networks just as they are in a classroom or a school library. General school rules for behavior and communications apply; consequences for inappropriate behavior also apply.

Access to these electronic resources is provided in order for students and staff to conduct educational activities. **Technology users are expected to act in a considerate and responsible manner.** All users of technology will be informed of expectations and responsibilities related to computers prior to gaining access as indicated in the staff and student handbooks. Technology users are expected to abide by the following.

- Use school facilities and equipment only for school-related, educational activities. This includes but is not limited to the use of the Internet, e-mail, school networks, and other electronic and online resources.
- Be courteous and use appropriate language. Do not harass or attack others or use expressions of bigotry, racism, and/or hate. Do not send, display, search, or use profanity, obscenities, sexually explicit, or offensive materials.
- Users protect privacy and safety by not disclosing such personal information as names, home, school or work addresses, telephone numbers, passwords, or personally identifiable information about themselves or others. Use only assigned passwords. The use of others' passwords is forbidden.
- Recognize and respect the intellectual property of others. For example, do not tamper with, copy, download, or upload files without permission.
- Adhere to federal copyright laws and publishers' licensing agreements.
- Respect the integrity of the network system. Do not attempt to circumvent or subvert system security measures. Do not tamper or alter the system in such a way that would disrupt the network.
- Report suspected computer viruses or other problems immediately to the classroom teacher, supervisor or system administrator so that action can be taken and damage can be minimized.
- Use equipment responsibly. Do not damage hardware, software, electronic systems or networks.
- Conserve resources including but not limited to file storage space, bandwidth, online time, toner, and paper.
- Do not use the computer system to sell merchandise, operate a business or for personal gain.

Computer Repair Pricing

The following school-issued devices are included under this policy:

- Chromebook
- iPad (with or without keyboard)
- Laptop (MacBook or Windows, if applicable)
- Chargers and accessories

Repair Pricing

Type of Repair	Cost (Standard)	Cost (Free/Reduced Lunch)
First mechanical repair (not negligence)	Free	Free
Second mechanical repair	\$25	\$10
Accidental damage (e.g.,	\$50	\$20

cracked screen)		
Charger replacement (first incident)	\$10	\$5
Charger replacement (repeat)	\$10	\$5
Keyboard / Trackpad repair	\$40	\$15
Lost or stolen device	See Replacement Cost Table*	50% of Replacement Cost*

* If the device is reported stolen with a police or school resource officer report, the replacement fee may be waived at administrative discretion.

Replacement Cost (Based on Device Age)

Device Age	Standard Replacement Cost	Free/Reduced Lunch
First incident of negligence	\$50	\$25
Additional incidents	Full repair /replacement cost	50% of actual cost

*Replacement costs are based on the age of the device and reflect depreciation.

Negligence or Intentional Damage

Incident Type	Standard Cost	Free/Reduced Cost
Year 1	\$250 (actual cost)	\$125
Year 2	\$200	\$100
Year 3	\$100	\$50
Year 4+	\$50	\$25

Intentional damage may result in full repair cost and disciplinary action.

Appeals and Financial Hardship

Families experiencing financial hardship may request a charge reduction or waiver. All appeals will be reviewed by school administration and the Executive Director of Administrative Services.

Student & School Safety

Rappahannock County Public Schools in collaboration with law enforcement, fire and rescue agencies, has developed School Crisis and Emergency Response Plans that detail recommended responses to a number of situations that pose a risk to the safety of persons on school property. Staff and students are instructed on these responses by conducting action drills, training, and discussions. These include:

Fire Drill (Evacuation Drill)

Instructs how to evacuate the building quickly and safely in the event that an emergency evacuation is needed. Students and staff will proceed to their assigned outdoor safe area.

The following are fire drill/emergency protocols:

1. When the fire alarm sounds, everyone is to leave the building.
2. As soon as the alarm sounds, all work stops, students leave materials on their desks, and evacuate the building as quickly as possible.
3. Windows should be closed and shades raised to above the first pane. The teacher should be the last to leave the classroom, closing and locking the door at exit. An up to date class roster should be taken outside to take attendance once at the designated safe area.
4. The teacher will check immediately to be sure that all students are present. If someone is missing, notify the zone lead immediately as they have a radio.
5. Order must be maintained. Absolutely no running, horseplay or excessive noise is allowed.
6. Everyone should be beyond danger and out of the path of emergency vehicles.
7. Be alert for necessary changes in course of action.
8. We return to the building only after a bell signal.
9. In an actual emergency, only the fire chief can authorize return to the building.

Lockdown Drill (High Level Threat)

Safety response to a person(s) posing an immediate risk of harm to others (i.e. person(s) inside the building with a weapon). Students and staff are instructed to secure themselves in a location by locking and barricading doors, turning out lights, or to find cover or concealment (hide).

- This response is initiated by communicating over the PA system:

"This is a drill. Lockdown-Get to a secure location. Lockdown and barricade doors. Activate Alice Training. Lockdown. This is a drill."

Shelter in Place Drill (Medium Level Threat)

Safety response in which a person(s) poses a possible risk to safety of other (i.e. an angry student escalating, student) or situation in which hallways and bathrooms need to be cleared (i.e. medical emergency, search by law enforcement K-9s, person(s) being sought in the building not known to be armed.)

- This response is initiated by communicating over the PA system:

"This is a drill. Shelter in place. Clear hallways and bathrooms and return to class immediately. Lock doors. Continue working in classrooms. This is a drill."

Stay Indoors Drill (Low Level Threat)

Safety response to an event outside the school building in which students and staff need to remain inside (i.e. police activity near the school, suspicious person(s), on school grounds, lightning). Students and staff are instructed to remain indoors or to return to the building immediately. Exterior doors are to be locked and monitored. Normal activities are to continue.

- This response is initiated by communicating over the PA system:

"This is a drill. Remain indoors; secure entrances. All persons outside are to return to the building immediately. Exterior doors are to be locked and monitored. Continue normal operations. This is a drill."

Tornado Drill

Safety response to tornado warning instructing students and staff to proceed to their indoor safe zone immediately and proper head covering techniques in the event of a tornado warning.

Bus Evacuation Drill

This drill instructs students on how to quickly and safely evacuate the school bus. This drill is conducted twice each year.

Always assume that an alarm signals a real emergency and proceed accordingly. In addition to regular fire drills, students will participate in earthquake, tornado, and lockdown drills. These drills occur as mandated by the state. Procedures and expectations are reviewed with students before these drills occur. Please note that parents are not contacted prior to these drills. The purpose of drills is to practice procedures and expectations so that students remain safe in the event of an emergency.

Threatening Behavior/Comments

Anyone witnessing/aware of threatening or violent behavior/comments should report those immediately to school staff. School staff are directed to report the incident immediately to an administrator. Administrators will begin the threat assessment process whereby all involved including potential witnesses will be interviewed. Action taken will be dependent upon the results of the threat assessment but could include disciplinary consequences as outlined in the student code of conduct including possible law enforcement involvement.

School Visitors

Rappahannock County High School welcomes parents, guardians, and community members while maintaining a safe and orderly learning environment. All visitors must report to the main office upon arrival, present photo identification upon request, state the purpose of their visit, and wear a visitor badge at all times.

Student visitors (non-RCHS students) are not permitted during the school day without prior approval from the principal.

Parents wishing to visit classrooms or meet with staff must request permission from the teacher and principal in advance. Tours and observations must also be scheduled and will

include a staff escort.

Visitors are expected to conduct themselves respectfully and not disrupt instruction or school operations. The administration reserves the right to remove any individual from school property or events for reasonable cause, including safety or behavioral concerns.

Parents are encouraged to participate in conferences, meetings, volunteer opportunities, and school programs, with prior coordination. Participation in field trips or off-campus events requires approval from school administration.

School Closing Information

Closings are posted on the school division website at www.rappahannockschools.us. Automated messages will be sent to home phones and to cell phones registered on our student information systems. Email/text alerts will be sent to all email accounts and cell phone numbers on file. Please make sure that all contact information (home phone, cell phone, and email addresses) are current for the 2025-2026 school year. School closure information will be posted on our RCPS Facebook page and RCPS website.

<https://www.facebook.com/rappahannockcountypublicschools/>

Student Parking / Driving

Driving to school is a privilege extended to students who demonstrate responsibility and follow school expectations. Students who wish to drive to school regularly must purchase a parking permit and sign the RCHS Student Driver Contract. Permits are available for purchase in the main office.

Students must obtain a parking permit within one week of beginning to drive to school. Failure to do so may result in the loss of driving and parking privileges. Students with two or more disciplinary referrals, or who commit a major violation of the Code of Conduct, may have their driving privileges suspended or revoked.

RCHS operates as a closed campus. Students are expected to remain on school grounds from arrival until dismissal unless signed out through the main office with administrative approval.

Student drivers must park in the designated student lot and enter the school building immediately upon arrival. Loitering in the parking lot is not permitted. Students may only transport other students if prior parent permission has been granted.

Student drivers that accumulate excessive tardies (5+) will be notified of a suspension of their parking / driving privileges. Length of suspension varies based on the number of tardies accumulated by a student.

Family / School Communication

The Rappahannock County School Division is committed to providing accurate and timely information to our students and their families. The RCHS faculty will meet or exceed this standard on behalf of every student.

Student Records

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) is a federal law that affords parents and eligible students (those 18 years or older or emancipated under state law) specific rights regarding access to and the privacy of student education records. These rights include:

1. Right to Inspect and Review Records

Parents or eligible students may inspect the student's education records within 45 days of submitting a written request to the school principal. The request should identify the specific records to be reviewed. The school will arrange access and notify the requester of the time and place for review.

2. Right to Request Record Amendments

Parents or eligible students may request that inaccurate or misleading records be amended. Requests must be submitted in writing to the school principal, clearly identifying the part of the record to be changed and the reason for the request. If the school division declines to amend the record, the parent or eligible student will be informed of the decision and their right to a hearing. Details about the hearing process will be provided at that time.

3. Right to Consent to Disclosures

Schools generally must obtain written consent before disclosing personally identifiable information (PII) from student records. However, FERPA allows disclosure without consent to certain parties under specific conditions. These include:

- School officials with a legitimate educational interest (such as administrators, teachers, support staff, school board members, and contracted service providers)
- Officials of another school or district where the student seeks to enroll
- Authorized representatives of certain government agencies
- Organizations conducting studies for or on behalf of the school

A school official has a legitimate educational interest if they need access to a record in order to fulfill their professional responsibilities.

4. Directory Information and Opt-Out Procedures

FERPA allows school divisions to release directory information without prior written consent, unless parents or eligible students notify the school division in writing by **August 29, 2025** ([opt out form](#)) to withhold such information. Directory information is generally not considered harmful or an invasion of privacy if disclosed and may appear in school publications or be shared with outside organizations.

Examples include:

- A student's name in a playbill or program
- Yearbook photos

- Recognition in honor roll lists or graduation programs
- Team rosters, including weight and height for sports

Designated directory information includes:

- Student name
- Address
- Telephone listing
- Email address
- Photograph
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- Participation in recognized school activities and sports
- Weight and height of athletes
- Degrees, honors, and awards
- Most recent school attended
- Student ID number or user ID (only if it cannot be used to access records except with a password or PIN)
- Student ID displayed on a badge (only if secure authentication is required)

Outside organizations may include class ring manufacturers, yearbook publishers, or other school-affiliated vendors. Additionally, **federal law requires** school divisions receiving federal assistance to provide **military recruiters**, upon request, with student names, addresses, and phone numbers, unless parents opt out of this disclosure.

5. Right to File a Complaint

Parents or eligible students may file a complaint with the U.S. Department of Education if they believe the school division has failed to comply with FERPA requirements. Complaints should be sent to:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-4605

Rights under the Protection of Pupil Rights Amendment (PPRA)

Under the Protection of Pupil Rights Amendment (PPRA), parents have specific rights regarding the collection and use of student information, participation in certain surveys, and the administration of specific physical exams. These rights include:

Consent Required for Certain Surveys

Parents must give prior written consent before a student is required to complete any survey funded in whole or in part by the U.S. Department of Education (ED) that includes questions related to:

1. Political affiliations or beliefs of the student or parent

2. Mental or psychological problems of the student or student's family
 3. Sexual behavior or attitudes
 4. Illegal, antisocial, self-incriminating, or demeaning behavior
 5. Critical appraisals of individuals with whom the student has close family relationships
 6. Legally recognized privileged relationships (e.g., with lawyers, doctors, ministers)
 7. Religious practices, affiliations, or beliefs of the student or parent
- Income, unless required by law to determine eligibility for a program

Right to Notice and Opt-Out

Parents have the right to receive notice and opt their child out of:

1. Any survey covering the protected areas listed above, regardless of funding source
2. Any nonemergency, invasive physical examination or screening not required for attendance and not necessary to protect the immediate health and safety of the student (except for vision, hearing, or scoliosis screenings or those required under Virginia law)
3. Activities involving the collection, disclosure, or use of personal information for marketing or sales purposes

Right to Inspect

Parents may inspect, upon request and prior to use:

- Surveys covering any of the protected information areas
- Instruments used to collect personal information for marketing, sales, or other distribution purposes
- Instructional materials used as part of the educational curriculum

These rights transfer to the student when they turn 18 or become an emancipated minor under Virginia law.

Rappahannock County Public Schools Procedures

RCPS will consult with parents in developing policies to safeguard student privacy in these areas. Parents will be notified annually at the start of the school year of these rights and policies, and following any substantive changes.

If specific activities or surveys are planned, RCPS will directly notify affected parents via mail, email, or other reasonable means. When possible, notification will occur at the start of the school year; otherwise, parents will receive advance notice and be given the opportunity to opt their child out. Parents will also be given the opportunity to review the relevant survey instruments upon request.

Activities Covered by PPRA

- Collection, use, or disclosure of student personal information for marketing or distribution
- Administration of protected information surveys not funded by ED
- Any nonemergency, invasive physical examination or screening as defined above

Filing a Complaint

Parents who believe their PPRA 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. 20202-8520

Student Health & Wellness

Students with Food Allergies

If a student has a life threatening food allergy please notify the school nurse annually prior to the first day of school to ensure all information is up to date and accurate. Students with known allergic reactions to food, insect stings and/or other life threatening allergies need to have: Emergency information up to date, doctor's written documentation, instructions, and a Food Allergy Action Plan. Parents should make sure that the student has their EPI-PEN with them at school.

Administering Medicines to Students

Prescription Medications

Rappahannock County Public School personnel may give prescription medication to students only with a physician's written order and written permission from the student's parent or guardian. Such medicine must be in the original container and delivered to the school nurse or school division designee by the parent/guardian of the student.

Non-prescription Medications

Rappahannock County Public School personnel may give non-prescription medication to students only with the written permission of the parent or guardian. Such permission shall include the name of the medication, the required dosage of the medication, and the time the medicine is to be given. Such medicine must be in the original container and delivered to the school nurse or school division designee by the parent/guardian of the student.

Self-Administration of Medication

Self-administration of any medication is prohibited for students in kindergarten through seventh grade.

Students in grades eight through twelve may be allowed to possess and self-administer non prescription medicine if:

- Written parental permission for self-administration of specific non-prescription medication is on file with the school;
- The non-prescription medication is in the original container and appropriately labeled with the manufacturer's directions;
- The student's name is affixed to the container; and
- The student possesses only the amount of non-prescription medicine needed for one school day/activity.

NOTE: Sharing, borrowing, distributing, manufacturing or selling any medication (prescription or over the counter) is prohibited.

Permission to self-administer non-prescription medication may be revoked if the student violates this policy and the student may be subject to disciplinary action in accordance with the Standards of Student Conduct.

Eating Disorder Awareness

Eating disorders are serious health problems that usually start in childhood or adolescence and affect both girls and boys.

They are not a fad, phase or lifestyle choice. They are potentially life-threatening conditions affecting every aspect of the person's functioning, including school performance, brain development, emotional, social, and physical well-being. Eating disorders can be diagnosed based on weight changes, but also based on behaviors, attitudes and mindset. Be alert for any of these signs in your child:

Key things to look for around food:

- Eating a lot of food that seems out of control (large amounts of food may disappear, you find a lot of empty wrappers and containers hidden)
- Develops food rules—may eat only a particular food or food group, cuts food into very small pieces, or spreads food out on the plate
- Talks a lot about, or focuses often, on weight, food, calories, fat grams, and dieting
- Often says that they are not hungry
- Skips meals or takes small portions of food at regular meals
- Cooks meals or treats for others but won't eat them
- Avoids mealtimes or situations involving food
- Goes to the bathroom after meals often
- Uses a lot of mouthwash, mints, and/or gum ~ Starts cutting out foods that he or she used to enjoy

Key things to look for around activity:

- Exercises all the time, more than what is healthy or recommended – despite weather, fatigue, illness, or injury
- Stops doing their regular activities, spends more time alone (can be spending more time exercising)

Physical Risk Factors:

- Feels cold all the time or complains of being tired all the time. Likely to become more irritable and/or nervous.
- Any vomiting after eating (or see signs in the bathroom of vomiting – smell, clogged shower drain)
- Any use of laxatives or diuretics (or you find empty packages)

Other Risk Factors:

- Believes that they are too big or too fat (regardless of reality) ~ Asks often to be reassured about how they look
- Stops hanging out with their friends ~ Not able to talk about how they are feeling ~ Reports others are newly judgmental or “not connecting”

If Your Child Shows Signs of a Possible Eating Disorder

Seek assistance from a medical professional as soon as possible; because they are so complex, eating disorders should be assessed by someone who specializes in the treatment of eating disorders. The earlier a person with an eating disorder seeks treatment, the greater the likelihood of physical and emotional recovery.

RAPPAHANNOCK COUNTY SCHOOLS NONDISCRIMINATION POLICY

In compliance with Executive Order 11246, Title II of the Education Amendment of 1976, Title VI of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972, Section 504 of the Rehabilitation Act of 1973, and all other Federal, State School rules, laws, regulations and policies, Rappahannock County Public Schools shall not discriminate on the basis of race, color, national origin, religion, gender, age, or disability in educational programs and activities. It is the intent of Rappahannock County Public Schools to comply with both the letter and spirit of the law in making certain that discrimination does not exist in its policies, regulations, and operations. Grievance procedures, for Title IX and Section 504, have been established for students, their parents and employees who feel discrimination has been shown by the school division. All students attending Rappahannock County Public Schools may participate in educational programs and activities, including but not limited to, health, physical education, music, career and technical education. Educational programs and services will be designed to meet the varying needs of all students and will not discriminate against any individual for reasons of race, color, national origin, religion, gender, age or disability.

Any student who believes he or she has been the victim of prohibited discrimination should report the alleged discrimination as soon as possible to one of the Compliance Officers designated below or to any other school personnel. The alleged discrimination should be reported as soon as possible, and the report generally should be made within fifteen (15) school days of the occurrence. Further, any student who has knowledge of conduct which may constitute prohibited discrimination should report such conduct to one of the Compliance Officers or to any school personnel. Any employee who has knowledge of conduct which may constitute prohibited discrimination shall immediately report such conduct to one of the Compliance Officers.

Compliance Officer: Dr. Carol Johnson

6 Schoolhouse Road

Washington, VA 22747

Telephone: 540-227-0023

cjohnson@rappahannockschoools.us

NONDISCRIMINATION STATEMENT

Rappahannock County Public Schools do not unlawfully discriminate on the basis of race, color, national origin, religion, gender, age, or disability in employment or in its educational programs and activities and provides equal access to designated youth groups

