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JC	School Attendance Areas
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JEB	Entrance Age/Admission of Persons Not of School Age
JEC	School Admission
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JECA	Admission of Homeless Children
JECB	Admission of Nonpublic Students for Part-Time Enrollment
JECB-R	Nonresident Admission
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JFCA	Teacher Removal of Students from Class
JFCB	Sportsmanship, Ethics and Integrity
JFCC	Student Conduct on School Buses
JFCC-R	Student Conduct on School Buses
JFCD	Weapons in School
JFCE	Gang Activity or Association
JFCF	Drugs in School
JFCH	Tobacco Products and Nicotine Vapor Products (Also GBEC/KGC)
JFCH-R	Tobacco Products and Nicotine Vapor Products Regulation
JFCI	Substance Abuse - Student Assistance Program
JFCI-R	Open Drink Containers
JFCJ	Written Notification of Violation of School Policies by Students in Alternative Education Programs
JFCJ-R	Parental Notification: Literacy and Response to Intervention Screening and Services
JFCL	Notification Regarding Prosecution of Juveniles as Adults
JFCM	Student Cell Phone And Smart Device Possession and Use
JFG	Search and Seizure
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JHH-E3	Safety Plan
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JJAC	Student-Athlete Concussions
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JJAG	Student-Athlete Extreme Heat Safety and Protection
JL	Fundraising and Solicitation
JLB	Financial Aid Information and Guidance for High School Students
JM	Restraint and Seclusion of Students
JM-R	Restraint and Seclusion of Students Regulation
JN	Student Fees, Fines and Charges
JN-R	Student Fees, Fines and Charges Regulation
JO	Student Records
JOA	Student Transcripts
JOA-R	Student Transcripts
JOB	Administration of Surveys and Questionnaires
JOD	Release of Student Data/Records
JOD-F1	Consent for Release of Student Data/Records
JOH/GEA	Acceptance of Electronic Signatures and Records
JP	Student Publications
JP-R	Yearbook Regulation
JRCA	School Service Providers' Use of Student Personal Information
JS	Extracurricular Activity Notifications

SECTION J Students

EQUAL EDUCATIONAL OPPORTUNITIES/ NONDISCRIMINATION

I. Policy Statement

Equal educational opportunities are available for all students, without regard to sex, sexual orientation, race, creed, color, national origin, gender, gender identity, ethnicity, religion, disability, ancestry, marital or parental status or any other unlawful basis. Educational programs are designed to meet the varying needs of all students.

II. Complaint Procedure

A. File Report

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 in this policy 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 designated in this policy 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 designated in this policy.

The reporting party should use the form, Report of Discrimination, JB-F, to make complaints of discrimination. However, oral reports and other written reports shall also be accepted. The complaint should be filed with either the building principal or one of the Compliance Officers designated in this policy. The principal shall immediately forward any report of alleged prohibited discrimination to the Compliance Officer. Any complaint that involves the Compliance Officer shall be reported to the superintendent.

The complaint, and identity of the complainant and of the person or persons allegedly responsible for the discrimination, will not be disclosed except as required by law or policy, as necessary to fully investigate the complaint or as authorized by the complainant. A complainant who wishes to remain anonymous will be advised that such confidentiality may limit the school division’s ability to fully respond to the complaint.

B. Investigation

Upon receipt of a report of alleged prohibited discrimination, the Compliance Officer shall immediately authorize or undertake an investigation. The investigation may be conducted by school personnel or a third party designated by the school division. The investigation shall be completed as soon as practicable, which should generally be not later than 14 school days after receipt of the report by the Compliance Officer. Upon receiving the complaint, the Compliance Officer shall

acknowledge receipt of the complaint, by giving written notice that the complaint has been received, to both the person complaining of discrimination and the person or persons allegedly responsible for the discrimination. Also upon receiving the complaint, the Compliance Officer shall determine whether interim measures should be taken pending the outcome of the investigation. If the Compliance Officer determines that more than 14 school days will be required to investigate the complaint, the complainant and the person or persons allegedly responsible for the discrimination will be notified of the reason for the extended investigation and of the date by which the investigation will be concluded.

The investigation may consist of personal interviews with the complainant, the person or persons allegedly responsible for the discrimination, and any others who may have knowledge of the alleged discrimination or the circumstances giving rise to the complaint. The investigation will consider witnesses and evidence from both the complainant and the person or persons responsible for the alleged discrimination. The investigation may also include the inspection of any documents or information deemed relevant by the investigator. The school division shall take necessary steps to protect the complainant and others pending the completion of the investigation.

Whether a particular action or incident constitutes a violation of this policy requires a case by case determination based on all of the facts and circumstances revealed by a complete and thorough investigation.

The Compliance Officer shall issue a written report to the superintendent upon completion of the investigation. If the complaint involves the superintendent, then the report shall be sent to the School Board. The report shall include a determination of whether the allegations are substantiated, whether this policy was violated and recommendations for corrective action, if any.

All employees shall cooperate with any investigation of alleged discrimination conducted under this policy or by an appropriate state or federal agency.

C. Action by Superintendent

Within 5 school days of receiving the Compliance Officer's report, the superintendent or designee shall issue a decision regarding (1) whether this policy was violated and (2) what action, if any, should be taken. This decision must be provided in writing to the complainant. If the superintendent or designee determines that prohibited discrimination occurred, the Rappahannock County School Division shall take prompt, appropriate action to address and remedy the violation as well as prevent any recurrence. Such action may include discipline up to and including expulsion or discharge.

D. Appeal

If the superintendent or designee determines that no prohibited discrimination occurred, the student who was allegedly subjected to discrimination may appeal this

finding to the School Board within 5 school days of receiving the decision. Notice of appeal must be filed with the superintendent who shall forward the record to the School Board. The School Board shall make a decision within 30 calendar days of receiving the record. The School Board may ask for oral or written argument from the aggrieved party and the superintendent and any other individual the School Board deems relevant. Written notice of the School Board's decision will be given to both the complainant and the person or persons responsible for the alleged discrimination.

If the superintendent or designee determines that prohibited discrimination occurred and discipline is imposed, the disciplined person may appeal the disciplinary sanction in the same manner as any other such sanction would be appealed.

E. Compliance Officer and Alternate Compliance Officer

The School Board designates a Compliance Officer responsible for identifying, preventing and remedying discrimination as well as receiving complaints under this Policy. The name and contact information for the Compliance Officer is posted on the Division's website at all times. The Compliance Officer may be contacted at 6 Schoolhouse Road, Washington, VA 22747, 540-227-0023. Complaints of discrimination may also be made to the Alternate Compliance Officer at 6 Schoolhouse Road, Washington, VA 22747, 540-227-0023.

The Compliance Officer

- receives reports or complaints of discrimination;
- conducts or oversees the investigation of any alleged discrimination;
- assesses the training needs of the school division in connection with this policy;
- arranges necessary training to achieve compliance with this policy; and
- ensures that any discrimination investigation is conducted by an impartial investigator who is trained in the requirements of equal education opportunity and has the authority to protect the alleged victim and others during the investigation.

III. Retaliation

Retaliation against students or school personnel who report discrimination or participate in the related proceedings is prohibited. The school division shall take appropriate action against any student or employee who retaliates against another student or employee who reports alleged discrimination or participates in related proceedings. The Compliance Officer will inform persons who make complaints, who are the subject of complaints, and who participate in investigations of how to report any subsequent problems.

IV. Right to Alternative Complaint Procedure

Nothing in this policy denies the right of any individual to pursue other avenues of recourse to address concerns relating to prohibited discrimination including initiating civil action, filing a complaint with outside agencies or seeking redress under state or federal law.

V. Prevention and Notice of Policy

Training to prevent discrimination should be included in employee and student orientations as well as employee in-service training.

This policy shall be (1) displayed in prominent areas of each division building in a location accessible to students, parents and school personnel, (2) included in the student and employee handbooks; and (3) sent to parents of all students within 30 calendar days of the start of school. All students and their parents/guardians shall be notified annually of the names and contact information of the Compliance Officers.

VI. False Charges

Students or school personnel who knowingly make false charges of discrimination shall be subject to disciplinary action.

Adopted: August 8, 1995
Reviewed: May 11, 1999
Revised: May 11, 2004
Reviewed: August 27, 2009
Revised: November 9, 2010, July 12, 2011, December 11, 2012, January 8, 2013, July 31, 2013, November 11, 2014, August 11, 2020, July 13, 2021

Legal Refs: 20 U.S.C. §§ 1681-1688.
29 U.S.C. §§ 794.
42 U.S.C. §§ 2000d through 2000d-7.

34 CFR 106.9.

Code of Virginia, 1950 as amended, §§ 2.2-3900, 2.2-3901, 2.2-3902, 22.1-23.3, 22.1-212.6:1.

Cross Refs:

AC	Nondiscrimination
AD	Educational Philosophy
GB	Equal Employment Opportunity/Nondiscrimination
JB-F	Report of Discrimination
JBA	Section 504 Nondiscrimination Policy and Grievance Procedures
JFHA/GBA	Prohibition Against Harassment and Retaliation

REPORT OF DISCRIMINATION

Name of Complainant:_____

Student's School and
Class:_____

Address, Phone Number and Email
Address:_____

_____

_____

Date(s) of Alleged
Discrimination:_____

Name(s) of person(s) you believe discriminated against you or others:

_____

Please describe in detail the incident(s) of alleged discrimination, including where and when the incident(s) occurred. Please name any witnesses that may have information regarding the situation. Please include a description of any past incidents that may be related to this complaint. Attach additional pages if necessary.

I certify that the information provided in this report is true, correct and complete to the best of my knowledge.

_____ _____
Signature of Complainant Date

Complaint Received By: _____ _____
Compliance Officer Date

SECTION 504 NONDISCRIMINATION POLICY AND COMPLAINT PROCEDURES

The Rappahannock County School Board does not discriminate against individuals on the basis of disability. The Rappahannock County School Board has established this policy as a way to provide prompt and impartial review of complaints alleging any action prohibited by Section 504 of the Rehabilitation Act of 1973. This policy provides an optional resolution procedure for a complainant. This procedure is not a prerequisite before a complainant may directly pursue any other remedy available under state or federal law. However, the policy of Rappahannock County School Board is for students, parents/guardians and employees to have the opportunity to make concerns known to the School Board and for the School Board to have the opportunity to respond to and resolve concerns as rapidly as practicable.

The goal of these procedures is to protect the substantive rights of interested persons, meet appropriate due process standards, assure School Board compliance with Section 504 of the Rehabilitation Act of 1973 and provide a prompt, equitable and impartial resolution of complaints alleging a violation of Section 504.

Any student or any parent or guardian of a student may be a complainant and may file a formal or informal grievance as provided below.

A. FORMAL PROCEDURE

1. Filing a Complaint

   Any complainant should submit a complaint alleging discrimination as soon as possible to the Compliance Officer or to any other school or school division staff. The complaint shall be submitted within 45 school days of the alleged discrimination. Any employee who has knowledge of conduct which may constitute discrimination shall immediately report such conduct to the Compliance Officer, the employee's supervisor, or to any other school or school division staff. Any employee who receives a complaint under this policy shall immediately forward the complaint to the Compliance Officer.

   The complainant should use the “Complaint of Discrimination” form (see end of this policy) to make a complaint of discrimination. However, oral complaints are also accepted. The complaint should be filed with the school principal, other school or school division staff, or the Compliance Officer. School or school division staff receiving a complaint of discrimination shall forward it to the school principal; who shall immediately forward the complaint of discrimination to the Compliance Officer. Any complaint that involves the Compliance Officer shall be reported to the superintendent. Any complaint that involves the superintendent shall be reported to the School Board Chair.

   The complaint and the identity of the complainant, the individual who is the subject of the complaint (if other than the complainant), and the persons allegedly responsible for the discrimination will not be disclosed except as

required by law or policy, as necessary to fully investigate the complaint or as authorized by the complainant.

2. Investigation

Upon receipt of a report or complaint of discrimination, the Compliance Officer immediately authorizes or undertakes an investigation. The investigation may be conducted by school staff or a third party designated by the school division. The investigation shall be completed as soon as practicable, but not later than 15 school days after receipt of the complaint of alleged discrimination by the Compliance Officer unless the extension below is exercised. Within 3 school days of receiving the complaint, the Compliance Officer sends written notice that the complaint has been received to the complainant and the person or persons allegedly responsible for the discrimination.

Also upon receiving the complaint, the Compliance Officer determines whether interim measures should be taken pending the outcome of the investigation. If the Compliance Officer determines that more than 15 school days will be required to investigate the complaint, the Compliance Officer will notify the complainant and the person or persons allegedly responsible for the discrimination of the reasons for the extended investigation and of the date by which the investigation is projected to be concluded, which will be no longer than an additional 15 school days. The investigation may consist of personal interviews with the complainant, the person or persons allegedly responsible for the discrimination, and any others who may have knowledge of the alleged discrimination or the circumstances giving rise to the complaint. The investigation may also include the inspection of any documents or information deemed relevant by the investigator. The complainant and the person or persons allegedly responsible for the discrimination have the right to identify witnesses and other relevant information as well as rebut evidence presented by others. The school division takes necessary steps to protect the complainant and others pending the completion of the investigation.

Whether a particular action or incident constitutes a violation of this policy requires a case by case determination based on all of the facts and circumstances revealed by a complete and thorough investigation.

The Compliance Officer shall issue a written report to the superintendent upon completion of the investigation. If the complaint involves the superintendent, then the report shall be sent to the School Board. The report shall include a determination of whether the allegations are substantiated, whether this policy was violated and recommendations for corrective action, if any. The Compliance Officer's written report, and all written notices sent pursuant to this policy are maintained and distributed in accordance with the Family Educational Rights and Privacy Act and Policy JO Student Records. The report shall be issued to the superintendent, the complainant and the accused person or persons allegedly

responsible for the discrimination within 20 school days of receipt of the complaint, unless additional time was utilized for the investigation in which case the report shall be issued within 35 school days of receipt of the complaint.

3. Action by the Superintendent

Within 10 school days of receiving the Compliance Officer's report, the superintendent or superintendent's designee shall issue a decision regarding: (1) whether this policy was violated and, if so (2) what action, if any, will be taken. This decision must be provided in writing to the complainant and the person or persons allegedly responsible for the discrimination. If the superintendent determines that discrimination occurred, the school division takes prompt, appropriate action to address and remedy the harm and prevent any recurrence. Such action may include discipline up to and including recommending that a student be expelled or that an employee be discharged.

4. Appeal

If the superintendent or designee determines that no discrimination occurred, the complainant may appeal this determination to the School Board within 5 calendar days of receiving the decision. Notice of appeal must be filed with the superintendent, who shall forward the Compliance Officer's report and any documentation or information deemed relevant by the Compliance Officer during the course of the investigation to the School Board. The School Board shall make a decision within 30 calendar days of receiving the record. The School Board may require oral or written argument from the complainant, the person or persons allegedly responsible for the discrimination, the superintendent, and any other individual it deems appropriate. An extension of the 30 calendar day time limit may occur if necessary as determined by the School Board Chair up to an additional 10 calendar days. The decision of the School Board shall be in writing and shall be provided to the complainant and the person or persons allegedly responsible for the discrimination.

If the superintendent or superintendent's designee determines that discrimination occurred and discipline is imposed, the disciplined person (i.e. student or employee) may appeal the disciplinary sanction in accordance with existing School Board policies and regulations.

5. Compliance Officer

The School Board designates a Compliance Officer responsible for identifying, preventing and remedying discrimination as well as receiving complaints under this Policy. The name and contact information for the Compliance Officer is posted on the Division's website at all times. The Compliance Officer may be contacted at 6 Schoolhouse Road, Washington, VA 22747.

The Rappahannock County School Board's Compliance Officer receives training and is knowledgeable about the requirements of Section 504 in order to impartially and equitably resolve complaints and ensure compliance with the law. In addition, the Compliance Officer

a. receives reports and complaints of discrimination,
b. conducts or oversees the investigation of any alleged discrimination,
c. assesses the training needs of the school division in connection with this policy and
d. arranges necessary training to achieve compliance with this policy.

B. INFORMAL PROCEDURE

If the complainant and the person or persons allegedly responsible for the discrimination agree, the school principal, principal's designee or the Compliance Officer may arrange for them to resolve the complaint informally with the assistance of a counselor, teacher or other school or school division staff.

If the complainant and the person or persons allegedly responsible for the discrimination agree to attempt to resolve the complaint informally, they shall each be informed that they have the right to abandon the informal procedure at any time in favor of the initiation of the above formal procedures.

If the complaint is resolved informally, the counselor, teacher or other school or school division staff shall notify the school principal of the resolution. The school principal shall notify the complainant, the person or persons allegedly responsible for the discrimination and the Compliance Officer in writing that the complaint has been resolved informally.

C. RETALIATION

Retaliation against students, school staff or school division staff who report discrimination or participate in the related proceedings is prohibited. The school division shall take appropriate action against any student or employee who retaliates against another student or employee who reports alleged discrimination or participates in related proceedings.

D. FALSE CHARGES

Students, school staff or school division staff who make false charges of discrimination are subject to disciplinary action.

Adopted: August 8, 2000
Reviewed: August 27, 2009
Revised: November 11, 2014, June 14, 2016, July 13, 2021

Legal Ref.: 29 U.S.C. § 794

34 C.F.R. § 104.7

Cross Ref:

GCPD	Professional Staff Discipline
JB	Equal Educational Opportunities/Nondiscrimination
JGD/JGE	Student Suspension/Expulsion
JO	Student Records

COMPLAINT OF DISCRIMINATION

Name of Complainant: _____

Student's School and Class: _____

Address: _____

Email Address: _____ **Phone Number(s):** _____

Name(s) of Parent/Legal Guardian: _____

Address(es): _____

Email address(es): _____ **Phone Number(s):** _____

Dates of Alleged Discrimination: _____

Names of the person or persons you believe discriminated against you or others:

Please describe the disability that forms the basis of the complaint.

Please describe in detail the incidents of alleged discrimination, including where and when the incidents occurred. Please name any witnesses that may have information regarding the alleged discrimination. Attach additional pages if necessary.

Please describe any past incidents that may be related to this complaint.

Please identify any attempts you have made to discuss or resolve this issue with any school division staff, including the results of those discussions.

Please provide your suggestions about how the issue can be resolved.

I certify that the information provided in this report is true, correct and complete to the best of my knowledge.

Signature of Complainant _____ **Date** _____

Complaint Received By: _____ _____
Compliance Officer **Date**

SCHOOL ATTENDANCE AREAS

School attendance areas for each school are established by the School Board. Students attend the school in the attendance area in which they reside and to which they are assigned, unless special permission is granted by the School Board.

Any student who resides on a military installation or in militar housing within the division is permitted to enroll in any school in the division upon request of the student's parent if space in the school is available.

Any student who does not reside within the school division, but is the dependent of a full-time active duty member of the uniformed services, is permitted to enroll in the division upon request of such students' parent, provided that :

- Space in the school is available
- At least one parent of the student has an identification card issued by the U.S. Department of Defense,
- At least one parent of the student can provide evidence that the parent will be on active duty status or active duty orders, such that the parent will be temporarily transferred in compliance with official orders to another location in support of combat, a contingency operation, or a natural disaster requiring the use of orders for more than 30 consecutive days, and
- The student will be residing with a relative of such student who lives in this school division or will be residing in this school division within six months of requesting enrollment in the division.

The superintendent is responsible for establishing an application process which may include the following :

- A process by which a parent or guardian indicates a school preference for purposes of his child attending a school in the division but outside of the attendance area in which the child resides.
- A requirement that the parent or guardian provide transportation for the student attending a school outside the attendance zone in which the child resides
- A requirement that the student may be disqualified from attending a school outside the attendance area in which the child resides if he has been subject to specified disciplinary actions
- A prohibition on the recruitment of a student from one school to another by a school division employee
- A limitation on participation in certain athletic activities for a student who chooses to attend a school outside the attendance zone in which he resides
- A random, unbiased selection process in the event enrollment requests exceed the capacity of a school
- A provision that a student will be permitted to remain at the receiving school until the student has completed the highest grade level in that school
- A preference to a student
    - who resides in a location that has been subject to a change in

school attendance area during the previous two years
- who has a sibling attending the receiving school, or
- whose parent or guardian is an employee of the receiving school

Changes in attendance areas are determined by the School Board, upon recommendation of the superintendent based on the need to provide for the orderly administration of the schools, the competent instruction of the students and the health, safety, best interests and general welfare of all students.

As used in this policy, "military installation" means a base, camp, post, station, yard, center, homeport facility for any ship, fort, or other activity under the jurisdiction of the Department of Defense, including any leased facility, that is located in whole or in part within the Commonwealth. "Military installation" does not include any facility used primarily for civil works, rivers and harbors projects, or flood control projects.

Adopted: August 8, 1995
Reviewed: May 11, 1999
Revised: May 11, 2004, June 14, 2005, November 11, 2014, November 10, 2015, September 11, 2018, July 15, 2025

Legal Ref.: Code of Virginia, 1950 as amended, §§ 22.1-7.1, 22.1-7.2, 22.1-78, 22.1-79, 22.1-253.13:7.

Cross Refs:

JCA	Transfers by Student Victims of Crime
JCB	Transfers by Students in Persistently Dangerous Schools
JEC	School Admission
JEC-R	School Admission

TRANSFERS BY STUDENT VICTIMS OF CRIME

Whenever any student has been the victim of any crime against the person pursuant to Chapter 4 of Title 18.2 of the Code of Virginia including attempted homicide, crimes by mobs, crimes by gangs, terrorism offenses, kidnapping and related offenses, assaults and bodily woundings, robbery, extortion or other threats, or sexual assault, and such crime was committed:

- by another student attending classes in the school, or
- by any employee of the School Board, or
- by any volunteer, contract worker or other person who regularly performs services in the school, or
- upon the school property or on any school bus owned or operated by the school division

the student upon whom the crime was committed shall, upon written request from the student's parents, or the student, if such student is an emancipated minor, be permitted to transfer to another comparable school within the division if available. Any transportation services for such students shall be provided in accordance with School Board policies.

For purposes of this policy, "victim" means any student who has been the victim of a crime against the person pursuant to Chapter 4 of Title 18.2 of the Code of Virginia, and who has suffered physical, psychological, or economic harm as a direct result of the commission of such crime.

Adopted: August 8, 1995
Reviewed: May 11, 1999
Revised: May 11, 2004
Reviewed: August 27, 2009
Revised: November 11, 2014, November 10, 2015, April 8, 2025

Legal Refs.: 20 U.S.C. § 7912.

Code of Virginia, §22.1-3.3.

Cross Refs.:	EEA	Student Transportation Services
	JC	Student Attendance Areas
	JCB	Transfers by Students in Persistently Dangerous Schools

File: JCB

TRANSFERS BY STUDENTS IN PERSISTENTLY DANGEROUS SCHOOLS

Any student attending a school which has been designated as a persistently dangerous school by the Virginia Department of Education will be offered the opportunity to transfer to another school in the division which is not so designated. If there is not another school in the division to which students may transfer, other appropriate options may be explored.

If a student elects to transfer, the transfer may be permanent or remain in effect as long as the student's original school is identified as persistently dangerous.

Adopted: November 11, 2014
Revised: November 10, 2015, April 8, 2025

Legal Refs.: 20 U.S.C. § 7912.

Cross Refs.: JC Student Attendance Areas
JCA Transfers by Student Victims of Crime

File: JCJ

CLASSROOM ASSIGNMENTS FOR TWINS

A parent of twins or higher order multiples in the same grade level may request that the children be placed in the same classroom or in separate classrooms if they are at the same elementary school. A parent must request the classroom placement no later than 3 days after the first day of each school year or 3 days after the first day of attendance of the children during a school year. Schools may recommend classroom placement to the parent.

Schools must provide the placement requested by the children's parent, unless the division superintendent or superintendent’s designee makes a classroom placement determination following the school principal's request to do so, based upon a determination by the principal at the end of the initial grading period, and in consultation with the children's classroom teacher, that the parent’s requested classroom placement is disruptive to the school or is harmful to the children’s educational progress.

Adopted: November 10, 2009
Revised: August 14, 2012, November 11, 2014, November 10, 2015, July 15, 2025

Legal Ref.: Code of Virginia, as amended, § 22.1-79.3.

File: JEA
Option 1

COMPULSORY ATTENDANCE

Generally

Every parent, guardian, or other person having control or charge of any child who will have reached the fifth birthday on or before September 30 of any school year and who has not passed the eighteenth birthday shall cause such child to attend a public school or otherwise provide the child with an education in accordance with state law unless the child is exempt from the state's compulsory attendance requirement.

Further, in the case of any five-year-old child, the requirements of this policy may be satisfied by causing the child to attend any public educational pre-kindergarten program, including a Head Start program, or ~~in~~ a private, denominational, or parochial educational pre-kindergarten program.

As used in this policy, "attend" includes participation in educational programs and courses at a site remote from the school with the permission of the school and in conformity with applicable requirements.

The requirements of this policy apply to

- any child in the custody of the Department of Juvenile Justice or the Department of Corrections who has not passed the child's eighteenth birthday, and
- any child whom the superintendent has required to take a special program of prevention, intervention, or remediation as provided in Va. Code §§ 22.1-253.13:1.C and 22.1-254.01.

The requirements of this policy do not apply to

- any person 16 through 18 years of age who is housed in an adult correctional facility when such person is actively pursuing the achievement of a passing score on a high school equivalency examination approved by the Board of Education but is not enrolled in an individual student alternative education plan, and
- any child who has obtained a high school diploma or its equivalent, a certificate of completion, or a passing score on a high school equivalency examination approved by the Board of Education, or who has otherwise complied with compulsory school attendance requirements.

Individual Student Alternative Education Plan

The School Board may allow the compulsory attendance requirements to be met pursuant to an individual student alternative education plan developed in conformity with guidelines prescribed by the Board of Education under the following conditions:

1. The student must be at least sixteen years of age
2. There shall be a meeting of the student, the student's parents, and the principal or principal's designee of the school in which the student is enrolled to develop the plan, which must include the following:
    - career guidance counseling
    - mandatory enrollment and attendance in a preparatory program for passing a high school equivalency examination approved by the Board of Education or other alternative education program approved by the School Board, with attendance reported to the principal or principal's designee
    - mandatory enrollment in a program to earn a Board of Education-approved career and technical education credential, such as the successful completion of an industry certification, a state licensure examination, a national occupational competency assessment, or the Virginia workplace readiness skills assessment
    - successful completion of the course in economics and personal finance required to earn a Board of Education-approved high school diploma
    - counseling on the economic impact of failing to complete high school; and
    - procedures for re-enrollment

3. A student for whom such an individual student alternative education plan has been granted but who fails to comply with the conditions of the plan is in violation of the compulsory attendance law, and the superintendent or attendance officer shall seek immediate compliance with such law.

Alternative Education Programs

The School Board may, in accordance with the procedures set forth in Va. Code § 22.1-276.01 et seq. and upon a finding that a school-age child has been

- charged with an offense relating to the Commonwealth's laws, or with a violation of School Board policies, on weapons, alcohol or drugs, or intentional injury to another person;
- found guilty or not innocent of a crime that resulted in or could have resulted in injury to others, or of an offense that is required to be disclosed to the superintendent pursuant to subsection G of Va. Code § 16.1-260;
- suspended pursuant to Va. Code § 22.1-277.05; or
- expelled from school attendance pursuant to Va. Code §§ 22.1-277.06, 22.1-277.07, or subsection C of § 22.1-277,

require a student to attend an alternative education program as provided by Va. Code §§ 22.1-209.1:2 or 22.1-277.2:1.

Whenever a court orders any pupil into an alternative education program, including a program preparing students for a high school equivalency examination approved by the Board of Education, offered in the public schools, the School Board determines the appropriate alternative education placement of the pupil regardless of whether the pupil attends the public schools it supervises or resides within its school division.

Reports Regarding Nonenrolled Children

The attendance officer, the superintendent, or the superintendent's designee checks the reports submitted pursuant to subsection A of Va. Code § 22.1-260 with reports from the State Registrar of Vital Records and Health Statistics. From these reports and from any other reliable source the attendance officer, the superintendent, or the superintendent's designee, within five days after receiving all reports submitted pursuant to subsection A of Va. Code § 22.1-260, makes a list of the names of children who are not enrolled in any school and who are not exempt from school attendance. The attendance officer investigates all cases of nonenrollment and, when no valid reason is found therefor, notifies the parent, guardian or other person having control of the child to require the attendance of such child at the school within three days from the date of such notice.

Adopted: August 8, 1995
Reviewed: May 11, 1999, August 27, 2009
Revised: November 12, 2002, November 9, 2004, December 11, 2012, November 11, 2014, September 11, 2018, July 11, 2023

Legal Refs.: Code of Virginia, 1950, as amended, §§ 22.1-254, 22.1-261.

Cross Ref.: JEG Exclusions and Exemptions from School Attendance
LBD Home Instruction

ENTRANCE AGE/ADMISSION OF PERSONS NOT OF SCHOOL AGE

A child who will reach his or her fifth birthday on or before September 30 of the school year and is otherwise eligible for enrollment in school as specified in Policy JEC School Admission and Regulation JEC-R School Admission may be enrolled in school. The superintendent disseminates information received from the Superintendent of Public Instruction concerning the ages when children are required or eligible to attend school. This information is disseminated to parents of such children upon or prior to enrollment of such children in the public schools of the division.

An individual who resides within the school division and is beyond school age (who has not reached his or her fifth birthday on or before September 30 of the school year or who has reached his or her 20th birthday on or before August 1st of the school year) may, at the discretion of the School Board, be admitted into the division schools. Such individuals may be charged tuition at the discretion of the School Board as provided in Policy JEC School Admission and Regulation JEC-R School Admission.

Adopted: August 8, 1995
Reviewed: May 11, 1999, August 9, 2005
Revised: October 10, 2006, November 11, 2014, June 11, 2019

Legal Ref.: Code of Virginia, 1950, as amended, §§ 22.1-1, 22.1-3, 22.1-5, 22.1-199, 22.1-254.

Cross Refs.: JEC School Admission
JEC-R School Admission

SCHOOL ADMISSION

Generally

A person of school age (i.e., a person who will have reached the person's fifth birthday on or before September 30 of the school year and who has not reached 20 years of age on or before August 1st of the school year) is eligible for admission on a non-tuition basis if residing in the Rappahannock County School Division, or if eligible for admission under Policy JECA Admission of Homeless Children.

A person of school age is deemed to reside in the school division

- when the person is living with a natural parent, or a parent by legal adoption, in the Rappahannock County School Division;
- when, in accordance with the provisions of Va. Code § 22.1-360, the person is living with a noncustodial parent or other person standing in loco parentis, not solely for school purposes, pursuant to a Special Power of Attorney executed under 10 United States Code § 1044b by the custodial parent;
- when the parents of such person are dead and the person is living with a person in loco parentis who actually resides within the school division;
- when the parents of such person are unable to care for the person and the person is living, not solely for school purposes, with another person who resides in the school division and is either
  - (i) the court-appointed guardian, or has legal custody of the person,
  - (ii) acting in loco parentis pursuant to placement of the person for adoption by a person or entity authorized to do so under Va. Code § 63.2-1200; or
  - (iii) an adult relative providing temporary kinship care as that term is defined in Va. Code § 63.1-100. If a person in a kinship care arrangement moves into a different school division during the school year as a result of (1) safely returning home, (2) being emancimpated pursuant to Va. Code § 16.1-333, or (3) tranisitioning to a new kinship care arrangement, the provisions of this subsection continue to apply through the end of such school year.
- when the person is living in the school division not solely for school purposes, as an emancipated minor;
- when all or any portion of the building in which the person resides (i) with another person as set forth in the first through fourth bullets above or (ii) as an emancipated minor as set forth in the fifth bullet above is taxable by the locality in which the school division is located; or
- when the person has been placed in a foster care placement within the school division by a local social services agency. The sending and receiving school divisions will cooperate in facilitating the enrollment of any child placed in foster care across jurisdictional lines to enhance continuity of instruction. The child will be allowed to continue to attend the school in which the child was enrolled prior to the most recent foster care placement, upon the joint

determination of the placing social services agency and the school division that such attendance is in the best interest of the child. No person of school age who is the subject of a foster care placement will be charged tuition regardless of whether the child is attending the school in which the child was enrolled prior to the most recent foster care placement or is attending a school in the receiving school division. These provisions apply to any student who was in in foster care upon reaching 18 years of age and has not reached 22 years of age. The provisions of this subsection apply to a student who has transitioned out of foster care and (i) whose custody has been transferred to the student's parent or prior legal guardian or (ii) who has been emancipated pursuant to Va. Code § 16.1-333.

Certain other students may be admitted into the public schools of the division and may be charged tuition in accordance with Va. Code § 22.1-5 and pursuant to Rappahannock County School Board Regulation JEC-R School Admission.

Children of Persons on Active Military Duty

No child of a person on active military duty

- who is attending a school free of charge in accordance with this policy will be charged tuition by the school division upon such child's relocation to military housing located in another school division in the Commonwealth, pursuant to orders received by such child's parent to relocate to base housing. Such children are allowed to continue attending school in the school division and are not charged tuition for attending such school;
- who is attending a school free of charge in accordance with this policy will be charged tuition upon such child's relocation pursuant to orders received by such child's parent to relocate to a new duty station or to be deployed. Such children are allowed to remain enrolled in the division free of tuition through the end of the school year; and
- who is eligible to attend school free of charge in accordance with this policy will be charged tuition by a school division that will be the child's school division of residence once the child's service member parent is relocated pursuant to orders received. Such a child will be allowed to enroll in the school division of the child's intended residence if documentation is provided, at the time of enrollment, of military orders of the service member parent or an official letter from the service member's command indicating such relocation. Documentation indicating a permanent address within the school division must be provided to the school division within 120 days of a child's enrollment or tuition may be charged, including tuition for the days since the child's enrollment in school. In the event that the child's service member parent is ordered to relocate before the 120th day following the child's enrollment, the school division will not charge tuition. Students eligible to enroll in the school division in accordance with this policy

because they are the children of military personnel on active military duty who will reside in the division may register, remotely or in-person, for courses and other academic programs and participate in the lottery process for charter schools and college partnership laboratory schools in the school division at the same time and in the same manner as students who reside in the division. The assignment of the school such child will attend will be determined by the school division.

Such children are counted in the average daily membership of the school division in which they are enrolled. Further, the school division in which such children are enrolled subsequent to their relocation to base housing is not responsible for providing for their transportation to and from school.

Children of Certain Federal Employees

Children of federal employees serving under orders pursuant to Title 22 or 50 of the United States Code are eligible for enrollment in Rappahannock County School Division provided that the documents required by Va. Code §§ 22.1-3.1 and 22.1-3.2 are provided and subject to the authority of the school division to exclude such children from attendance pursuant to Va. Code § 22.1-277.2 or if such children have been found guilty or adjudicated delinquent for any offense listed in subsection G of Va. Code § 16.1-260 or any substantially similar offense under the laws of any state.

Students may enroll in the Rappahannock County School Division if the division is the student’s intended residence if documentation is provided at the time of enrollment of Title 22 or 50 orders of the federal employee parent. Documentation indicating a permanent address within the school division must be provided to the school division within 120 days of a student's enrollment or tuition may be charged, including tuition for the days since the student's enrollment. In the event that the federal employee parent is ordered to relocate under Title 22 or Title 50 orders before the one hundred twentieth day following the student's enrollment, the school division will not charge tuition. Students eligible to enroll in the school division pursuant to this section may register, remotely or in person, for courses and other academic programs and participate in the lottery process for charter schools and college partnership laboratory schools in the school division at the same time and in the same manner as students who reside in the division. The assignment of the school that such student will attend will be determined by the school division.

"Children of federal employees serving under orders pursuant to Title 22 or 50 of the United States Code" means school-age children, enrolled in kindergarten through grade 12, in the household of a federal employee serving under orders pursuant to Title 22 or 50 of the United States Code.

ADDITIONAL ADMISSION REQUIREMENTS

A. Except as otherwise provided below, no pupil is admitted for the first time to any public school in any school division in Virginia unless the person enrolling the pupil presents, upon admission, a certified copy of the pupil's birth record. The principal or principal's designee records the official state birth number from the pupil's birth record into the pupil's permanent school record and may retain a copy in the pupil's permanent school record. If a certified copy of the pupil's birth record cannot be obtained, the person so enrolling the pupil must submit an affidavit setting forth the pupil's age and explaining the inability to present a certified copy of the birth record. If the school division cannot ascertain a child's age because of the lack of a birth certificate, the child will nonetheless be admitted into the public schools if the superintendent determines that the person submitting the affidavit presents information sufficient to estimate with reasonable certainty the age of such child.

B. If a certified copy of the birth record is not provided, the administration immediately notifies the local law enforcement agency. The notice to the local law-enforcement agency includes copies of the submitted proof of the pupil's identity and age and the affidavit explaining the inability to produce a certified copy of the birth record.

C. Within 14 days after enrolling a transfer student, the administration requests documentation that a certified copy of the pupil's birth record was presented when the pupil was enrolled in the former school.

D. The School Board assigns a unique student identification number, determined in accordance with a system developed by the Department of Education, to each student enrolled in the division. No student identification number includes or is derived from the student's social security number. Each student retains the student's identification number for as long as the student is enrolled in a public elementary or secondary school in Virginia.

E. Tuition rates are established each year in accordance with the provisions of Va. Code § 22.1-5.

F. Prior to admission to the Rappahannock County School Division, the parent, guardian, or other person having control or charge of the child must 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 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. This document is maintained as a part of the student's scholastic record; and

- a sworn statement or affirmation indicating whether the student has been found guilty of or adjudicated delinquent for any offense listed in subsection G of Va. Code § 16.1-260 or any substantially similar offense under the laws of any state, the District of Columbia, or the United States or its territories. This document is maintained by the superintendent and by any others to whom the superintendent disseminates it, separately from all other records concerning the student.

  However, if the school administrators or the School Board takes disciplinary action against a student based upon an incident which formed the basis for the adjudication of delinquency or conviction for an offense listed in subsection G of § 16.1-260, the notice will become a part of the student's disciplinary record.

When the child is registered as a result of a foster care placement, the information required under this subsection must be furnished by the local social services agency or licensed child-placing agency that made the placement.

G. A student, who has been expelled or suspended for more than thirty days from attendance at school by a school board or a private school in Virginia or in another state or for whom admission has been withdrawn by a private school in Virginia or another state may be excluded from attendance in the Rappahannock County School Division regardless of whether such student has been admitted to another school division or private school in Virginia or in another state subsequent to such expulsion, suspension, or withdrawal of admission upon a finding that the student presents a danger to the other students or staff of the school division after (i) written notice to the student and the student's parent that the student may be subject to exclusion, including the reasons therefore, and notice of the opportunity for the student or the student's parent to participate in a hearing to be conducted by the superintendent or superintendent's designee regarding such exclusion; and (ii) a hearing of the case has been conducted by the superintendent or superintendent's designee; and the decision has been to exclude the student from attendance. The decision of the superintendent or superintendent's designee to exclude the student is final unless altered by the School Board upon written petition filed within 15 days of the decision to exclude the student by the student or the student's parent, for a review of the record by the School Board.

   Upon the expiration of the exclusion period for an expulsion or a withdrawal of admission, which period is established by the School Board, committee thereof, or superintendent or superintendent's designee, as the case may be, at the relevant hearing, the student may petition the School Board for readmission. If the petition for readmission is rejected, the School Board identifies the length of the continuing exclusion period and the subsequent date upon which such student may petition the School Board for readmission.

For the purposes of this section, the superintendent's designee must be a (i) trained hearing officer or (ii) professional employee within the administrative offices of the school division who reports directly to the superintendent and who is not a school-based instructional or administrative employee.

In excluding any such expelled student from school attendance, the School Board may accept or reject any or all of any conditions for readmission imposed upon such student by the expelling school board pursuant to Va. Code § 22.1-277.06. The excluding School Board may not impose additional conditions for readmission to school.

H. This policy does not preclude contractual arrangements between the Rappahannock County School Board and agencies of the federal government or the school board of another jurisdiction to permit students not otherwise eligible to attend Rappahannock County Public Schools.

I. Prior to admission, the student must document compliance with, or eligibility for exemption from, the physical examination and immunization requirements contained in Va. Code §§ 22.1-270, 22.1-271.2 and 32.1-46 and policies JHCA Physical Examinations of Students and JHCB Student Immunizations.

If the person enrolling a child who has been placed in foster care by a local social services agency is unable to produce a report of a comprehensive physical examination and/or proof of immunization, the student is immediately enrolled; however, the person enrolling the child must provide a written statement that, to the best of the person’s knowledge, the student is in good health and is free from communicable or contagious disease. In addition, the placing social service agency must obtain and produce the required documents or otherwise ensure compliance with the statutory requirements for the foster child within 30 days after the child’s enrollment.

Adopted: Augusts 8, 1995
Revised: August 1997
Reviewed: November 10, 1998
Revised: May 11, 1999, August 10, 1999, February 11, 2003, September 9, 2003, November 9, 2004, August 9, 2005, October 10, 2006, October 9, 2007, November 11, 2014, November 10, 2015, September 11, 2018, June 11, 2019, August 11, 2020, July 11, 2023, October 8, 2024

Legal Refs.: Code of Virginia, 1950, as amended, §§ 22.1-1, 22.1-3, 22.1-3.1, 22.1-3.2, 22.1-3.4, 22.1-5, 22.1-255, 22.1-260, 22.1-270, 22.1-271.2, 22.1-276.01, 22.1-277.2, 22.1-287.02, 22.1-288.2, 22.1-369, 22.1-373, 22.1-378, 32.1-46, 63.2-100, 63.2-900, and 63.2-1200.

2007 Va. Opin. AG 07-015.
1987-88 Va. Opin. AG 374.

Cross Refs.:	JECA	Admission of Homeless Children
	JHCA	Physical Examinations of Students
	JHCB	Immunization of Students
	JGD/JGE	Student Suspension/Expulsion

SCHOOL ADMISSION

No person is charged tuition for admission or enrollment in the Rappahannock County Public Schools, whether on a full-time or part-time basis, who is eligible for admission under Policies JEC School Admission or JECA Admission of Homeless Children. School officials do not inquire into the student's citizenship or B, C or D visa status in determining eligibility for tuition-free enrollment in the Rappahannock County Public Schools.

However, the school division may admit and charge tuition to a student who:

A. Is a resident of the school division but not of school age;

B. Is of school age and not a resident of Virginia but is temporarily living with a non-parent who resides within the school division;

C. Is of school age and resides beyond the boundaries of Virginia but near thereto in a state or the District of Columbia which grants equal attendance privileges to residents of the Commonwealth;

D. Is of school age and resides on a military or naval reservation located wholly or partly within the geographical boundaries of the school division, is not a domiciled resident of the Commonwealth of Virginia, and is a student for whom federal funds provided under Public Law 874 of 1950, commonly known as Impact Aid, fund less than 50 percent of the total per capita cost of education in Rappahannock County Public Schools exclusive of capital outlay and debt service; such students shall be eligible for interscholastic programs immediately upon enrollment, provided that such persons (i) satisfy all other requirements for eligibility and (ii) are dependents of a military service member required by the military to live on the military installation as evidenced by a statement on command letterhead signed by, or by direction of, the service member's commanding officer;

E. Is of school age and attending a school in the division pursuant to a foreign student exchange program approved by the School Board;

F. Is a resident of the Commonwealth but not of the school division, except as provided in Policy JEC School Admission;

G. Is of school age and was enrolled in a public school within the division as a domiciled resident of the Commonwealth, and has been required as a result of military or federal orders issued to their parents to relocate and reside on federal property in another state or the District of Columbia, where such state or the District of Columbia is contiguous to the school division; or

H. Is of school age and residing within the school division, and is enrolled in summer programs other than remediation required under Va. Code § 22.1-253:13.1, or is enrolled in local initiatives or programs not required by the Standards of Quality or the Standards of Accreditation.

The following category(ies) of students are eligible for consideration for admission: transfer, home schooled, foreign exchange, resident and nonresident. Eligibility for consideration does not signify acceptance of the admission application of a student. Each application for admission will be considered on an individual basis. The residency of persons in the above categories who reside in housing or temporary shelter, or on property located in multiple jurisdictions, shall be determined in the manner set forth in Policy JEC School Admission.

Foreign students in an F-1 immigration status or who obtain F-1 student visas are not admitted in the division's elementary schools or publicly funded adult education programs. Such students may be admitted, for a period up to twelve months, in the division's secondary schools only if they pre-pay the full, unsubsidized per capita cost of the education.

Procedure for Admission

The following procedure is followed for application and review of applications for admission of students who are not eligible for tuition-free enrollment.

A parent or guardian of a student shall apply for admission on behalf of the student by completing the division application. The application form contains information and agreements including, but not limited to:

- the current legal residence of the child and the school division in which the child is currently enrolled, if any;
- the child's unique student identification number, if any;
- the basis for requesting admission;
- the specific building and grade level (elementary) or course offerings (secondary) in which the student desires to be enrolled if accepted by the division; and,
- the agreement that the student is subject to all policies and regulations of the school division, including Policy JFC Student Conduct and the Standards of Student Conduct.

Within 15 calendar days of receipt of the application, the school division shall provide the applicant with written notification of the approval or denial of the application. If the student is to be admitted, the superintendent or superintendent's designee shall

notify the division which the student previously attended, if any, and make necessary arrangements for the transfer of student records. The notification of admission shall state the period for which the student is accepted and the subsequent conditions which could cause the acceptance to be terminated.

If the application is denied, the school division shall notify the parent or guardian of the right to have the decision reviewed by sending a written request to the superintendent or superintendent's designee within seven calendar days. Applications denied based upon the student's suspension, expulsion or withdrawal of admission shall be reviewed ~~in~~ as provided in Policy JEC School Admission. For all other denials of admission, the superintendent or superintendent's designee shall respond in writing to the request for review within 10 calendar days.

Tuition Rate

The tuition rate is set by the superintendent for each academic year.

Transportation

Transportation is not furnished to nonresident students except in those cases where:

- agreements between divisions specify transportation services;
- federal or state legislation mandates the provision of transportation services; or
- transportation services can be provided at no cost to the division.

Adopted: August 8, 1995
Revised: November 10, 1998; August 10, 1999; August 8, 2000; February 11, 2003; October 9, 2007; November 11, 2014; November 10, 2015; August 11, 2020, July 25, 2025

Legal Refs: 8 CFR 214.2.

Code of Virginia, 1950, as amended, §§ 22.1-3, 22.1-5 and 22.1-287.02.

Cross Refs.:		
	JC	School Attendance Areas
	JEC	School Admission
	JECA	Admission of Homeless Children
	JECB	Admission of Nonpublic Students for Part-Time Enrollment
	JFC	Student Conduct

JGD/JGE	Student Suspension/Expulsion
JHCA	Physical Examinations of Students
JHCB	Student Immunizations
JO	Student Records

File: JEC-F1

SCHOOL ADMISSION REQUIREMENT

The Rappahannock County Public Schools require that, upon registration, the parent, guardian, or other person having control or charge of the child, shall complete the following:

_____ I hereby swear that or affirm that the student named below has not been expelled from school attendance at a private school or in a public school division of the Commonwealth 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. This document shall be maintained as a part of the student's scholastic record; and

_____ I hereby swear that the student named below has not been found guilty of or adjudicated delinquent for any offense listed in subsection G of Virginia Code § 16.1-260 or any substantially similar offense under the laws of any state, the District of Columbia, or the United States or its territories. This document shall be maintained separately from all other records concerning the student.

If the school administrators or the school board take disciplinary action against a student based upon an incident which formed the basis for the adjudication of delinquency or conviction for an offense listed in subsection G of § 16.1-260, the notice shall become a part of the student's disciplinary record.

When the child is registered as a result of a foster care placement, the information required under this subsection must be furnished by the local social services agency or licensed child-placing agency that made the placement.

_____

Printed Name of Parent/Guardian Printed Name of Student

_____

Signature of Parent/Guardian Date

RAPPAHANNOCK COUNTY PUBLIC SCHOOLS

June 2006

ADMISSION OF HOMELESS CHILDREN

The Rappahannock County School Board is committed to educating homeless children and youth. Homeless children and youth are not stigmatized or segregated on the basis of their status as homeless. The school division coordinates the identification and provision of services to such students with relevant local social services agencies and other agencies and programs providing services to such students, and with other school divisions as may be necessary to resolve interdivisional issues.

The Rappahannock County School Division serves each homeless student according to the student's best interest and will

- continue the student's education in the school of origin for the duration of homelessness
  - if the student becomes homeless between academic years or during an academic year; or
  - for the remainder of the academic year, if the student becomes permanently housed during an academic year; or
- enroll the student in any public school that nonhomeless students who live in the attendance area in which the student is actually living are eligible to attend.

In determining the best interest of a homeless student, the Rappahannock County School Board

- presumes that keeping the student in the school of origin is in the student's best interest, except when doing so is contrary to the request of the student's parent or guardian, or (in the case of an unaccompanied youth) the youth;
- considers student-centered factors related to the student's best interest, including factors related to the impact of mobility on achievement, education, health and safety of homeless students, giving priority to the request of the student's parent or guardian or (in the case of an unaccompanied youth) the youth;
- if, after conducting the best interest determination based on consideration of the presumption and the student-centered factors above, the Rappahannock County school division determines that it is not in the student's best interest to attend the school of origin or the school requested by the parent or guardian, or (in the case of an unaccompanied youth) the youth, provides the student's parent or guardian or the unaccompanied youth with a written explanation of the reasons for its determination, in a manner and form understandable to such parent, guardian or unaccompanied youth, including information regarding the right to appeal; and
- in the case of an unaccompanied youth, ensures that the division homeless liaison assists in placement or enrollment decisions, gives priority to the views of such unaccompanied youth and provides notice to such youth of the right to appeal.

Enrollment

The school selected in accordance with this policy immediately enrolls the homeless student, even if the student

- is unable to produce records normally required for enrollment, such as previous academic records, records of immunization and other required health records, proof of residency or other documentation; or
- has missed application or enrollment deadlines during any period of homelessness.

The enrolling school immediately contacts the school last attended by the student to obtain relevant academic and other records.

If the student needs to obtain immunizations or other required health records, the enrolling school immediately refers the parent or guardian of the student or, (in the case of an unaccompanied youth) the youth, to the division's homeless liaison, who assists in obtaining necessary immunizations or screenings, or immunization or other required health records.

If the documentation regarding the comprehensive physical examination required by Policy JHCA Physical Examinations of Students cannot be furnished for a homeless child or youth, and the person seeking to enroll the pupil furnishes to the school division an affidavit stating that the documentation cannot be provided because of the homelessness of the child or youth and also indicating that, to the best of the person's knowledge, such pupil is in good health and free from any communicable or contagious disease, the school division immediately refers the student to the division's homeless liaison who, as soon as practicable, assists in obtaining the necessary physical examination by the county or city health department or other clinic or physician's office and immediately admits the pupil to school.

The decision regarding placement is made regardless of whether the student lives with the homeless parents or has been temporarily placed elsewhere.

Enrollment Disputes

If a dispute arises over eligibility, or school selection or enrollment in a school

- the homeless student is immediately enrolled in the school in which enrollment is sought, pending final resolution of the dispute, including all available appeals;
- the parent or guardian of the student or (in the case of an unaccompanied youth) the youth is provided with a written explanation of any decisions related to school selection or enrollment made by the school, the school division or the Virginia Department of Education, including the rights of the parent, guardian or student to appeal the decision;
- the student, parent or guardian is referred to the division's homeless liaison who carries out the appeal process as expeditiously as possible after receiving notice of the dispute; and

- in the case of an unaccompanied youth, the homeless liaison ensures that the youth is immediately enrolled in the school in which the youth seeks enrollment pending resolution of the dispute.

Appeal Process

Oral Complaint

In the event that an unaccompanied student or the parent or guardian of a student (hereinafter referred to as the Complainant) disagrees with a school's decision regarding the student's eligibility to attend the school, the Complainant shall orally present the Complainant's position to the division's homeless liaison.

Written Complaint

If the disagreement is not resolved within five (5) school days, the Complainant may present a written complaint to the homeless liaison. The written complaint must include the following information: the date the complaint is given to the homeless liaison; a summary of the events surrounding the dispute; the name(s) of the school division personnel involved in the enrollment decision; and the result of the presentation of the oral complaint to the homeless liaison.

Within five (5) school days after receiving the written complaint, the homeless liaison will reach a decision regarding the contested enrollment and shall provide a written statement of that decision, including the reasons therefore, to the Complainant. The liaison will inform the Superintendent of the formal complaint and its resolution.

Appeal to Superintendent

If the Complainant is not satisfied with the written decision of the homeless liaison, the Complainant may appeal that decision to the Superintendent by filing a written appeal. The homeless liaison shall ensure that the Superintendent receives copies of the written complaint and the response thereto. The Superintendent or designee shall schedule a conference with the Complainant to discuss the complaint. Within five (5) school days of receiving the written appeal, the Superintendent, or designee, shall provide a written decision to the Complainant including a statement of the reasons therefore.

Comparable Services

Each homeless student is provided services comparable to services offered to other students in the school attended by the homeless student including the following:

- transportation services;
- educational services for which the student meets the eligibility criteria, such as services provided under Title I, educational programs for children with disabilities and educational programs for English learners;

- programs in career and technical education;
- programs for gifted and talented students; and
- school nutrition programs.

Transportation

At the request of the parent or guardian (or in the case of an unaccompanied youth, the liaison), transportation is provided for a homeless student to and from the school of origin as follows:

- if the homeless child or youth continues to live in the area served by the division in which the school of origin is located, the child's or youth's transportation to and from the school of origin is provided or arranged by the division in which the school of origin is located.
- if the homeless child's or youth's living arrangements in the area served by the division in which the school of origin is located terminate and the child or youth, though continuing the student's education in the school of origin, begins living in an area served by another division, the division of origin and the division in which the homeless child or youth is living must agree upon a method to apportion the responsibility and costs for providing the child with transportation to and from the school of origin. If the divisions are unable to agree upon such method, the responsibility and costs for transportation are shared equally.

Definitions

The term "homeless student" means an individual who lacks a fixed, regular and adequate nighttime residence and includes:

1. children and youths, including unaccompanied youths who are not in the physical custody of their parents, who
    a. are sharing the housing of other persons due to loss of housing, economic hardship or a similar reason; are living in motels, hotels, trailer parks or camping grounds due to the lack of alternative adequate accommodations or in emergency or transitional shelters; or are abandoned in hospitals;

    b. have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings; or
    c. are living in parked cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations or similar settings; and
2. migratory children who qualify as homeless for the purposes of this policy because the children are living in circumstances described above.

The term "homeless student" also includes students who are experiencing trauma or a lack of safety related to, or fleeing or attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous, traumatic, or life-threatening conditions related to the violence against the student or a family member in

the student's or family's current housing situation, including where the health or safety of children are jeopardized and who has no other safe residence and lacks the resources to obtain other safe permanent housing.

The term "migratory child" means a child who moved from one residence to another and from one school division to another in the preceding 36 months as a migratory agricultural worker or migratory fisher or with, or to join, a parent or spouse who is a migratory agricultural worker or a migratory fisher.

The term "school of origin" means the school that the student attended when permanently housed or the school in which the student was last enrolled.

The term "unaccompanied youth" includes a youth not in the physical custody of a parent or guardian.

Adopted: August 8, 1995
Revised: May 11, 1999, August 8, 2000, February 11, 2003, November 9, 2004
Reviewed: August 27, 2009
Revised: May 14, 2013
Reviewed: November 11, 2014
Revised: October 10, 2017, September 11, 2018, July 11, 2023

Legal Refs.: 20 U.S.C. § 6399.

42 U.S.C. §§ 11302, 11431, 11432, 11433, 11434a.

Code of Virginia, 1950 as amended, §§ 22.1-3, 22.1-70, 22.1-78, 22.1-253.13:1, 22.1-270.

Cross Ref.:

JEC	School Admission
JHCA	Physical Examinations of Students

ADMISSION OF NONPUBLIC STUDENTS FOR PART-TIME ENROLLMENT

Generally

The Rappahannock County School Board acknowledges the provisions for equivalent instruction under Virginia law.

In accordance with this policy the School Board authorizes part-time enrollment in the Rappahannock County Public Schools for students attending nonpublic school or being homeschool pursuant to Va. Code § 22.1-254.1.

The parents of students attending nonpublic school or being homeschooled pursuant to Va. Code § 22.1-254.1 who wish to enroll their students on a part-time basis in the Rappahannock County Public Schools for participation in academic and/or extracurricular/or club activities shall, along with the students, comply with this policy.

Admission

The parents must identify their children as nonpublic school or homeschool students who desire part-time enrollment in academic courses of study. Students admitted under this policy are designated as part-time students. At the time of applying for admission, students shall designate the academic course(s) in which they want to enroll and each extracurricular or club activity in which they wish to participate.

Enrollment

Students must enroll in at least one academic class (high school) or one instructional unit (elementary/middle school) more than the requested course(s) and for each extracurricular or club activity in which they choose to participate. If no activity participation is sought, the part-time student must enroll in a minimum of two classes. Students wishing to participate in an academic class shall have completed all prerequisite course work or the equivalent required of full-time public school students wishing to enroll in the course. If part-time enrollment causes total enrollment in a class or grade level to exceed the maximum allowed by state or local policy (*e.g.* resulting in the need to employ another teacher) admission will be denied.

Once enrolled, the student shall comply with behavioral, disciplinary, attendance and other rules applicable to all students, including rules governing the use of the division’s computer systems. If a student fails to comply, the school may withhold credit and/or terminate the student's participation in addition to taking any disciplinary action that would be taken against a full-time student for similar conduct.

Activities

Students wishing to participate in a Virginia High School League (VHSL) governed extracurricular or club activity shall satisfy the same or equivalent criteria for

such activities that full-time students must satisfy. Students admitted under this policy shall participate in any try-out or selection process required of full-time students.

Transportation

The parents of the children for whom part-time admission is sought are responsible for the transportation of the child to and from school, including any expenses incident thereto.

Academic Credit

Class ranking and grade-point-average are not computed for part-time students.

JROTC Membership for Homeschooled Students

Membership in Junior Reserve Officer Training (JROTC) units is open to homeschooled students as provided in Policy LBD Home Instruction.

Adopted: August 8, 1995
Revised: August 10, 1999; July 13, 2004; January 9, 2007; October 9, 2007
Reviewed: December 9, 2014
Revised: March 12, 2019; July 14, 2020, April 8, 2025

Legal Refs.: 10 U.S.C. § 2031.

Code of Virginia, as amended, §§ 22.1-78, 22.1-254.1; 22.1-253.13:2.

Cross Refs.:	EEA	Student Transportation Services
	JECA	School Admission
	JHCB	Student Immunizations
	IGDA	Student Organizations
	IHB	Class Size
	IIBEA	Acceptable Computer System Use
	JFC	Student Conduct
	JJAC	Student-Athlete Concussions
	LBD	Home Instruction

File: JECB-R

NONRESIDENT ADMISSION
Admission of Nonresident Students

1. Parents of any nonresident student wishing for their child to attend Rappahannock County Public Schools must seek approval in writing for nonresident student attendance on an annual basis to the Division Superintendent or his designee. The Superintendent or his designee shall make a written recommendation after considering all relevant factors, including, but not limited to scholastic, discipline, behavior, and attendance records; program request, class size, and time of school year. It is the policy and practice of the Rappahannock County School Board that each request for nonresident student admission will be considered on its merits and a determination made without regard to race, creed, gender, or disability.

2. An annual tuition fee shall be paid per child per semester for each nonresident student enrolled in the Rappahannock County Schools. Such tuition fee shall be paid within five (5) working days prior to the beginning of each semester; otherwise, the student will not be allowed to enroll. Students paying the tuition fees shall be assured of completing the current school year, unless excluded for other reasons. No refunds will be provided beyond thirty days after the start of the semester.

3. A student who begins the school year as a bona fide resident of Rappahannock County but whose residency changes during the course of the school year shall be allowed to finish only the current semester at no charge, absent extraordinary circumstance. A student who begins his/her senior year as a bona fide resident of Rappahannock County, but whose residency changes, shall be allowed to finish the entire school year at no charge.

4. Employees of Rappahannock County Public Schools and Rappahannock County Government Offices, who are nonresidents of the county, may enroll their children in county schools without paying tuition as long as such enrollment creates no significant disruption to the operations of the school division. Such nonresident employees' children may attend the county school where the class size best allows for enrollment. An application (JECB F-1) must be completed prior to enrollment.

5. Non-resident employees who work in Rappahannock County for 30 or more hours per week may apply for a tuition waiver (JECB F-1) to enroll their children in Rappahannock County Public Schools.

6. Non-residents who own land and/or property in Rappahannock County may apply for a tuition waiver (JECB F-1) to enroll their children in Rappahannock County Public Schools

7. Bona fide exchange students may attend the school without paying tuition.

8. Tuition is calculated annually by taking the total "county funds" in the current budget,-subtracting state, federal and other funds, capital outlay, debt service,

transportation, and the local share of special education. The result is then divided by the projected ADM. Actual additional costs for students accepted for Mountain Vista Governor's School or for students identified for Special Education (IEP)/related services or Section 504 plan will be assessed.

9. Prior to admission, an Application for Admission of Non-Resident Student Form (JECB-F1) must be completed.

Adopted: November 15, 1983
Revised: July 11, 1995; November 16, 1995; May 13, 1997; November 10, 1998; July 25, 2000; July 8, 2003, January 9, 2007, November 11, 2008, June 9, 2009, Nov. 10, 2009, Apr. 12, 2011, July 12, 2011
Reviewed: December 9, 2014
Revised: May 14, 2019

Legal Ref.: Virginia Code Sections 22.1-3; 22.1-5; and 22.1-255.

Cross Refs: JFC School Admission
JFC-R School Admission

RAPPAHANNOCK COUNTY PUBLIC SCHOOLS **JECB-F1**
School Board Office - 6 Schoolhouse Road
Washington, Virginia 22747
Telephone (540) 227-0023
FAX (540) 987-8896
www.rappahannockschools.us

APPLICATION FOR ADMISSION OF NON-RESIDENT TUITION STUDENT-JECB-F1

Student's Full Name _____ Mother's/Guardian's Name _____

Address _____ Father's/Guardian's Name _____

Town, State, Zip Code _____ Home Telephone (___)_____ Work Telephone (___)_____

Name of School Student Last Attended _____ Telephone of School Last Attended (___)_____

Address of School Last Attended _____ Grade Student Promoted To _____

Eligibility Requirements for Non-Resident Students:

1. Student must be in good standing behaviorally. The Superintendent reserves the right to revoke the admission if there are serious or cumulative behavior problems.
2. Transportation cannot be provided across county lines for your child.

Check one: My children ___will ___will not ride the bus between a Rappahannock County bus stop and school.

3. The principal must certify that there is space available for this student.
4. To be eligible for immediate participation in Virginia High School League (VHSL) activities, the student must start Rappahannock County Public Schools enrollment by 9th grade. Non-resident high school students enrolling after the beginning of their 9th grade year will not be eligible to participate in VHSL activities for 365 days.
5. All tuition/fees must be paid in full according to the schedule you check below:

___Parent/Guardian agrees to pay full tuition/fees listed below at least 5 working days before begin date of full semester
___50% at least 5 working days before begin date of school and 50% before January 13.
___Monthly payment schedules may be approved by the superintendent and will be contingent upon receipt of payments before the 1st of each month August through May.
___ N/A: Waiver (check one) RCPS or Rapp Gov Employee _____ Rapp Employee _____ Land/Property Owner _____

6. Parent/Guardian agrees to pay actual additional costs for students identified for Special Education / related services. Actual costs will be determined for individual students based on Individual Education Plan (IEP) or Section 504 Plan.

Non-Resident Fees Proposed to the Rappahannock County School Board		**Waiver Granted? Yes_____ No ____**		
Each Student	TBD each year	x ___	=	$_____
Added actual cost for Special Education / related services $_____	$ Depends on services	x____	=	
	TOTAL FEES			$_____

I/We hereby certify that the above named student ____has ____has not been expelled from school attendance at a private or public school in Virginia or another state for an offense in violation of School Board policies or state/federal laws related to weapons, alcohol, drugs, or assault.

I/We also give permission for the Rappahannock Public School to exchange information with the above school.

Date_____ Signature of Parent/Guardian _____

For Office Use Only:

I certify that I have contacted the applicant's former school. This student left in good behavioral standing. I also certify that there is adequate space available for this student in the grade level specified above.

Principal's Signature _____ Date _____

Superintendent's Signature _____ Date_____

APPROVED _____ NOT APPROVED _____

STUDENT ABSENCES/EXCUSES/DISMISSALS

Student Attendance Policy

Student attendance is a cooperative effort and the School Board involves parents and students in accepting the responsibility for good attendance.

Each parent/guardian or person having control or charge of a child within the compulsory attendance age is responsible for such child's regular and punctual attendance at school as required under provisions of the law.

Students must attend school for a full day unless excused by the principal or the principal's designee.

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

Excused Absences

If circumstances permit, parents should provide the school administration with the reason for the nonattendance prior to the absence. Otherwise, parents of students who are absent must inform the school of the reason for the absence no later than upon the student's return to school. Absences are excused for the following reasons:

- for middle and high school students, one school day per school year to engage in a civic event
- a maximum of 2 school days per academic year for participation in a 4-H educational program or activity; no credit will be provided for a student whose participation in a 4-H educational program or activity occurs during scheduled Standards of Learning assessments or during any period of time that the student is suspended or expelled from school; the student's principal or assistant principal may request a representative of 4-H to provide documentation of a student's participation in order for the student's absence to be excused;
- subject to guidelines established by the Virginia Department of Education, students who are members of a state- or federally-recognized tribal nation that is headquartered in Virginia shall be granted one excused absence per academic year to attend such nation's pow wow gathering provided that the student's parent provides the student's school advance notice of the absence in the manner required by the school;
- funeral, illness (including mental health), injury, legal obligations, medical procedures, suspensions, expulsions, religious observances, and military obligations; **and**
- a student whose immediate family member is an active duty member of the uniformed services as defined in § 22.1-360, and whose family member has received orders for, is on leave from, or has recently returned from deployment outside the United States, shall be allotted five excused absences to visit with the family member in connection with such leave or deployment, provided that the

student provides written documentation verifying such leave or deployment if requested by the local school division;

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

High students may spend a maximum of 2 days (unless otherwise approved by the principal) each academic year participating in High School to Work Partnerships established pursuant to guidelines developed by the Board of Education. Students who miss a partial or full day of school while participating in Partnership programs are not counted as absent for the purposes of calculating average daily membership. The Superintendent's regulations include procedures by which students may make up work missed while participating in a High School to Work Partnership.

Unexcused Absences

Whenever a student fails to report to school on a regularly scheduled school day and no information has been received by school personnel that the student's parent is aware of and supports the absence, the school principal, principal's designee, attendance officer or other school personnel or volunteer notifies the parent by phone, email or other electronic means to obtain an explanation. School staff records the student's absence for each day as "excused" or "unexcused". Early intervention with the student and parent or parents takes place for repeated unexcused absences as designated in the Superintendent's regulations.

Report for Suspension of Driver's License

In addition to any other actions taken pursuant to this policy, if a student who is under 18 years of age has 10 or more unexcused absences from school on consecutive school days, the principal may notify the juvenile and domestic relations court, which may take action to suspend the student's driver's license.

Attendance Reporting

Student attendance is monitored and reported as required by state law and regulations. At the end of each school year, each public school principal reports to the

Superintendent the number of pupils by grade level for whom a conference was scheduled to address unexcused absences. The Superintendent compiles this information and provides it annually to the Superintendent of Public Instruction.

Dismissal Precautions

Principals do not release a student during the school day to any person not authorized by the student's parent/guardian to assume responsibility for the student. Students are released only on request and authorization of a parent or guardian. The Superintendent establishes procedures for release of students who are not residing with or under the supervision of a parent/guardian. The burden of proof on the authority of the person to receive the student is on the requesting party. A formal check-out system is maintained in each school.

Adopted: August 8, 1995
Revised: September 8, 1998, August 10, 1999, October 12, 1999, November 9, 2004, December 9, 2014, October 10, 2017, September 11, 2018, August 11, 2020, July 13, 2021, July 12, 2022, July 14, 2026

Legal Ref.: Code of Virginia, 1950, as amended, §§ 22.1-227.1, 22.1-254, 22.1-258, 22.1-260, 22.1-279.3, 46.2-323, 46.2-334.01, and 54.1-3900.

8 VAC 20-720-10.
8 VAC 20-720-30.

Cross Ref.:		
	IGAJ	Driver Education
	JFC	Student Conduct
	JHC	Student Health Services

File: JED-R

STUDENT ABSENCES/EXCUSES/DISMISSALS

Unexcused absences are defined as those without appropriate parental notification or chronic absences for reasons other than documented medical, legal, or special family situations as determined by a principal. Unexcused absences will be handled according to procedures outlined in Section II of Policy JED.

The Superintendent or designee shall approve or excuse students who are absent by reason of observance of a religious holiday. Student(s) will not be deprived of any award or of eligibility or opportunity for such award, test, or examination if absence is verified.

Reviewed: December 9, 2014

EXCLUSIONS AND EXEMPTIONS FROM SCHOOL ATTENDANCE

The School Board shall excuse the following from attendance at school:

1. Any student who, together with the student's parents, by reason of bona fide religious training or belief is conscientiously opposed to attendance at school.

2. On the recommendation of the juvenile and domestic relations court of the city or county in which the student resides, and for such period of time as the court determines appropriate, any student who, together with the student's parents, is opposed to attendance at a school by reason of concern for the student's health as verified by competent medical evidence, or by reason of such pupil's reasonable apprehension for personal safety when such concern or apprehension in that pupil's specific case is determined by the court, upon consideration of the recommendation of the principal and division superintendent, to be justified.

The School Board may excuse the following from attendance at school:

1. On recommendation of the principal and the superintendent and with the written consent of the parent or guardian, any student who the School Board determines, in accordance with regulations of the Board of Education, cannot benefit from education at school; or

2. On recommendation of the juvenile and domestic relations district court of the city or county in which the student resides, any student who, in the judgment of the court, cannot benefit from education at school.

Any request for exemption from attendance is to be provided or forwarded annually in writing to the superintendent or superintendent's designee.

The compulsory education requirements do not apply to

- children suffering from contagious or infectious diseases;
- children whose immunizations against communicable diseases have not been completed;
- children under 10 years of age who live more than two miles from a public school unless public transportation is provided within one mile of the place where such children live; and
- children between the ages of 10 and 17, inclusive, who live more than 2.5 miles from a public school unless public transportation is provided within 1.5 miles of the place where such children live.

In addition, a child's attendance from school may be delayed for one year, when such child will not have reached the age of 6 years old on or before September 30 of such school year and whose parent or guardian notifies the School Board that the parent does not wish the child to attend school until the following year because the child, in the opinion of the parent or guardian, is not mentally, physically, or emotionally prepared to attend school,.

Adopted: August 8, 1995
Revised: September 8, 1998; August 10, 1999; August 8, 2000; June 11, 2002; May 13, 2003; August 9, 2005; October 10, 2006; December 9, 2014; August 11, 2020, July 15, 2025

Legal Ref.: Code of Virginia, 1950, as amended, § 22.1-254.

Cross Refs.:

JEA	Compulsory Attendance
JHCB	Immunization of Students
JHCC	Communicable Diseases
LBD	Home Instruction

STUDENT INVOLVEMENT IN DECISION MAKING

The School Board recognizes the student body as a significant part of the community and in the decision making process.

Student input is important in the data collection process, and on relevant issues students' views are sought and considered by the superintendent and the School Board.

Adopted: August 8, 1995
Reviewed: May 11, 1999, August 9, 2005
Revised: May 14, 2013
Reviewed: December 9, 2014
Revised: July 12, 2022

Legal Refs.: Code of Virginia, 1950, as amended, § 22.1-78.

Cross Refs.:

AE	School Division Goals and Objectives
BBBB (Optional)	Student Liaison to the School Board

STUDENT CONDUCT

Generally

The Rappahannock County School Board establishes expectations for student conduct so that public education is conducted in an atmosphere free of disruption and threat to persons or property and supportive of individual rights.

In addition to the types of conduct prohibited below, the superintendent issues Standards of Student Conduct and a list of possible actions for violations of those Standards.

This Policy and the Standards of Student Conduct apply to all Rappahannock County school students. They are enforced when the student's conduct occurs when the student is

- On school property.
- Traveling to school or from school.
- Traveling to, at, and from bus stops.
- In School Board vehicles.
- In attendance at any school-sponsored activity.
- Off school property if the conduct disrupts the learning environment.

The School Board and superintendent biennially review the model student conduct code developed by the Virginia Board of Education to incorporate into policy and the Standards of Student Conduct a range of discipline options and alternatives to preserve a safe and non-disruptive environment for effective learning and teaching.

Parental Involvement and Responsibility

Each parent of a student enrolled in Rappahannock County schools has a duty to assist in enforcing this policy, the Standards of Student Conduct and compulsory school 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. This policy, the Standards of Student Conduct, a notice of the requirements of Va. Code § 22.1-279.3, and a copy of the compulsory school attendance law is sent to all parents within one calendar month of the opening of schools simultaneously with any other materials customarily distributed at that time. A statement for the parent's signature acknowledging the receipt of this policy, the Standards of Student Conduct, the requirements of Va. Code § 22.1-279.3 and the compulsory school attendance law is also sent. Parents are notified that by signing the statement of receipt, they are not deemed to waive, but expressly reserve, their rights protected by the constitution or laws of the United States or Virginia. Each school maintains records of the signed statements.

The school principal may request the student's parent or parents, if both have legal and physical custody, to meet with the principal or principal's designee to review this policy, the Standards of Student Conduct and the parent's or parents' responsibility to participate with the school in disciplining the student and maintaining order, to ensure

the student's compliance with compulsory school attendance law and to discuss improvement of the child's behavior, school attendance and educational progress.

The school principal or principal's designee notifies the parents of any student who violates a School Board policy, the Standards of Student Conduct, or the compulsory school attendance requirements when such violation is likely to result in the student's suspension or the filing of a court petition, whether or not the school administration has imposed such disciplinary action or filed such a petition. The notice states (1) the date and particulars of the violation; (2) the obligation of the parent to take actions to assist the school in improving the student's behavior and ensuring compliance with compulsory school attendance; (3) that, if the student is suspended, the parent may be required to accompany the student to meet with school officials; and (4) that a petition with the juvenile and domestic relations district court may be filed under certain circumstances to declare the student a child in need of supervision.

The principal or principal's designee notifies the parent of any student involved in an incident required to be reported to the superintendent and Virginia Board of Education as described in Policy CLA Reporting Acts of Violence and Substance Abuse.

If a parent fails to comply with the requirements of this Policy, the School Board may ask the Juvenile and Domestic Relations Court to proceed against the parent in accordance with the requirements of the Code of Virginia.

A parent, guardian or other person having control or charge of a student is notified in writing of any disciplinary action taken with regard to any incident upon which an adjudication of delinquency or conviction for an offense listed in Va. Code § 16.1-260.G was based and the reasons therefor. The parent or guardian is also notified of the parent or guardian's right to review, and to request an amendment of, the student's scholastic record, in accordance with regulations of the Board of Education governing the management of scholastic records.

Prevention, Intervention, and Treatment Activities and Programs

Any student involved in a reportable drug or violent incident, as described in Policy CLA Reporting Acts of Violence and Substance Abuse, participates in prevention and intervention activities deemed appropriate by the superintendent or superintendent's designee. Further, any student who has been found to be in possession of or under the influence of drugs or alcohol on school property or at a school sponsored activity may be required to (1) undergo evaluation for drug or alcohol abuse and (2) participate in a drug and/or alcohol treatment program if recommended by the evaluator and if the parent consents.

Prohibited Conduct

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

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.

The principal or principal's designee notifies the parent of any student involved in an alleged incident of bullying within 24 hours of learning of the allegation of bullying.

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.

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.

Adopted: August 8, 1995
Reviewed: May 11, 1999
Revised: August 10, 2000, July 10, 2001, November 9, 2004, June 14, 2005, October 10, 2006, December 9, 2014, July 14, 2020, July 13, 2021, July 11, 2023, July 15, 2025

Legal Refs.: Code of Virginia, 1950, as amended, §§16.1-260, 18.2-56,18.2-308.1, 18.2-308.7, 22.1-23.3, 22.1-78, 22.1-200.1, 22.1-253.13:7; 22.1-254, 22.1-276.3, 22.1-277, 22.1-277.08, 22.1-277.2, 22.1-279.1, 22.1-279.3, 22.1-279.3:1, 22.1-279.6, 22.1-288.2.

Cross Refs.:		
	CLA	Reporting Acts of Violence and Substance Abuse
	EB	School Crisis, Emergency Management and Medical Emergency Response Plan
	EBB	Threat Assessment Teams
	ECAB	Vandalism
	IIBEA/GAB	Acceptable Computer System Use
	JECB (Option 1)	Admission of Nonpublic Student for Part-Time Enrollment
	JFCE	Gang Activity or Association
	JFCF	Drugs in School
	JFCM	Student Cell Phone and Smart Device Possession and Use
	JFG	Search and Seizure
	JFHA/GBA	Prohibition Against Harassment and Retaliation
	JGA	Corporal Punishment
	JGD/JGE	Student Suspension/Expulsion
	JGDA	Disciplining Students with Disabilities
	JGDB	Discipline of Students with Disabilities for Infliction of Serious Bodily Injury
	JM	Restraint and Seclusion of Students
	JN	Student Fees, Fines and Charges
	JRCA	School Service Providers' Use of Student Personal Information
	LBD	Home Instruction

CODE OF RESPONSIBLE STUDENT DRESS

A successful educational process includes not only academic instruction but also student development of marketable job skills and positive behaviors and attitudes towards honesty, hard work, family, modesty, civility, wellness, and country. To these ends, students are expected to observe a Code of Responsible Student Dress. This code helps create and ensure a healthy, safe, and effective learning environment for everyone. It promotes a school atmosphere of respect, civility, pride, self-esteem and cohesiveness, reinforces community values and positive respect for authority and discipline, and assists in readying students for employment by advancing their mature transition from the world of school to the world of work. This code applies to all students in the Rappahannock County Public Schools while present on or using school or school-controlled property and while attending school-related events or activities.

DRESS CODE

RCPS respects students' right to express themselves in the way they dress. It is important, however, that their appearance is appropriate for a K-12 school setting. Any clothing that interferes with or disrupts the educational environment is unacceptable. Discussion about dress code violations shall be held privately and maintain the dignity of the student.

Clothing and accessories should not:

- Display vulgar, discriminatory, racist, culturally divisive, obscene language or images
- Promote illegal or violent conduct
- Contain threats or gang symbols
- Promote the unlawful use of weapons, alcohol, tobacco, drugs, or drug paraphernalia
- Expose private parts or show an excessive amount of bare skin (see-through clothing that exposes under garments)
- Contain studs or chain belts
- Include hoods or other head coverings that cover the face unless worn for significant religious, cultural, or medical purpose (School administration may reach out to a student's family if clarification is needed regarding the purpose of a head covering.)

***Each school has the prerogative to further define the specifics of student dress in their Student Handbook after review and approval by the building principal and final approval by the RCPS Equity Team.**

Updated 9-12-2023

TEACHER REMOVAL OF STUDENTS FROM CLASS

Teachers have the initial authority to remove students from class for disruptive behavior. "Disruptive behavior" means a violation of School Board policies or Superintendent regulations governing student conduct that interrupts or obstructs the learning environment.

Criteria for Removal

In order for a teacher to remove a student from class for disruptive behavior

- removal of the student from the class must be necessary to restore a learning environment free from interruptions and obstructions caused by the student's behavior
- interventions by the teacher and/or administrators have been attempted and failed to end the student's disruptive behavior, and
- notice of the student's disruptive behavior and the opportunity to meet with the teacher and/or school administrators must have been provided to the student's parents as described below.

When all of the above criteria have been satisfied, a teacher may remove a student from class.

Requirements for Incident Reports

Teachers should write incident reports regarding all incidents of disruptive behavior. The reports will be filed with the school administration and provided to the student's parents within 24 hours of the incident. The parents must be given the opportunity to meet with the teacher and/or school administrator to discuss the student's behavior and the possible consequences if the behavior continues. The teacher will document, in writing, attempts to request and encourage the parents to meet with the teacher or school administrators.

A student may not be removed from class for disruptive behavior unless two written incident reports have been filed with school administrators and provided to the student's parents concerning two prior incidents of disruptive behavior. Upon removal, the teacher must file a "Student Removal Form" (JFCA-E) with school administrators. The teacher will include any other documentation supporting the removal including, but not limited to, the previous two incident reports.

Procedures for Written Notification of Student and Parents

The teacher must provide copies of any incident report and Student Removal Form to the student and the student's parents and notify them of the opportunity to meet with the teacher and/or school administrators to discuss the behavior and the possible consequences if the behavior continues. Such notice must be provided within twenty-four hours of each incident. The teacher must document, in writing, attempts to request and encourage the parents to meet with school administrators and/or the teacher. Such

notice and documentation are required for each incident report and student removal.

Guidelines for Alternative Assignment and Instruction of Removed Students

The principal determines the appropriate placement of any student removed from class by a teacher. The principal may:

- assign the student to an alternative program;
- assign the student to another class;
- send the student to the principal's office or study hall. If the principal chooses this option, the teacher shall provide and evaluate appropriate make-up work for the student;
- suspend the student or recommend the student for expulsion. If the principal 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; **or**
- return the student to class in accordance with the procedures below.

Procedure for the Student's Return to Class

The principal must determine, after consultation with the teacher, the duration of the student's removal from class. The principal shall notify the teacher of the decision to return the student to class. If the teacher disagrees with the principal's decision to return a student to the class

- the teacher and principal will discuss the teacher's objection to returning the student to class and the principal's reason for returning the student.
- the teacher, after meeting with the principal, may appeal the principal's decision to the Superintendent or designee within one school day. The incident reports and removal form must accompany the appeal. After discussion with the principal and teacher or receiving their written comments, the decision of the superintendent or designee shall be final. The decision shall be made within forty-eight hours of the teacher's appeal. During the appeal process, the student shall not be returned to class and the principal will determine an appropriate placement for the student.

Once the decision has been made to return the student to class, the teacher and principal must develop a plan to address future disruptive behavior.

Other Provisions

The principal must ensure that students removed from class under this policy continue to receive an education in accordance with School Board policies.

Application of this policy to students with disabilities must be consistent with federal and state law and regulations as well as School Board policy regarding students with disabilities.

Teacher deficiencies in classroom management will be addressed in teacher evaluations pursuant to Policy GCN Evaluation of Professional Staff.

This policy does not limit or restrict the ability of School Board employees to apply other policies, regulations, or laws for maintaining order in the classroom.

Adopted: June 29, 1998
Reviewed: September 8, 1998, August 9, 2005
Revised: May 14, 2013
Reviewed: December 9, 2014
Revised: July 14, 2020, August 11, 2020, July 13, 2021, July 14, 2026

Legal Ref: Code of Virginia, 1950, as amended, §§ 22.1-276.01, 22.1-276.2.

Cross Ref:		
	GCN	Evaluation of Professional Staff
	JFC	Student Conduct
	JFC-R	Standards of Student Conduct
	JFCM	Student Cell Phone and Smart Device Possession and Use
	JGDA	Discipline of Students with Disabilities
	JGDB	Discipline of Students with Disabilities for Infliction of Serious Bodily Injury
	JGD/JGE	Student Suspension/Expulsion

STUDENT REMOVAL FORM	
School Name:	
Student:	
Teacher:	
Class:	
Date:	
Description of Behavior:	
Administrative and/or Teacher Interventions Attempted Prior to Removal and Results:	
Date of Prior Incident Reports: (Note: Prior incident reports must be attached.)	
Signature of Teacher:	

SPORTSMANSHIP, ETHICS AND INTEGRITY

The School Board recognizes the value of extracurricular activities in the educational process and the values that students develop when they have the opportunity to participate in an organized activity outside of the traditional classroom.

Participants and responsible adults involved in School Board approved extracurricular activities are expected to demonstrate the same level of responsibility and behavior at practice and competitions as is expected in the classroom. The School Board further encourages the development and promotion of sportsmanship, ethics and integrity in all phases of the educational process and in all segments of the community, including administrators, participants, adult supervisors, parents, fans, spirit groups and support/booster groups.

Adopted: August 8, 1995
Reviewed: May 11, 1999
Revised: November 12, 2002
Reviewed: August 27, 2009
Revised: May 14, 2014
Reviewed: December 9, 2014
Revised: July 12, 2022

Legal Ref.: Code of Virginia, 1950 as amended, § 22.1-78.

Cross Ref.:	JFC	Student Conduct
	JFCC	Student Conduct on School Buses
	KQ	Commercial, Promotional, and Corporate Sponsorships and Partnerships

STUDENT CONDUCT ON SCHOOL BUSES

Students are required to conduct themselves on school buses in a manner consistent with established standards for student behavior in school and at school activities.

The school principal may suspend or revoke the riding privileges of students and/or take other disciplinary actions for students who constitute or cause disciplinary problems on the bus. Parents (or guardians) of children whose behavior and misconduct on school buses violates the Standards of Student Conduct or otherwise endangers the health, safety and welfare of other riders shall be notified that their child/children face the loss of school bus riding privileges and/or other disciplinary actions.

If a student's riding privileges are suspended or revoked, the student's parents are responsible for seeing that the student gets to and from school safely.

The bus driver is responsible for maintaining the orderly behavior of students on school buses and shall report misconduct to the student's principal and provide a copy of the report to the transportation office.

Adopted: August 8, 1995
Reviewed: May 11, 1999
Revised: November 12, 2002; November 10, 2009; December 9, 2014; June 13, 2017; July 14, 2020, April 8, 2025

Legal Ref.: Code of Virginia, 1950 as amended, §§ 22.1-78, 22.1-176, 22.1-293.

Cross Refs.:	CLA	Reporting Acts of Violence and Substance Abuse
	EBB	Threat Assessment Teams
	EEA	Student Transportation Services
	JFC	Student Conduct
	JFCB	Sportsmanship, Ethics, and Integrity
	JFCD	Weapons in School
	JGD/JGE	Student Suspension/Expulsion
	JGDA	Disciplining Students with Disabilities
	GBEC/JFCH/KGC	Tobacco Products and Nicotine Vapor Products

© 2/25 VSBA

File: JFCC-R
Regulation

STUDENT CONDUCT ON SCHOOL BUSES

Rules for Bus Riders

***Per 8VAC 20-70-110 of the Virginia Code, parents or their designee are requested to accompany their young children to and from the bus stop.**

In order to provide all passengers with a safe environment, the bus driver is in charge. The driver's directions are to be followed at all times. The driver may assign seats to insure an orderly, safe environment. All school rules are to be followed while on school buses. **In addition, to assist the driver in providing this safe environment, all students are to conform to the behaviors listed below.**

- We will not have in our possession or use objects, which are forbidden, in school. This includes but not limited to weapons, drugs, alcohol, tobacco, animals, lighters, balloons, etc.
- Radios, IPods, mp3 players, etc. will be allowed with earphones. Students are discouraged from bringing cell phones on the bus and to school. Cell phones should be turned off and in a student's pocket or book bag.
- Drivers may confiscate these devices if they become a distraction.
- We will not fight, hit, throw things, or engage in horseplay on the bus.
- We will keep our arms, heads, legs, and possessions inside the bus.
- We will take our seats and remain seated, facing forward, until exiting the bus.
- We will not sell or purchase items on the bus.
- We will take care of the bus by being careful not to damage it.
- We will help to keep the bus clean and safe. Eating or drinking on the bus is not permitted. Gum chewing is not permitted on the bus.
- We will be courteous and respectful in our words and actions towards others. Behaviors to be avoided include but are not limited to: throwing items, obscene language or gestures, name-calling, racial remarks, ridiculing others, disrobing, or damaging property.
- We will keep our belongings under control and out of the aisle. Large school related items may be brought on the bus if they can be safely stored within the seating compartment.

- We will keep our conversation at a low volume as not to distract the driver.

- We will get our parent's permission and the school's written permission before making any change in bus routing, such as getting off at another stop or riding a different bus.

Students who fail to comply with the above rules or in any manner exhibit improper behavior may be denied bus-riding privileges. This penalty may range from a day to the remainder of the school year.

Approved by the School Board: August 8, 1995
Reviewed: May 11, 1999, August 9, 2005, December 9, 2014
Revised: August 17, 2021

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RAPPAHANNOCK COUNTY PUBLIC SCHOOLS

WEAPONS ON SCHOOL PROPERTY

General Application to All Persons

No person may possess or use any firearm, dangerous device, or dangerous or other weapon on school property (including school vehicles), on that portion of any property open to the public and then exclusively used for school-sponsored functions or activities when such functions or activities are taking place, at a school sponsored activity, or on any school bus, except as expressly authorized by law.

The superintendent or superintendent's designee shall implement this policy in a manner consistent with state law and shall permit possession of a firearm or other weapon on school property or at school functions or activities only by person and in such circumstances expressly authorized by law.

Consistent with Virginia law, such weapons include, but are not limited to:

- any pistol, shotgun, stun weapon, revolver, or other firearm listed in Va. Code § 22.1-277.07, designed or intended to propel a projectile of any kind, including a rifle,
- unloaded firearms in closed containers,
- any air rifle or BB gun,
- toy guns and look-alike guns,
- any dirk, bowie knife, switchblade or stiletto knife, ballistic knife, machete, knife or razor,
- slingshots or slingbows,
- spring sticks,
- brass or metal knuckles, blackjacks,
- any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as a nun chahka, nun chuck, nunchaku, shuriken, or fighting chain,
- any disc, of whatever configuration, having at least two points or pointed blades, and which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart,
- explosives, and
- destructive devices as defined in Va. Code § 22.1-277.07, and
- other dangerous articles.

Illegal conduct will be reported to law enforcement officials.

Student Expulsion for Possession of Firearms

A student who has possessed a firearm on school property, school buses, or at a school-sponsored activity as prohibited by Va. Code § 18.2-308.1 or who has possessed a firearm or destructive device as defined in Va. Code § 22.1-277.07, or a firearm muffler or firearm silencer, or a pneumatic gun as defined in Va. Code § 15.2-915.4 on school property or at a school-sponsored activity may be expelled for at least one year in accordance with Policy JGD/JGE Student Suspension/Expulsion. The School Board may determine, based on the facts of a

particular situation, that special circumstances exist and no disciplinary action or another disciplinary action or another term of expulsion is appropriate. The School Board may promulgate guidelines for determining what constitutes special circumstances. The School Board authorizes the superintendent or the superintendent's designee to conduct a preliminary review of such cases to determine whether a disciplinary action other than expulsion is appropriate. If it is determined by the superintendent or superintendent's designee that a disciplinary action other than expulsion is appropriate, such disciplinary action is taken in accordance with Article 3 of Chapter 14 of Title 22.1 of the Code of Virginia.

Students with Disabilities

A. Students with disabilities are subject to this policy and may be disciplined to the same extent as a nondisabled student provided the manifestation review committee determines that the violation was not a manifestation of the student's disability. The provisions of Policy JGDA Disciplining Students with Disabilities will be followed in addition to the regular disciplinary procedures.

B. Additional authority to remove a student with a disability from school for a weapons violation.

1. In addition to the authority granted in subsection A above, a student with a disability may also be removed without parent consent and assigned to an interim alternative education program by school personnel for not more than forty-five (45) school days when the student carries or possesses a weapon to or at school, on school premises, or to or at a school function under the jurisdiction of a state or local educational agency. This option is available regardless of whether a manifestation exists. The removal should not be in excess of any removal imposed on a student without a disability for the same offense.

2. For purposes of this forty-five (45) school day removal, the weapon must meet the following definition:

> "a weapon, device, instrument, material or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury, except that such term does not include a pocketknife with a blade of less than 2 ½ inches in length."

Adopted: August 8, 1995
Reviewed: May 11, 1999
Revised: August 10, 1999; August 8, 2000; August 12, 2003; November 9, 2004; October 10, 2006; January 9, 2007; October 9, 2007; November 11, 2008; December 9, 2014; November 10, 2015; July 14, 2020; August 11, 2020, July 15, 2025, April 14, 2026, July 14, 2026

Legal Ref.: 18 U.S.C. § 930.

20 U.S.C. § 1415.

Code of Virginia, 1950, as amended, §§ 15.2-915.4,18.2-308, 18.2-308.1, 18.2-308.7, 22.1-277.07, 22.1-277.07:1, 22.1-280.2:1, 22.1-280.2:4.

Cross Ref.:

EB	School Crisis, Emergency Management, and Medical Emergency Response Plan
EBB	Threat Assessment Teams
GBEB	Staff Weapons in School
JFC	Student Conduct
JFCC	Student Conduct on School Buses
JFG	Search and Seizure
JGA	Corporal Punishment
JGD/JGE	Student Suspension/Expulsion
JGDA	Discipline of Students with Disabilities
JGDB	Discipline of Students with Disabilities for Infliction of Serious Bodily Injury

File: JFCE

GANG-RELATED ACTIVITY OR ASSOCIATION

The Rappahannock County School Board recognizes the existence of gangs in the community and the threat they pose to the educational environment. Therefore, students must not engage in gang-related activity on school grounds, on school buses or on any school sponsored activity. In addition, students must not engage in gang-related activity using the School Division computer system at any time.

A gang is defined by Va. Code § 18.2-46.1 as "any ongoing organization, association, or group of three or more persons, whether formal or informal,

- Which has as one of its primary objectives or activities the commission of one or more criminal activities,
- Which has an identifiable name or identifying sign or symbol, and
- Whose members individually or collectively have engaged in the commission of, attempt to commit, conspiracy to commit, or colicitatoin of two or more predicate criminal acts, at least one of which is an act of violence, provided such acts were not part of a common act or transaction."

Students are subject to disciplinary action in accordance with Policy JFC Student Conduct and the Standards of Student Conduct issued by the superintendent for participating in gang-related activity. Gang-related activity is defined as:

- wearing, using, distributing, displaying, or selling any clothing, jewelry, emblem, badge, symbol, sign, or other thing that is evidence of membership or affiliation in any gang;
- committing any act, or using any speech, either verbal or non-verbal (such as gestures or handshakes), showing membership or affiliation in a gang;
- using any speech or committing any act in furtherance of the interests of any gang, including: (a) soliciting, hazing and initiating others for membership in any gang, (b) requesting any person to pay protection or otherwise intimidating or threatening any person, (c) committing any other illegal act or other violation of school policy and inciting other students to act with physical violence; or
- inappropriate congregating, bullying, cyberbullying, harassment, intimidation, degradation, disgrace and/or related activities which are likely to cause bodily danger, physical harm, or mental harm to students, employees, or visitors.

The superintendent or superintendent's designee, in cooperation with local law enforcement and/or juvenile agencies, will develop and regularly updates a regulation listing known gang clothing, jewelry, emblems, badges, signs, gestures, handshakes and symbols.

The superintendent or superintendent's designee will provide in-service training in gang behavior and characteristics to facilitate staff identification of students at-risk of gang involvement and promote membership in authorized school groups and/or activities as an alternative.

Adopted: August 8, 1995
Revised: October 13, 1998, November 9, 2004
Reviewed: August 27, 2009, December 9, 2014
Revised: June 11, 2019, April 13, 2021, April 14, 2026

Legal Refs.: Code of Virginia, 1950, as amended, §§ 18.2-46.1, 22.1-70, 22.1-78, 22.1-79(2), 22.1-276.01, 22.1-279.6.

Cross Refs:		
	EB	School Crisis, Emergency Management, and Medical Emergency Response Plan
	EBB	Threat Assessment Teams
	IIBEA/GAB	Acceptable Computer System Use
	JFC	Student Conduct

DRUGS IN SCHOOL

I. Generally

No person may manufacture, sell or distribute or possess with intent to sell, give or distribute any “controlled substance,” “imitation controlled substance,” or “marijuana,” as all are defined in Virginia law, while

- on the property, including building or grounds, of any public school;
- on public property or any property open to public use within 1,000 feet of the property, including building or grounds, of any public school;
- on any school bus; or
- at any designated school bus stop or any public property or any property open to public use within 1,000 feet of such school bus stop during the time when school children are waiting to be picked up and transported to or are being dropped off from school or a school sponsored activity.

A. Expulsion

A student who is determined to have brought a controlled substance, imitation controlled substance, or marijuana onto school property or to a school-sponsored activity may be expelled in accordance with Policy JGD/JGE Student Suspension/Expulsion. The School Board may determine, based on the facts of the particular case that special circumstances exist and no disciplinary action or another form of discipline is appropriate. The School Board authorizes the superintendent or superintendent’s designee to conduct a preliminary review of such cases to determine whether a disciplinary action other than expulsion is appropriate. Any disciplinary action imposed pursuant to such a review must be taken in accordance with Article 3 of Chapter 14 of Title 22.1 of the Code of Virginia.

B. Prevention and Intervention

Any student who violates this policy shall participate in the prevention and intervention activities identified in Rappahannock County school division’s drug and violence prevention plan.

The School Board may require any student who has been found to have been in possession of, or under the influence of, drugs or alcohol on a school bus, on school property, or at a school-sponsored activity in violation of School Board policies, to undergo evaluation for drug or alcohol abuse, or both, and, if recommended by the evaluator and with the consent of the student's parent, to participate in a treatment program.

C. Required Reporting to Parents and Local Law Enforcement

The principal reports a violation of this policy to parents and local law enforcement as required by Policy CLA Reporting Acts of Violence and Substance Abuse.

II. Students with Disabilities

A. Students with disabilities are subject to the provisions of Section I of this policy and may be disciplined to the same extent as a nondisabled student provided the manifestation review committee determines that the violation was not a manifestation of the student's disability. The provisions of Policy JGDA Disciplining Students with Disabilities will be followed in addition to the regular disciplinary procedures.

B. Additional authority to remove a student with a disability from school for a drug violation.

1. In addition to the authority granted in Section I and Section II, subsection A above, a student with a disability may be removed without parent consent and assigned to an interim alternative education program by school personnel for not more than forty-five (45) school days when the student knowingly possesses or uses illegal drugs, or sells or solicits the sale of a controlled substance, while at school, on school premises, or at a school function under the jurisdiction of a state or local educational agency. This option is available regardless of whether a manifestation exists. The removal should not be in excess of any removal imposed on a student without a disability for the same offense.

2. For purposes of this forty-five (45) school day removal, "illegal drugs" and "controlled substance" are defined by federal law as follows:

a. Controlled substance means a drug or other substance identified under schedules I, II, III, IV, or V in § 202(c) of the Controlled Substances Act at 21 U.S.C. § 812(c).

b. Illegal drug means a controlled substance, but does not include a controlled substance that is legally possessed or used under the supervision of a licensed health-care professional or that is legally possessed or used under any other authority under the Controlled Substances Act or under any other provision of federal law.

Adopted: October 13, 1998
Revised: August 10, 1999, August 8, 2000, November 9, 2004, October 10, 2006, December 9, 2014, June 11, 2019, July 13, 2021, July 11, 2023, May 14, 2024

Legal Refs: 20 U.S.C. § 1415
21 U.S.C. § 812.

Code of Virginia, 1950, as amended, §§ 18.2-247, 18.2-250, 18.2-255.2, 22.1-277.08, 54.1-3401.

8 VAC 20-81-10.

Cross Refs:

CLA	Reporting Acts of Violence and Substance Abuse
JGD/JGE	Student Suspension/Expulsion
JFC	Student Conduct
JGDA	Disciplining Students with Disabilities

File: JFCH
(Also GBEC and KGC)

TOBACCO PRODUCTS AND NICOTINE VAPOR PRODUCTS

Generally

Students are prohibited from possessing any tobacco product or nicotine vapor product on a school bus, on school property, or at an on-site or off-site school sponsored activity.

In addition, the use or distribution of any tobacco product or nicotine vapor product, on a school bus, on school property, or at an on-site or off-site school-sponsored activity is prohibited.

The superintendent is responsible for developing a regulation which contains

- provisions for the enforcement of this policy among students, employees, and visitors, including the enumeration of possible sanctions or disciplinary actions, and
- referrals to resources to help staff and students overcome tobacco addiction.

Definitions

“Nicotine vapor product” means any noncombustible product containing nicotine that employs a heating element, power source, electronic circuit, or other electronic, chemical, or mechanical means, regardless of shape or size, that can be used to produce vapor from nicotine in a solution or other form. "Nicotine vapor product" includes any electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe, or similar product or device and any cartridge or other container of nicotine in a solution or other form that is intended to be used with or in an electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe, or similar product or device. "Nicotine vapor product" does not include any product regulated by the FDA under Chapter V (21 U.S.C. § 351 et seq.) of the Federal Food, Drug, and Cosmetic Act.

"Tobacco product" means any product made of tobacco and includes cigarettes, cigars, smokeless tobacco, pipe tobacco, bidis, and wrappings. "Tobacco product" does not include any nicotine vapor product, alternative nicotine product, or product that is regulated by the FDA under Chapter V (21 U.S.C. § 351 et seq.) of the Federal Food, Drug, and Cosmetic Act.

Adopted: August 8, 1995
Reviewed: May 11, 1999
Revised: August 10, 1999, November 12, 2002, May 13, 2003, January 9, 2007, June 10, 2008, December 11, 2013, May 13, 2014
Revised to a local policy: October 10, 2017
Revised: June 11, 2019, July 11, 2023

Legal Refs.: 20 U.S.C. §§ 6083, 7183.

Code of Virginia, 1950, as amended, §§ 18.2-371.2, 22.1-79.5, 22.1-279.6.

Cross Refs.:

CLA	Reporting Acts of Violence and Substance Abuse
GBEC/KGC	Tobacco Products and Nicotine Vapor Products
KG	Community Use of School Facilities
KGB	Public Conduct on School Property

File: JFCH-R

TOBACCO PRODUCTS AND NICOTINE VAPOR PRODUCTS REGULATION

Use of Tobacco Products

The use and distribution of tobacco products; nicotine vapor products, or alternative nicotine products, including electronic smoking devices, and any components or accessory used in the consumption of a tobacco product (including liquid-containing nicotine) is prohibited by students, staff, contractors, and visitors on school property or school premises, on school buses, and at on-site or off-site school-sponsored activities, at any time, including non-school hours.

School property includes any building, structure, or vehicle owned, leased, or contracted by the Division, both on- and off-site.

School premises means any property surrounding buildings and structures, athletic grounds, parking lots, or any other outdoor property owned, leased, or contracted by the Division, both on- and off-site.

Appropriate signage will be posted in buildings and on school property in a manner and location that adequately informs students, staff, and visitors of the policy, including at entrances to school buildings and athletic events.

Consequences for employees who violate this regulation will be in accordance with School Board Policy GCPD, “Professional Staff Discipline.” For RCPS employees, a first offense will merit a verbal warning and a referral to tobacco cessation resources. A second offense will bring a written warning that will be included in the employee’s personnel file. A third offense will prompt a letter advising that the violation is “considered insubordination” and will be treated as a disciplinary matter.

Visitors using tobacco products as defined by this regulation will be asked to refrain or leave the premises. Law enforcement may be contacted to escort the person off the premises or cite the person for trespassing, if the person refuses to leave. Forfeiture of any fee charged for admission will be enforced for visitors violating this policy.

The Superintendent, Designee, and Principals are responsible for implementing and monitoring this regulation.

This regulation and related policy shall be reviewed at least every five years and revised as needed.

Regulation added: July 22, 2019

SUBSTANCE ABUSE - STUDENT ASSISTANCE PROGRAM

The primary responsibility for helping students who are involved with substance abuse lies with the students and their parents. Nevertheless, the School Board strives to provide a supportive school environment for students involved with substance use or abuse.

The School Board supports substance abuse programs which vary according to individual needs. Included among these are programs for persons who desire more information, and for those who need help with intervention activities and programs.

The School Board supports efforts to help students during the school day as well as to reinforce programs provided by other sources. To that end, individual school substance abuse programs may provide group experiences, individual counseling and other programs.

Students are prohibited from possessing, using, or distributing restricted substances in accordance with Policy JFC Student Conduct.

Adopted: August 8, 1995
Reviewed: May 11, 1999; August 9, 2005
Revised: May 14, 2014
Reviewed: December 9, 2014
Revised: July 14, 2020, July 15, 2025

Legal Ref.: Code of Virginia, 1950 as amended, §§ 22.1-78, 16.1-305.1.

Cross Refs.:	CLA	Reporting Acts of Violence and Substance Abuse
	EA	Support Services
	EBBC	Opioid Antagonists
	GAE	Child Abuse and Neglect Reporting
	GBEC/JFCH/KGC	Tobacco Products and Nicotine Vapor Products
	IGAG	Teaching about Drugs, Alcohol and Tobacco
	JFC	Student Conduct
	JFCF	Drugs in School
	JFG	Search and Seizure
	JGD/JGE	Student Suspension/Expulsion
	JO	Student Records
	KGD	Notification of School-Connected Overdose

File: JFCI-R

OPEN DRINK CONTAINERS

Students may possess open drink containers only during their lunch period. Only clear water bottles containing water will be allowed in classrooms. Water bottles may not be shared between students. No other open containers will be permitted in school during the school day, other than during lunch.

Adopted: April 11, 2000
Reviewed: August 9, 2005, December 9, 2014

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WRITTEN NOTIFICATION OF VIOLATION OF SCHOOL POLICIES BY STUDENTS IN ALTERNATIVE EDUCATION PROGRAMS

The School Board requires written notification of an offense to the parent, guardian or other person having charge or control of a pupil in an alternative education program as described in Va. Code § 22.1-209.1:2 when

- a pupil commits an offense in violation of School Board policies and school officials determine the offense was committed without the willful intent to violate such policies, or

- the offense did not endanger the health and safety of the individual or other persons.

The notification identifying the nature of the offense shall be made no later than two school days following the incident. The School Board requires the principal of the school the child attends, or other appropriate school personnel, to develop appropriate measures, in conjunction with the pupil's parent or guardian, for correcting such behavior.

Adopted: August 8, 1995
Reviewed: May 11, 1999, August 9, 2005, June 12, 2007, December 9, 2014
Revised: November 10, 2015

Legal Ref.: Code of Virginia, 1950, as amended, § 22.1-209.1:2.

Parental Notification: Literacy and Response to Intervention Screening and Services

The Rappahannock County School Board recognizes the vital role that parents perform in promoting the education and well-being of their children. To this end, and per VA Code Section 22.1-215.2, timely written notification is provided to the parents of any student who:

1. Undergoes literacy and Response to Intervention screening and services; or

2. Does not meet the benchmark on any assessment used to determine at-risk learners in preschool through grade 12, which notification shall include all such assessment scores and subscores and any intervention plan that results from such assessment scores or subscores.

These notifications are the primary responsibility of the principal or his/her designee and are to be performed orally or in writing per the timelines established by school board policy, state or federal regulations, and laws.

Adopted: November 17, 2020

NOTIFICATION REGARDING PROSECUTION OF JUVENILES AS ADULTS

The Rappahannock County School Board annually provides 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.

Adopted: August 8, 1995
Reviewed: May 11, 1999, August 9, 2005, June 12, 2007, December 9, 2014
Revised: November 10, 2015, April 14, 2026

Legal Refs.: Code of Virginia, 1950, as amended, § 22.1-279.4

STUDENT CELL PHONE AND SMART DEVICE POSSESSION AND USE

Definitions

As used in this policy and related regulations,

"Bell to bell" means after the first bell rings at the start of the school day to begin instructional time until the dismissal bell rings at the end of the school day. "Bell to bell" includes lunch and time in between class periods.

"Smart device" means any personal electronic device that can connect to the internet and wirelessly collect, process, and transmit data, including nut not limited to smart watches and tablets.

Generally

The Rappahannock County School Board establishes age-appropriate and developmentally appropriate restrictions for student use and possession of cell phones and smart devices on school property from bell to bell.

The Superintendent issues regulations setting forth the restrictions and procedures to be followed to effectuate this policy. Any regulations issued in accordance with this policy may include additional exemptions, including procedures for emergency communications with students.

Student Cell Phones and Smart Devices on School Property

Students are permitted to use and possess cell phones and smart devices on school property before or after bell to bell, subject to additional regulations as may be issued. Such permitted use must not result in distractions or disruptions to the learning environment, disruptive behavior, bullying, harassment, crime, or any other behavior that violates other policies, regulations or laws.

From bell to bell, students are prohibited from using cell phones and smart devices on school property in accordance with this policy, issued regulations, and applicable laws. The division places restrictions on the student possession of cell phones and smart devices from bell to bell as outlined in Superintendent regulations and exemptions.

Exemptions

Any student who, pursuant to an Individualized Education Plan, Section 504 Plan, individualized health care plan, diabetes medical management plan, or Limited English Proficiency plan, is permitted to possess and use a cell phone or smart device on school property, including in the classroom, from bell to bell to monitor or address a health concern or as an accommodation or assistive technology support.

Implementation and Enforcement

The Superintendent and the school administration of each elementary and secondary school in the division are responsible for implementing and enforcing this policy. Any implementation and enforcement of this policy minimizes, to the extent possible, any conflict with the instructional responsibilities of teachers or any disturbance to instructional time and does not involve any school resource officer employed in any school in the division.

Discipline of Students

No student will be suspended or expelled solely for a violation of this policy. Any violation of this policy that involves, coincides with, or results in an instance of disruptive behavior, bullying, harassment, crime, or any other behavior that violates other policies, regulations or laws, is subject to discipline, addressed in accordance with the Standards of Student Conduct and applicable policies and regulations.

Adopted: July 15, 2025
Revised: July 14, 2026

Legal Ref.: Code of Virginia, 1950, as amended, §§ 22.1-78, 22.1-79.3:1, 22.1-276.01, 22.1-277, 22.1-279.6.

Cross Ref.:		
	GAB/IIBEA	Acceptable Computer System Use
	JFC	Student Conduct
	JFCA	Teacher Removal of Students from Class
	JFG	Search and Seizure
	JFHA/GBA	Prohibition Against Harassment and Retaliation
	JGD/JGE	Student Suspension/Expulsion
	JGDA	Discipline of Students with Disabilities
	JRCA	School Service Providers' Use of Student Personal Information

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. Searches may be conducted wherever the student is involved in a school-sponsored function.

PERSONAL SEARCHES

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

All individual searches of students must be based on reasonable suspicion. In order to be permissible, the search must be:

- justified at its inception and
- reasonably related in scope to the circumstances justifying the search.

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

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

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

Strip searches involve an extreme intrusion into the rights of a student and may only be conducted 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 superintendent's 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

The school computer system, as defined in Policy GAB/IIBEA Acceptable Computer System Use, is school property. Students are only authorized to use the school's computer system and other similar educational technology consistent with the educational mission of the school and in accordance with Policy GAB/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 to be 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.

Adopted: August 8, 1995
Reviewed: May 11, 1999
Revised: August 8, 2000, May 11, 2004, June 14, 2005
Reviewed: December 9, 2014
Revised: November 10, 2015, June 11, 2019, May 14, 2024

Legal Refs.: New Jersey v. T.L.O., 469 U.S. 325 (1985).

U.S. Const. amend IV.

Va. Const. art.I, § 10.

Code of Virginia, 1950, as amended, §§ 22.1-279.7, 22.1-280.2:3.

Virginia School Search Resource Guide (Virginia Department of Education Oct. 2000).

Cross Ref.:

CLA	Reporting Acts of Violence and Substance Abuse
EGAA	Reproduction and Use of Copyrighted Materials
GAB/IIBEA	Acceptable Computer System Use
JFC	Student Conduct
JFCD	Weapons in School
JFCF	Drugs in School
KNAJ	Relations with Law Enforcement Authorities

PROHIBITION AGAINST HARASSMENT AND RETALIATION

I. Policy Statement

The Rappahannock County School Board is committed to maintaining an educational environment and workplace that is free from harassment. In accordance with law, the Board prohibits harassment against students, employees, or others on the basis of sex, sexual orientation, gender, gender identity, race, color, national origin, disability, religion, ancestry, age, marital status, pregnancy, childbirth or related medical conditions, military status, genetic information or any other characteristic protected by law or based on a belief that such characteristic exists, hereinafter referred to as protected group status, at school or any school sponsored activity.

It is a violation of this policy for any student or school personnel to harass a student or school personnel based on protected group status at school or any school sponsored activity. Further, it is a violation of this policy for any school personnel to tolerate harassment based on a student's or employee's protected group status at school or any school sponsored activity, by students, school personnel or third parties participating in, observing or otherwise engaged in school sponsored activities.

For the purpose of this policy, school personnel includes School Board members, school employees, agents, volunteers, contractors or other persons subject to the supervision and control of the school division.

The school division

- promptly investigates all complaints, written or verbal, of harassment based on protected group status at school or any school sponsored activity;
- promptly takes appropriate action to stop any harassment;
- takes appropriate action against any student or school personnel who violates this policy; and
- takes any other action reasonably calculated to end and prevent further harassment of school personnel or students.

II. Definitions

The Compliance Officer is the person designated by the School Board to receive complaints of harassment referred by the Title IX Coordinator and oversee investigation of those complaints as described below.

"Consent" is clear, unambiguous, and voluntary agreement between the participants to engage in specific sexual activity.

Prohibited Conduct

Harassment Based on Sex

Harassment based on sex consists of unwelcome sexual advances, requests for

sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication, which may include use of cell phones or the internet, of a sexual nature when submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment or education; submission to or rejection of the conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or that conduct or communication substantially or unreasonably interferes with an individual's employment or education, or creates an intimidating, hostile or offensive employment or educational environment (i.e. the conduct is sufficiently serious to limit a student's or employee's ability to participate in or benefit from the educational program or work environment).

Examples of conduct which may constitute harassment based on sex if it meets the immediately preceding definition include:

- unwelcome sexual physical contact
- unwelcome ongoing or repeated sexual flirtation or propositions, or remarks
- sexual slurs, leering, epithets, threats, verbal abuse, derogatory comments or sexually degrading descriptions
- graphic comments about an individual's body
- sexual jokes, notes, stories, drawings, gestures or pictures
- spreading sexual rumors
- touching an individual's body or clothes in a sexual way
- displaying sexual objects, pictures, cartoons or posters
- impeding or blocking movement in a sexually intimidating manner
- sexual violence
- display of written materials, pictures, or electronic images
- unwelcome acts of verbal, nonverbal, written, graphic, or physical conduct based on sex or sex stereotyping

"Sexual harassment prohibited by Title IX" means conduct on the basis of sex that satisfies one or more or the following:

- an employee of the School Board conditioning the provision of an aid, benefit, or service of the School Board on an individual's participation in unwelcome sexual conduct;
- unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the School Board's education program or activity; or
- "sexual assault" as defined in 20 U.S.C. § 1092(f)(6)(A)(v), "dating violence" as defined in 34 U.S.C. § 12291(a)(10), "domestic violence" as defined in 34 U.S.C. § 12291(a)(8), or "stalking" as defined in 34 U.S.C. § 12291(a)(30).

Harassment Based on Race, National Origin, Disability or Religion

Harassment based on race, national origin, disability or religion consists of physical or verbal conduct, which may include use of cell phones or the internet, relating

to an individual's race, national origin, disability or religion when the conduct

- creates an intimidating, hostile or offensive working or educational environment;
- substantially or unreasonably interferes with an individual's work or education; or
- otherwise is sufficiently serious to limit an individual's employment opportunities or to limit a student's ability to participate in or benefit from the education program.

Examples of conduct which may constitute harassment based on race, national origin, disability or religion if it meets the immediately preceding definition include:

- graffiti containing racially offensive language
- name calling, jokes or rumors
- physical acts of aggression against a person or his property because of that person's race, national origin, disability or religion
- hostile acts which are based on another's race, national origin, religion or disability
- written or graphic material which is posted or circulated and which intimidates or threatens individuals based on their race, national origin, disability or religion

Additional Prohibited Behavior

Behavior that is not unlawful may nevertheless be unacceptable for the educational environment or the workplace. Demeaning or otherwise harmful actions are prohibited, particularly if directed at personal characteristics including socioeconomic level regardless of whether the personal characteristic is protected by law.

"Title IX" means 20 U.S.C. §§ 1681-1688 and the implementing regulations.

"Title IX Coordinator" means the person designated by the School Board to coordinate its efforts to comply with its responsibilities under this policy and Title IX.

The Title IX Coordinator, Dr. Carol Johnson, may be contacted at 6 Schoolhouse Road, Washington, VA 22747.

III. Complaint Procedures

Report

Any student or school personnel who believes he or she has been the victim of harassment prohibited by law or by this policy by a student, school personnel or a third party should report the alleged harassment to the Title IX Coordinator or to any school personnel. The alleged harassment 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 harassment should report such conduct to the Title IX Coordinator or to any school personnel. Any school personnel who has notice that a student or other school personnel may have been a victim of prohibited harassment shall immediately report the alleged harassment to the Title IX Coordinator. Any complaint that involves the Title IX Coordinator should be reported to the superintendent.

The reporting party should use the form, Report of Harassment, GBA-F/JFHA-F, to make complaints of harassment. However, oral reports and other written reports are also accepted.

The complaint, and identity of the person allegedly harassed and alleged harasser, will be disclosed only to the extent necessary to fully investigate the complaint and only when such disclosure is required or permitted by law. Additionally, a person allegedly harassed who wishes to remain anonymous shall be advised that such confidentiality may limit the School Division's ability to fully respond to the complaint.

After receiving a complaint, the Title IX Coordinator makes an initial determination whether the allegations may be sexual harassment prohibited by Title IX. If they may be, the Title IX Grievance Process below is followed. If they cannot be sexual harassment prohibited by Title IX, then the complaint is referred to the Compliance Officer who follows the procedures below.

The Title IX Coordinator also determines whether the alleged harassment may also constitute criminal conduct and ensures that law enforcement officials are notified if necessary.

If the alleged harassment may also constitute child abuse, then it must be reported to the Department of Social Services in accordance with Policy GAE Child Abuse and Neglect Reporting.

Investigation by Compliance Officer

Generally

The Compliance Officer

- receives complaints of harassment referred by the Title IX Coordinator;
- conducts or oversees the investigation of any alleged harassment referred by the Title IX Coordinator;
- assesses the training needs of the school division in connection with complaints referred by the Title IX Coordinator;
- arranges necessary training; and
- ensures that any harassment investigation is conducted by an impartial investigator who is trained in the requirements of equal employment/education opportunity and has the authority to protect the alleged victim and others during the investigation.

Compliance Officer Formal Procedure

Upon receiving a referral of a complaint of alleged prohibited harassment from the Title IX Coordinator, the Compliance Officer shall immediately authorize or undertake an investigation. The investigation may be conducted by school personnel or a third party designated by the school division. The investigation shall be completed as soon as practicable, which generally should be not later than 14 school days after referral of the complaint to the Compliance Officer. Upon receiving the complaint, the Compliance Officer shall acknowledge receipt of the complaint by giving written notice that the complaint has been received to both the person complaining of harassment and the person accused of harassment. Also upon receiving the complaint, the Compliance Officer shall determine whether interim measures should be taken pending the outcome of the investigation. Such interim measures may include, but are not limited to, separating the alleged harasser and the person allegedly harassed. If the Compliance Officer determines that more than 14 school days will be required to investigate the complaint, the person allegedly harassed and the alleged harasser shall be notified of the reason for the extended investigation and of the date by which the investigation will be concluded.

The investigation may consist of personal interviews with the person allegedly harassed, the alleged harasser and any others who may have knowledge of the alleged harassment or the circumstances giving rise to the complaint. The investigation will consider witnesses and evidence from both the alleged harasser and the person allegedly harassed. The investigation may also consist of the inspection of any other documents or information deemed relevant by the investigator. The school division shall take necessary steps to protect the person allegedly harassed and others pending the completion of the investigation.

In determining whether alleged conduct constitutes a violation of this policy, the division shall consider, at a minimum: (1) the surrounding circumstances; (2) the nature of the behavior; (3) past incidents or past or continuing patterns of behavior; (4) the relationship between the parties; (5) how often the conduct occurred; (6) the identity of the alleged perpetrator in relation to the alleged victim (i.e. whether the alleged perpetrator was in a position of power over the alleged victim); (7) the location of the alleged harassment; (8) the ages of the parties and (9) the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a case by case determination based on all of the facts and circumstances revealed after a complete and thorough investigation.

The Compliance Officer shall issue a written report to the superintendent upon completion of the investigation. If the complaint involves the superintendent, then the report shall be sent to the School Board. The report shall include a determination of whether the allegations are substantiated, whether this policy was violated and recommendations for corrective action, if any.

All employees shall cooperate with any investigation of alleged harassment conducted under this policy or by an appropriate state or federal agency.

Action by Superintendent

Within 5 school days of receiving the Compliance Officer's report, the superintendent or superintendent's designee shall issue a decision regarding whether this policy was violated. This decision must be provided in writing to the person allegedly harassed and the alleged harasser. If the superintendent or superintendent's designee determines that it is more likely than not that prohibited harassment occurred, the Rappahannock County School Division shall take prompt, appropriate action to address and remedy the violation as well as prevent any recurrence. Such action may include discipline up to and including expulsion or discharge. Whether or not the superintendent or superintendent's designee determines that prohibited harassment occurred, the superintendent or superintendent's designee may determine that school-wide or division-wide training be conducted or that the person allegedly harassed receives counseling.

Appeal

If the superintendent or superintendent's designee determines that no prohibited harassment occurred, the employee or student who was allegedly subjected to harassment may appeal this finding to the School Board within 5 school days of receiving the decision. Notice of appeal must be filed with the superintendent who shall forward the record to the School Board. The School Board shall make a decision within 30 calendar days of receiving the record. The School Board may ask for oral or written argument from the aggrieved party, the superintendent and any other individual the School Board deems relevant. Written notice of the School Board's decision will be given to both the alleged harasser and the person allegedly harassed.

If the superintendent or superintendent's designee determines that prohibited harassment occurred and discipline is imposed, the disciplined person may appeal the disciplinary sanction in the same manner as any other such sanction would be appealed.

Employees may choose to pursue their complaints under this policy through the relevant employee grievance procedure instead of the complaint procedure in this policy.

Compliance Officer Informal Procedure

If the person allegedly harassed and the person accused of harassment agree,

the person allegedly harassed' s principal or principal's designee or supervisor may arrange for them to resolve the complaint informally with the help of a counselor, teacher or administrator.

If the person allegedly harassed and the person accused of harassment agree to resolve the complaint informally, they shall each be informed that they have the right to abandon the informal procedure at any time in favor of the initiation of the Compliance Officer Formal Procedures set forth herein. The principal or principal's designee or supervisor shall notify the person allegedly harassed and the person accused of harassment in writing when the complaint has been resolved. The written notice shall state whether prohibited harassment occurred.

Sexual Harassment Prohibited by Title IX

Definitions

"Actual knowledge" means notice of sexual harassment prohibited by Title IX or allegations of sexual harassment prohibited by Title IX to the Title IX Coordinator or any official of the school division who has authority to institute corrective measures or to any employee of an elementary or secondary school.

"Complainant" means an individual who is alleged to be the victim of conduct that could constitute sexual harassment prohibited by Title IX.

"Formal complaint" means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment prohibited by Title IX against a respondent and requesting that the allegation be investigated. A formal complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail. When the Title IX Coordinator signs a formal complaint, the Title IX Coordinator is not a complainant or otherwise a party. The allegations in a formal complaint must be investigated. In response to a formal complaint, the Title IX Grievance Process below is followed.

"Program or activity" includes locations, events or circumstances over which the School Board exercises substantial control over both the respondent and the context in which the sexual harassment occurs.

"Respondent" means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment prohibited by Title IX.

"Supportive measures" means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the School Board's education program or activity without unreasonably burdening the other party, including measures designed to protect the

safety of all parties or the educational environment, or deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work locations, leaves of absence, increased security or monitoring of parts of campus, and other similar measures, Any supportive measures provided to the complainant or respondent are maintained as confidential, to the extent that maintaining such confidentiality does not impair the ability to provide supportive measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

Title IX Grievance Process

Generally

Any person may report sex discrimination prohibited by Title IX, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. The reporting party may use the form, Report of Harassment, GBA-F/JFHA-F, to make a complaint. Such a report may be made at any time, including non-business hours, by using the telephone number or electronic mail address, or by mail to the office address listed for the Title IX Coordinator.

Complainants and respondents are treated equitably by offering supportive measures to a complainant and by following this grievance process before the imposition of any disciplinary sanctions or other actions that are not supportive measures against a respondent.

The Title IX Coordinator promptly contacts the complainant to discuss the availability of supportive measures, consider the complainant's wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain the process for filing a formal complaint.

Applicants for admission and employment, students, parents or legal guardians, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the School Board are notified

- of the name or title, office address, electronic mail address, and telephone number of the Title IX Coordinator; and
- that the School Board does not discriminate on the basis of sex in its education program or activity and that it is required by Title IX not to

discriminate in such a manner. The notification states that the requirement not to discriminate extends to admission and employment and that inquiries about the application of Title IX may be referred to the Title IX Coordinator, the Assistant Secretary for Civil Rights of the United States Department of Education, or both.

The School Board prominently displays the contact information for the Title IX Coordinator and this policy on its website and in each handbook or catalog it makes available to persons listed above who are entitled to notifications.

Nothing herein precludes a respondent from being removed from the School Board's education program or activity on an emergency basis, provided that an individualized safety and risk analysis determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal, and that the respondent is provided with notice and an opportunity to challenge the decision immediately following the removal.

Nothing herein precludes a non-student employee respondent from being placed on administrative leave during the pendency of a grievance process

This grievance process treats complainants and respondents equitably by providing remedies to a complainant where a determination of responsibility for sexual harassment has been made against the respondent, and by following this process before the imposition of any disciplinary sanctions or other actions that are not supportive measures against a respondent. Remedies are designed to restore or preserve equal access to the School Board's education program or activity.

The respondent is presumed not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.

All relevant evidence is evaluated objectively, including both inculpatory and exculpatory evidence. Credibility determinations are not based on a person's status as a complainant, respondent, or witness.

Any Title IX Coordinator, investigator, decision-maker, or any person who facilitates an informal resolution process may not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent.

Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process receives training on the definition of sexual harassment prohibited by Title IX, the scope of the School Board's education program or activity, how to conduct an investigation and grievance process including appeals, and informal resolution processes, and how to serve impartially, including by avoiding

prejudgment of the facts at issue, conflicts of interest, and bias. Decision-makers receive training on issues of relevance of questions and evidence, including when questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant. Investigators receive training on issues of relevance in order to create investigative reports that fairly summarize relevant evidence.

A finding of responsibility may result in disciplinary action up to and including expulsion for students or dismissal of employees.

The standard of evidence used to determine responsibility is preponderance of the evidence.

This grievance process does not allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege unless the person holding such privilege has waived the privilege.

Notice of Allegations

On receipt of a formal complaint, the Title IX coordinator gives the following written notice to the parties who are known:

- notice of the grievance process, including any informal resolution process, and
- notice of the allegations of sexual harassment potentially constituting sexual harassment prohibited by title IX, including sufficient details known at the time and with sufficient time to prepare a response before any initial interview. Sufficient details include the identities of the parties involved in the incident, if known, the conduct allegedly constituting sexual harassment prohibited by Title IX, and the date and location of the alleged incident, if known.

The written notice

- includes a statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process;
- informs the parties that they may have an advisor of their choice, who may be, but is not required to be, an attorney, and may inspect and review evidence; and
- informs the parties of any provisions in the School Board's code of conduct or the superintendent's Standards of Student Conduct that prohibit knowingly making false statements or knowingly submitting false information during the grievance process.

If, in the course of an investigation, the investigator decides to investigate allegations about the complainant or respondent that are not included in the notice previously provided, notice of the additional allegations is provided to the parties whose identities are known.

Dismissal of formal complaints

A formal complaint or any allegations therein must be dismissed if the conduct alleged in the complaint

- would not constitute sexual harassment prohibited by title IX even if proved,
- did not occur in the School Board's education program or activity, or
- did not occur against a person in the United States.

Such a dismissal does not preclude action under another provision of the School Board's code of conduct or the superintendent's Standards of Student Conduct.

A formal complaint or any allegations therein may be dismissed if at any time during the investigation:

- a complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein;
- the respondent is no longer enrolled or employed by the School Board; or
- specific circumstances prevent the School Board from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

Investigation of formal complaint

When investigating a formal complaint and throughout the grievance process, the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rests on the School Board and not on the parties provided that a party's records that are made or maintained by a physician, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party are not accessed, considered, disclosed or otherwise used without the voluntary, written consent of the party's parent, or the party if the party is an eligible student, to do so for this grievance procedure.

The parties have an equal opportunity to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence.

The ability of the parties to discuss the allegations under investigation or to gather and present relevant evidence is not restricted.

The parties have the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice, who may be, but is not required to be, an attorney. The choice or presence of advisor for either the complainant for respondent is not limited in any meeting or grievance proceeding.

Any party whose participation is invited or expected is provided written notice of

the date, time, location, participants, and purpose of all investigative interviews or other meetings with sufficient time for the party to prepare to participate.

The investigator provides both parties an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a formal complaint, including the evidence which will not be relied upon in reaching a determination regarding responsibility and inculpatory or exculpatory evidence whether obtained from a party or other source, so that each party can meaningfully respond to the evidence prior to conclusion of the investigation. Prior to the completion of the investigative report, the investigator must send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties must have at least 10 days to submit a written response, which the investigator will consider prior to completion of the investigative report.

The investigator creates an investigative report that fairly summarizes relevant evidence and, at least 10 days prior to the time a determination regarding responsibility is made, sends to each party and the party's advisor, if any, the investigative report in an electronic format or a hard copy, for their review and written response.

After the investigator has sent the investigative report to the parties and before reaching a determination regarding responsibility, the decision-maker must afford each party the opportunity to submit written, relevant questions that the party wants asked of any party or witness, provide each party with the answers, and allow for additional, limited follow-up questions from each party. Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent. The decision-maker(s) must explain to the party proposing the question any decision to exclude a question as not relevant.

Determination regarding responsibility

The decision-maker, who cannot be the same person as the Title IX Coordinator or the investigator, must issue a written determination regarding responsibility.

The written determination must include

- identification of the allegations potentially constituting sexual harassment prohibited by Title IX;
- a description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, and methods used to gather other evidence;
- findings of fact supporting the determination;

- conclusions regarding the application of the School Board's code of conduct or the superintendent's Standards of Student Conduct to the facts;
- a statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the School Board imposes on the respondent, and whether remedies designed to restore or preserve equal access to the School Board's education program or activity will be provided to the complainant; and
- the procedures and permissible bases for the complainant and respondent to appeal.

The decision-maker must provide the written determination regarding responsibility to the parties simultaneously.

The determination regarding responsibility becomes final either on the date that the parties are provided with the written determination of the result of the appeal, if an appeal is filed, or, if an appeal is not filed, the date on which an appeal would no longer be considered timely.

The Title IX Coordinator is responsible for effective implementation of any remedies.

Appeals

Either party may appeal from a determination regarding responsibility or from a dismissal of a formal complaint or any allegations therein, on the following bases:

- procedural irregularity that affected the outcome of the matter;
- new evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and
- the Title IX Coordinator, investigator, or decision-maker had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.

Notification of appeal must be given in writing to the Title IX Coordinator.

As to all appeals, the Title IX Coordinator

- notifies the other party in writing when an appeal is filed and implements appeal procedures equally for both parties;
- ensures that the decision-maker for the appeal is not the same person as the decision-maker that reached the determination regarding responsibility or dismissal, the investigator, or the Title IX Coordinator; and
- ensures that the decision-maker for the appeal complies with the standards set forth in title IX and this policy.

The appeal decision-maker

- gives both parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome;
- reviews the evidence gathered by the investigator, the investigator's report, and the decision-maker's written decision;
- issues a written decision describing the result of the appeal and the rationale for the result; and
- provides the written decision simultaneously to both parties and the Title IX Coordinator.

Timelines

The investigative report will be provided to the parties within 35 days from the date the formal complaint is filed.

A decision will be issued within 10 working days from the date the investigative report is submitted to the decision-maker.

Either party may appeal within 5 working days from the date the written determination regarding responsibility is given to the parties.

Any appeal will be resolved with 15 calendar days from the filing of the appeal.

If the parties agree to an informal resolution process, these deadlines are tolled from the time one party requests an informal resolution process until either the time the other party responds, if that party does not agree to the informal resolution process, or until either party withdraws from the informal resolution process.

Temporary delays of the grievance process or the limited extension of time frames for good cause with written notice to the complainant and the respondent of the delay or extension and the reasons for the action are permitted. Good cause may include considerations such as the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; disciplinary processes required by law or School Board policy; or the need for language assistance or accommodation of disabilities.

Informal Resolution Process

At any time during the formal complaint process and prior to reaching a determination regarding responsibility, the parties may participate in an informal resolution process, such as mediation, that does not involve a full investigation and determination of responsibility. When one party requests an informal resolution process,

the other party must respond to the request within 3 days. The informal resolution process must be completed within 10 days of the agreement to participate in the process.

The informal resolution process may be facilitated by a trained educational professional, consultant, or other individual selected by the Title IX Coordinator under the following conditions:

- the parties are provided a written notice disclosing the allegations, the requirements of the informal resolution process, including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations; provided, however that at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process, resume the grievance process with respect to the formal complaint, and be informed of any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared;
- the parties, voluntarily and in writing, consent to the informal resolution process; and
- the informal resolution process cannot be used to resolve allegations that an employee sexually harassed a student.

If the matter is resolved to the satisfaction of the parties, the facilitator shall document the nature of the complaint and the resolution, have both parties sign the documentation and receive a copy, and forward it to the Title IX Coordinator. If the matter is not resolved, the formal complaint process is resumed.

Parties cannot be required to participate in an informal resolution process.

An informal resolution process is not offered unless a formal complaint is filed.

Recordkeeping

The School Board will maintain for a period of seven years records of:

- each investigation of allegations of sexual harassment prohibited by Title IX including any determination regarding responsibility and any audio or audiovisual recording or transcript, if any, required under the Title IX regulations, any disciplinary sanctions imposed on the respondent, and any remedies provided to the complainant designed to restore or preserve equal access to School Board's education program or activity;
- any appeal and the result therefrom;
- any informal resolution and the result therefrom; and
- all materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process. These materials will also be made available on the School Board's website.

For each response required under 34 C.F.R. § 106.44, the School Board must create, and maintain for a period of seven years, records of any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment prohibited by Title IX. In each instance, the School Board will document the basis for its conclusion that its response was not deliberately indifferent, and document that it has taken measures designed to restore or preserve equal access to its education program or activity. If the School Board does not provide a complainant with supportive measures, then it will document the reasons why such a response was not clearly unreasonable in light of the known circumstances.

IV. Retaliation

Retaliation against students or school personnel who report harassment or participate in any related proceedings is prohibited. The school division shall take appropriate action against students or school personnel who retaliate against any student or school personnel who reports alleged harassment or participates in related proceedings. The Title IX Coordinator will inform persons who make complaints, who are the subject of complaints, and who participate in investigations of how to report any subsequent problems.

V. Right to Alternative Complaint Procedure

Nothing in this policy shall deny the right of any individual to pursue other avenues of recourse to address concerns relating to prohibited harassment including initiating civil action, filing a complaint with outside agencies or seeking redress under state or federal law.

VI. Prevention and Notice of Policy

Training to prevent harassment prohibited by law or by this policy is included in employee and student orientations as well as employee in-service training.

This policy is (1) displayed in prominent areas of each division building in a location accessible to students, parents and school personnel (2) included in the student and employee handbooks; and (3) sent to parents of all students within 30 calendar days of the start of school. Further, all students, and their parents/guardians, and employees are notified annually of the names and contact information of the Compliance Officers.

VII. False Charges

Students or school personnel who knowingly make false charges of harassment shall be subject to disciplinary action as well as any civil or criminal legal proceedings.

Adopted: August 8, 1995
Revised: August 8, 1998, November 12, 2002, August 12, 2003, October 10, 2006, August 14, 2007, November 9, 2010, July 12, 2011, December 11, 2012, January 8, 2013
Reviewed: December 9, 2014
Revised: November 10, 2015, August 11, 2020, July 13, 2021

Legal Refs: 20 U.S.C. §§ 1681-1688.
29 U.S.C. § 794.
42 U.S.C. §§ 2000d-2000d-7.
42 U.S.C. §§ 2000e-2000e-17.
42 U.S.C. § 2000ff-1.
34 C.F.R. 106.2, 106.8,106.9, 106,30, 106.44, 106.45, 106.71.

Code of Virginia, 1950 as amended, §§ 2.2-3900, 2.2-3901, 2.2.3902, 22.1-23.3, 22.1-295.2.

Cross Refs:

AC	Nondiscrimination
AD	Educational Philosophy
GAB/IIBEA	Acceptable Computer System Use
GB	Equal Employment Opportunity/Nondiscrimination
GBA-F/JFHA-F	Report of Harassment
GBM	Professional Staff Grievances
GBMA	Support Staff Grievances
JB	Equal Educational Opportunities/Nondiscrimination
JFC	Student Conduct
GCPD	Professional Staff Discipline
GAE	Child Abuse and Neglect Reporting
KKA	Service Animals in Public Schools

REPORT OF HARASSMENT

Name of Complainant:
_____

For Students, School Attending:
_____

For Employees, Position and Location:
_____

Address, Phone Number and Email Address:
_____

_____

_____

Date(s) of Alleged Incident(s) of Harassment:
_____

Name of person(s) you believe harassed you or others:
_____

If the alleged harassment was toward another, please identify that person:
_____

Please describe in detail the incident(s) of alleged harassment, including where and when the incident(s) occurred. Please note any witnesses that may have observed the incident(s). Please include a description of any past incidents that may be related to this complaint. Attach additional pages if necessary.

I certify that the information provided in this report is true, correct and complete to the best of my knowledge:

_____
Signature of Complainant Date

Complaint Received By: _____
(Principal or Compliance Officer) Date

CORPORAL PUNISHMENT

No teacher, principal or other person employed by the Rappahannock County School Board will subject a student to corporal punishment. This prohibition does not prohibit the use of incidental, minor or reasonable physical contact or other actions designed to maintain order and control or the use of reasonable and necessary force. It also does not prevent the use of reasonable and necessary force:

- to quell a disturbance or remove a student from the scene of a disturbance which threatens physical injury to persons or damage to property;
- to prevent a student from self-inflicting physical harm;
- for self-defense or the defense of others; or
- to obtain possession of weapons or other dangerous objects or controlled substances or paraphernalia which are upon the person of the student or within the student's control.

For the purposes of this policy, "corporal punishment" means the infliction of, or causing the infliction of, physical pain on a student as a means of discipline. "Corporal punishment" does not include physical pain, injury, or discomfort caused by participation in practice or competition in an interscholastic sport, or participation in physical education or an extracurricular activity.

Adopted: August 8, 1995
Reviewed: May 11, 1999, August 9, 2005, December 9, 2014, April 14, 2026

Legal Ref.: Code of Virginia, 1950 as amended, §§ 22.1-78, 22.1-279.1.

Cross Ref.: JFCD Weapons in Schools
JM Restraint and Seclusion of Students

STUDENT SUSPENSION/EXPULSION

I. DEFINITIONS

As used in this Policy,

"Alternative education program" includes night school, adult education, or another education program designed to offer instruction to students for whom the regular program of instruction may be inappropriate.

"Destructive device" means (1) any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or other similar device; (2) any weapon, except a shotgun or a shotgun shell generally recognized as particularly suitable for sporting purposes, by whatever name known that will, or may be readily converted to, expel a projectile by the action of an explosive or other propellant, and that has any barrel with a bore of more than one-half inch in diameter that is homemade or was not made by a duly licensed weapon manufacturer, any fully automatic firearm, any sawed-off shotgun or sawed-off rifle as defined in Va. Code § 18.2-299 or any firearm prohibited from civilian ownership by federal law; and (3) any combination of parts either designed or intended for use in converting any device into any destructive device described herein and from which a destructive device may be readily assembled. "Destructive device" does not include any device that is not designed or redesigned for use as a weapon, or any device originally designed for use as a weapon and that is redesigned for use as a signaling, pyrotechnic, line-throwing, safety, or other similar device, nor shall it include any antique firearm as defined in Va. Code § 18.2-308.2:2.

"Disruptive behavior" means a violation of school board policies or the Standards of Student Conduct issued by the superintendent pursuant to Policy JFC Student Conduct that interrupts or obstructs the learning environment.

"Exclusion" means a Virginia school board's denial of school admission to a student who has been expelled or has been placed on a long-term suspension of more than thirty calendar days by another school board or a private school, either in Virginia or another state, or for whom admission has been withdrawn by a private school in Virginia or another state.

"Expulsion" means any disciplinary action imposed by a school board or a committee thereof, as provided in school board policy, whereby a student is not permitted to attend school within the school division and is ineligible for readmission for 365 calendar days after the date of the expulsion.

"Firearm" means (1) any weapon, including a starter gun, that will, or is designed or may readily be converted to, expel single or multiple projectiles by the action of an

explosion of a combustible material; (2) the frame or receiver of any such weapon; or (3) any unloaded firearm in a closed container. “Firearm” does not include any pneumatic gun as defined in this Policy.

“Long-term suspension” means any disciplinary action whereby a student is not permitted to attend school for 11 to 45 school days.

“One year” means 365 calendar days as required in federal regulations.

“Pneumatic gun” means any implement, designed as a gun, that will expel a BB or a pellet by action of pneumatic pressure. "Pneumatic gun" includes a paintball gun that expels by action of pneumatic pressure plastic balls filled with paint for the purpose of marking the point of impact.

“School property” means any real property owned or leased by the School Board or any vehicle owned or leased by the School Board or operated by or on behalf of the School Board.

“Short-term suspension” means any disciplinary action whereby a student is not permitted to attend school for a period not to exceed ten school days.

In Sections III, IV, VI, and VIII of this Policy, “superintendent’s designee" means a 1) trained hearing officer or 2) professional employee in the administrative offices of the school division who reports directly to the superintendent and who is not a school-based instructional or administrative employee.

II. SUSPENSIONS AND EXPULSIONS OF STUDENTS GENERALLY

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.

Except as provided in subsection C of Va. Code § 22.1-277 or Va. Code §§ 22.1-277.07 or 22.1-277.08, no student in preschool through grade three is suspended for more than three school days or expelled from attendance at school, unless (i) the offense involves physical harm or credible threat of physical harm to others or (ii) the School Board or the superintendent or superintendent’s designee finds that aggravating circumstances exist, as defined by the Virginia Department of Education.

Any student for whom the superintendent has received a report pursuant to Va. Code § 16.1-305.1 of an adjudication of delinquency or a conviction for an offense listed in subsection G of Va. Code § 16.1-260 may be suspended or expelled from school attendance.

The authority of teachers to remove students from their classes in certain instances of disruptive behavior shall not be interpreted to affect the operation of this Policy.

The superintendent is responsible for creating procedures to ensure that suspended students are able to access and complete graded work during and after the suspension.

III. SHORT-TERM SUSPENSIONS

A pupil may be suspended for not more than ten school days by either the school principal, any assistant principal, or, in their absence, any teacher. The principal, assistant principal or teacher may suspend the pupil after giving the pupil oral or written notice of the charges against him and, if he denies them, an explanation of the facts as known to school personnel and an opportunity to present his version of what occurred. In the case of any pupil whose presence poses a continuing danger to persons or property, or whose presence is an ongoing threat of disruption, the pupil may be removed from school immediately and the notice, explanation of facts and opportunity to present his version shall be given as soon as is practical thereafter.

Upon suspension of any pupil, the principal, assistant principal or teacher responsible for such suspension reports the facts of the case in writing to the superintendent or superintendent's designee and the parent of the pupil suspended. The superintendent or superintendent's designee reviews forthwith the action taken by the principal, assistant principal or teacher upon a petition for such review by any party in interest and confirms or disapproves such action based on an examination of the record of the pupil's behavior.

The decision of the superintendent or superintendent's designee is final and may not be appealed.

Any oral or written notice to the parent of a student who is suspended from school attendance for not more than ten days includes notification of the length of the suspension, information regarding the availability of community-based educational programs, alternative education programs or other educational options, and of the student's right to return to regular school attendance upon the expiration of the suspension. The costs of any community-based educational program or alternative education program or educational option, which is not a part of the educational program offered by the school division, are borne by the parent of the student.

IV. LONG-TERM SUSPENSION

A pupil may be suspended from attendance at school for 11 to 45 school days after written notice is provided to the pupil and the pupil's parent of the proposed action

and the reasons therefore and of the right to a hearing before the superintendent or superintendent's designee. The decision of the superintendent or superintendent's designee may be appealed to the full School Board. Such appeal shall be decided by the School Board within thirty days.

The written notice of a suspension for 11 to 45 school days includes notification of the length of the suspension and provides information concerning the availability of community-based educational, alternative education or intervention programs. Such notice also states that the student is eligible to return to regular school attendance upon the expiration of the suspension or to attend an appropriate alternative education program approved by the School Board during or upon the expiration of the suspension. The costs of any community-based educational, alternative education, or intervention program that is not a part of the educational program offered by the school division that the student may attend during his suspension is borne by the parent of the student.

A long-term suspension may extend beyond a 45-school-day period but shall not exceed 364 calendar days if (i) the offense is one described in Va. Code §§ 22.1-277.07 or 22.1-277.08 or involves serious bodily injury or (ii) the School Board or division superintendent or superintendent's designee finds that aggravating circumstances exist, as defined by the Virginia Department of Education.

Nothing herein shall be construed to prohibit the School Board from permitting or requiring students suspended pursuant to this section to attend an alternative education program provided by the School Board for the term of such suspension.

V. EXPULSION

- Generally

Pupils may be expelled from attendance at school after written notice to the pupil and the pupil's parent of the proposed action and the reasons therefor and of the right to a hearing before the School Board. The School Board confirms or disapproves of the proposed expulsion regardless of whether the pupil has exercised the right to a hearing.

The written notice given to the pupil and the pupil's parent includes notification of the length of the expulsion and provides information to the parent of the student concerning the availability of community-based educational, training and intervention programs. The notice also states whether or not the student is eligible to return to regular school attendance, or to attend an appropriate alternative education program approved by the School Board, or an adult education program offered by the school division, during or upon the expiration of the expulsion, and the terms or conditions of such readmission. The costs of any community-based educational, training, or

intervention program that is not a part of the educational program offered by the school division that the student may attend during the expulsion is borne by the parent of the student.

Nothing in this section shall be construed to prohibit the School Board from permitting or requiring students expelled pursuant to this Policy to attend an alternative education program provided by the School Board for the term of such expulsion.

If the School Board determines that the student is ineligible to return to regular school attendance or to attend during the expulsion an alternative education program or an adult education program in the school division, the written notice also advises the parent of such student that the student may petition the School Board for readmission to be effective one calendar year from the date of the expulsion, and of the conditions, if any, under which readmission may be granted.

Such students may apply and reapply for readmission to school in accordance with the following schedule:

In the event of an expulsion, the student's initial petition for readmission may be heard by the superintendent forty-five days prior to one calendar year from the date of the expulsion. If the superintendent denies the petition for readmission, the student may petition the School Board for review for readmission.

- Conduct Giving Rise to Expulsion

Recommendations for expulsions for actions other than those specified below are based on consideration of the following factors:

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

No decision to expel a student shall be reversed on the grounds that such 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.

Firearms, Destructive Devices and Pneumatic Guns

The School Board shall expel from school attendance for a period of not less than one year any student whom the School Board has determined to have possessed a firearm on school property or at a school-sponsored activity as prohibited by Va. Code § 18.2-308.1, or to have possessed a firearm or destructive device as defined in this policy, a firearm muffler or firearm silencer or a pneumatic gun as defined in this policy on school property or at a school-sponsored activity. A school administrator or the School Board may, however, determine, based on the facts of a particular situation, that special circumstances exist and no disciplinary action or another disciplinary action or another term of expulsion is appropriate. The School Board may promulgate guidelines for determining what constitutes special circumstances. In addition, the School Board authorizes the superintendent or superintendent's designee to conduct a preliminary review of such cases to determine whether a disciplinary action other than expulsion is appropriate. Nothing in this section shall be construed to require a student's expulsion regardless of the facts of the particular situation.

The exemptions set out in Va. Code § 18.2-308 regarding concealed weapons apply, *mutatis mutandis*, to the provisions of this Policy. The provisions of this section do not apply to students who possess such firearm or firearms or pneumatic guns as a part of the curriculum or other programs sponsored by the schools in the school division or any organization permitted to use school premises.

Drug Offenses

The School Board shall expel from school attendance any student whom the School Board has determined to have brought a controlled substance or imitation controlled substance as those terms are defined in Va. Code § 18.2-247 onto school property or to a school-sponsored activity. The School Board may, however, determine, based on the facts of the particular case that special circumstances exist and another disciplinary action is appropriate. In addition, the School Board authorizes the superintendent or the superintendent's designee to conduct a preliminary review of such cases to determine whether a disciplinary action other than expulsion is appropriate. Nothing in this section shall be construed to require a student's expulsion regardless of the facts of the particular situation.

C. Procedure for School Board Hearing

The procedure for the School Board hearing is as follows:

- The School Board determines the propriety of attendance at the hearing of persons not having a direct interest in the hearing. The hearing is private unless otherwise specified by the School Board.

- The School Board may ask for opening statements from the principal or principal's representative and the student or student's parent(s) (or their representative) and, at the discretion of the School Board, may allow closing statements.
- The parties then present their evidence. Because the principal has the ultimate burden of proof, he presents his evidence first. Witnesses may be questioned by the School Board members and by the parties (or their representative). The School Board may, at its discretion, vary this procedure, but it shall afford full opportunity to both parties for presentation of any material or relevant evidence and shall afford the parties the right of cross-examination provided, however, that the School Board may take the testimony of student witnesses outside the presence of the student, the student's parent(s) and their representative if the School Board determines, in its discretion, that such action is necessary to protect the student witness.
- The parties shall produce such additional evidence as the School Board may deem necessary. The School Board is the judge of the relevancy and materiality of the evidence.
- Exhibits offered by the parties may be received in evidence by the School Board and, when so received, are marked and made part of the record.
- The School Board may, by majority vote, uphold, reject or alter the recommendations.
- The School Board transmits its decision, including the reasons therefor, to the student, the student's parent(s), the principal and superintendent.

VI. ALTERNATIVE EDUCATION PROGRAM

The School Board may require any student who has been

- charged with an offense relating to the laws of Virginia, or with a violation of School Board policies, on weapons, alcohol, or drugs, or intentional injury to another person, or with an offense that is required to be disclosed to the superintendent pursuant to Va. Code § 16.1-260.G;
- found guilty or not innocent of an offense relating to Virginia's laws on weapons, alcohol, or drugs, or of a crime that resulted in or could have resulted in injury to others, or of an offense that is required to be disclosed to the superintendent pursuant to Va. Code § 16.1-260.G;
- found to have committed a serious offense or repeated offenses in violation of School Board policies;
- suspended pursuant to Va. Code § 22.1-277.05; or
- expelled pursuant to Va. Code § 22.1-277.06, 22.1-277.07, or 22.1-277.08 or subsection C of Va. Code § 22.1-277,

to attend an alternative education program.

The School Board may require such student to attend such programs regardless of where the conduct occurred.

The School Board may require any student who has been found to have been in possession of, or under the influence of, drugs or alcohol on a school bus, on school property, or at a school-sponsored activity in violation of School Board policies, to undergo evaluation for drug or alcohol abuse, or both, and, if recommended by the evaluator and with the consent of the student's parent, to participate in a treatment program.

The School Board authorizes the superintendent or superintendent's designee to require students to attend an alternative education program consistent with the provisions of the previous paragraph after (i) written notice to the student and the student's parent that the student will be required to attend an alternative education program and (ii) notice of the opportunity for the student or the student's parent to participate in a hearing to be conducted by the superintendent or the superintendent's designee regarding such placement. If the student or parent wants to participate in a hearing regarding the placement, the student or parent must notify the superintendent or superintendent's designee within 7 days of receiving the written notice of the student's assignment to the alternative education program. The decision of the superintendent or superintendent's designee regarding such alternative education placement is final unless altered by the Board upon written petition by the student or student's parent for a review of the record by the School Board. Such petition must be received by the superintendent or superintendent's designee within 7 days after receiving written notice of the decision after the hearing.

A principal or principal's designee may impose a short-term suspension, pursuant to Va. Code § 22.1-277.04, upon a student who has been charged with an offense involving intentional injury enumerated in Va. Code § 16.1-260.G, to another student in the same school pending a decision as to whether to require that such student attend an alternative education program.

As used in this section, "charged" means that a petition or warrant has been filed or is pending against a pupil.

VII. REPORTING

A. Except as may otherwise be required by federal law, regulation or jurisprudence, reports are made to the superintendent and to the principal or principal's designee on all incidents involving

(1) the assault, or assault and battery, without bodily injury, of any person on a school bus, on school property or at a school-sponsored activity;

(2) the assault and battery which results in a bodily injury, sexual assault, death, shooting, stabbing, cutting, or wounding of any person, abduction of any person as described in Va. Code § 18.2-47 or Va. Code § 18.2-48, or stalking of any person as described in Va. Code § 18.2-60.3, on a school bus, on school property or at a school-sponsored activity;
(3) any conduct involving alcohol, marijuana, a controlled substance, imitation controlled substance, or an anabolic steroid on a school bus, on school property or at a school-sponsored activity, including the theft or attempted theft of student prescription medications;
(4) any threats against school personnel while on a school bus, on school property or at a school-sponsored activity;
(5) the illegal carrying of a firearm as defined in Va. Code § 22.1-277.07 onto school property;
(6) any illegal conduct involving firebombs, explosive materials or devices, or hoax explosive devices, as defined in Va. Code § 18.2-85 or explosive or incendiary devices, as defined in Va. Code § 18.2-433.1, or chemical bombs, as described in Va. Code § 18.2-87.1, on a school bus, on school property or at a school-sponsored activity;
(7) any threats or false threats to bomb, as described in Va. Code § 18.2-83, made against school personnel or involving school property or school buses;
(8) the arrest of any student for an incident occurring on a school bus, on school property or at a school sponsored activity, including the charge therefor; and
(9) any illegal possession of weapons, alcohol, drugs or tobacco products.

B. The superintendent and the principal or principal's designee receive reports made by local law enforcement authorities on offenses, wherever committed, by students enrolled at the school if the offense would be a felony if committed by an adult or would be a violation of the Drug Control Act, Va. Code § 54.1-3400 et seq., and occurred on a school bus, on school property, or at a school-sponsored activity, or would be an adult misdemeanor involving any incidents described in the clauses (1) through (8) of subsection VII.A. of this policy, and whether the student is released to the custody of the student's parent or, if 18 years of age or more, is released on bond. A superintendent who receives notification that a juvenile has committed an act that would be a crime if committed by an adult pursuant to subsection G of Va. Code § 16.1-260 reports such information to the principal of the school in which the juvenile is enrolled.

C. The principal or principal's designee submits a report of all incidents required to be reported pursuant to subsection VII.A.(1-8) of this policy to the superintendent. The superintendent annually reports all such incidents to the Department of Education.

In submitting reports of such incidents, principals and superintendents accurately indicate any offenses, arrests, or charges as recorded by law-enforcement authorities and required to be reported by such authorities pursuant to subsection VII.B. of this policy.

D. The principal or principal's designee also notifies the parent of any student involved in an incident required by this subsection to be reported, regardless of whether disciplinary action is taken against such student or the nature of the disciplinary action. Such notice relates to only the relevant student's involvement and does not include information concerning other students.

E. Whenever any student commits any reportable incident as set forth in this subsection, such student is required to participate in such prevention and intervention activities as deemed appropriate by the superintendent or superintendent's designee.

F. Except as may otherwise be required by federal law, regulation or jurisprudence, a principal immediately reports to the local law-enforcement agency any act enumerated in clauses (2) through (7) of subsection VII.A. of this policy that may constitute a felony offense and may report to the local law enforcement agency any incident described in clause (1) of subsection VII.A. of this policy.

   In addition, except as may be prohibited by federal law, regulation or jurisprudence, the principal also immediately reports any act enumerated in clauses (2) through (5) of subsection VII.A of this policy that may constitute a criminal offense to the parents of any minor student who is the specific object of such act. Further, the principal reports whether the incident has been reported to local law enforcement pursuant to this subsection and if the incident is so reported, that the parents may contact local law enforcement for further information, if they so desire.

G. For purposes of this section, "parent" or "parents" means any parent, guardian or other person having control or charge of a child.

VIII. RE-ADMISSION OF SUSPENDED AND/OR EXPELLED STUDENTS

Any student who has been suspended from a school of this division is not eligible to attend any other school within the division until eligible to return to the student's regular school.

Any student who has been expelled or suspended for more than thirty days from attendance at school by a school board or a private school in this Commonwealth or in another state or for whom admission has been withdrawn by a private school in this Commonwealth or in another state may be excluded from attendance in the Rappahannock County Schools, in accordance with Policy JEC School Admission. In the case of a suspension of more than thirty days, the term of the exclusion may not exceed the duration of such suspension.

In excluding any such expelled student from school attendance, the School Board may accept or waive any or all of any conditions for readmission imposed upon such student by the expelling school board pursuant to Va. Code § 22.1-277.06. The School Board shall not impose additional conditions for readmission to school.

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

If the parent fails to comply with this policy or Policy JEC School Admission, the School Board may ask the Juvenile and Domestic Relations Court to proceed against the parent for willful and unreasonable refusal to participate in efforts to improve the student's behavior.

Upon the expiration of the exclusion period for an expulsion or a withdrawal of admission, which period shall be established by the School Board or superintendent or superintendent's designee, as the case may be at the relevant hearing, the student may re-petition the School Board for admission. If the petition for admission is rejected, the School Board shall identify the length of the continuing exclusion period and the subsequent date upon which such student may re-petition the School Board for admission.

The School Board may permit students excluded pursuant to this section to attend an alternative education program provided by the School Board for the term of such exclusion.

IX. DISCIPLINING STUDENTS WITH DISABILITIES

Students with disabilities are disciplined in accordance with Policy JGDA Disciplining Students with Disabilities.

Adopted: June 29, 1998
Revised: November 10, 1998, May 11, 1999, August 10, 1999, July 10, 2001, June 11, 2002, September 9, 2003, November 9, 2004, August 9, 2005, October 10, 2006, January 9, 2007
Reviewed: December 9, 2014
Revised: June 14, 2014, September 11, 2018, July 14, 2020, July 13, 2021, July 11, 2023

Legal Refs.: 20 U.S.C. § 7961.

Code of Virginia, 1950, as amended, §§ 15.2-915.4, 16.1-260, 18.2-119, 18.2-308.1, 18.2-308.7, 18.2-308.2:2, 22.1-200.1, 22.1-254, 22.1-276.01, 22.1-276.2, 22.1-277, 22.1-277.04, 22.1-277.05, 22.1-277.06, 22.1-277.07, 22.1-277.07:1, 22.1-277.08, 22.1-277.2, 22.1-277.2:1, 22.1-279.3:1.
8 VAC 20-560-10.

Cross Refs.:	IGBH	Alternative School Programs
	JEC	School Admission
	JFC	Student Conduct
	JFCD	Weapons in School
	JGDA	Disciplining Students with Disabilities
	JGDB	Discipline of Students with Disabilities for Infliction of Serious Bodily Injury
	KG	Community Use of School Facilities

DISCIPLINE OF STUDENTS WITH DISABILITIES

The Rappahannock County School Board recognizes that federal law requires that students with disabilities be afforded certain procedural protections when disciplinary action is considered. A student with a disability remains subject to the division's student conduct policy, rules, and regulations, but discipline shall be administered in accordance with applicable federal and state law, including the Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act, and applicable Virginia statute and regulations.

The School Board also recognizes that a disciplinary decision for a student with a disability requires consideration of the student's disability-related needs and legal protections. Accordingly, when disciplining students with disabilities, the division will:

- provide required procedural safeguards affording the same due process rights that all children are entitled to under the law;
- conduct manifestation determinations when required by law;
- provide educational services during discipline removals when required by law;
- permit placement in interim alternative educational settings when authorized by law;
- protect the due process rights of students and parents.

The Superintendent shall develop regulations to implement this policy, including procedures governing:

- positive behavior interventions and supports to address the behavior;
- functional behavioral assessments;
- changes in placement;
- short-term removals and services during those removals;
- long term removals;
- manifestation determination reviews;
- interim alternative educational placements;
- appeals;
- protection for children not yet eligible for special education and related services; **and**
- referral to and action by law enforcement and judicial authorities.

Nothing in this policy prohibits school officials from reporting criminal conduct to appropriate law enforcement authorities or prevents state law enforcement and judicial authorities from exercising their responsibilities with regard to the application of federal and state law to crimes committed by a child with a disability to the extent such action applies to a student without a disability.

Adopted: August 8, 1995
Reviewed: May 11, 1999
Revised: August 8, 2000, November 9, 2004, October 10, 2006, November 11, 2008, December 9, 2014, October 10, 2017, July 13, 2021, July 14, 2026

Legal Ref.: 20 U.S.C. § 1415.
29 U.S.C. § 705.

34 C.F.R. 300.530-300.536.

Code of Virginia, 1950, as amended, § 22.1-279.6.

8 VAC 20-81-160.

Cross Ref.:		
	JFC	Student Code of Conduct
	JFCD/KGBA	Weapons on School Property
	JFCF	Drugs in School
	JGD/JGE	Student Suspensions/Expulsions
	JGDB	Discipline of Students with Disabilities for Infliction of Serious Bodily Injury

DISCIPLINE OF STUDENTS WITH DISABILITIES FOR INFLICTION OF SERIOUS BODILY INJURY

A student with a disability may be removed without parent consent and assigned to an interim alternative education program by school personnel for not more than forty-five (45) school days when the student has inflicted serious bodily injury upon another person while at school, on school premises, or at a school function under the jurisdiction of a state or local educational agency. This option is available regardless of whether a manifestation exists. If no manifestation is found, the student may be disciplined to the extent that a student without disabilities would be disciplined.

In addition, the applicable procedures of Policies JGDA Disciplining Students with Disabilities and JGD/JGE Student Suspension/Expulsion will be followed.

The term serious bodily injury has the same meaning given the term "serious bodily injury" under paragraph (3) of subsection (h) of section 1365 of title 18 of the United States Code.

Adopted: October 10, 2006
Reviewed: December 9, 2014
Revised: May 14, 2024

Legal Refs: 18 U.S.C. § 1365(h)(3).
20 U.S.C. § 1415(k)(1)(G)(iii).
34 C.F.R. §§ 300.530(g) amd 300.530(i)(3).

Code of Virginia, 1950, as amended, § 22.1-214.

8 VAC 20-81-10.
8 VAC 20-81-160.

Cross Refs:

JFCD	Weapons in School
JFCF	Drugs in School
JGD/JGE	Student Suspension/Expulsion
JGDA	Disciplining Students with Disabilities

STUDENT HEALTH SERVICES

The Rappahannock County School Board may employ school nurses, physicians, physical therapists, occupational therapists and speech therapists who meet such standards as may be determined by the Board of Education. Subject to the approval of the local appropriating body, a local health department may provide personnel for health services for the school division.

Sickle Cell Disease Training

All school nurses employed by the school division must complete, within six months of employment and at least three years thereafter, an online or in-person course of instruction approved by the Board of Education in collaboration with the Department of Health regarding recognition and management of sickle cell disease.

Telehealth Services and Mental Health Teletherapy Services

The School Board may provide school-based mental health teletherapy services and permit any student to schedule and participate in telehealth services and mental health teletherapy services on school property during regular school hours on the same basis as such students are permitted to schedule and participate in school counseling services.

When telehealth services are offered, the School Board enters into a memorandum of understanding with a nationally recognized school-based telehealth provider in accordance with the model memorandum of understanding developed by the Department of Education and provides guidance relating to the implementation of this telehealth services policy for administrative and instructional personnel and posts such guidance on its website at the beginning of each school year.

When school-based telehealth services and mental health teletherapy services are made available, each school where telehealth services are provided shall:

- Designate a location with internet access within the school for students to use for telehealth appointments that ensures the privacy and safety of the student
- Implement measures to ensure the privacy and safety of each student participating in a telehealth appointment

Any student who participates in a telehealth appointment during regular school hours will not be subject to any disciplinary measure or consequences for participating in such an appointment if the student would otherwise be considered absent or excused for the purposes of receiving health care services.

Adopted: August 8, 1995
Reviewed: May 11, 1999, August 9, 2005, December 9, 2014

Revised: August 14, 2012, December 9, 2014, June 13, 2017, July 15, 2025, July 14, 2026

Legal Ref.: Code of Virginia, 1950, as amended, §§ 22.1-272.2, 22.1-272.3, 22.1-274.

Cross Ref.:

EBBA	Emergency First Aid, CPR and AED Certified Personnel
GCPD	Professional Staff Discipline
GCPF	Suspension of Staff Members
IJ	Guidance and Counseling Program
JED	Student Absences/Excuses/Dismissals
JHCA	Physical Examinations of Students
JHCB	Student Immunizations
JHCC	Communicable Diseases
JHCCA	Blood Borne Contagious or Infectious Diseases
JHCD	Administering Medicines to Students
JHH	Suicide Prevention

File: JHC-R
Regulation

PETS ON SCHOOL PROPERTY

Due to numerous safety and health concerns, not the least of which is allergies, fear of certain animals by some students and staff members, and the risk of spread of disease such as, but not limited to, avian influenza, no personal pets of any type, large or small, bird, reptile, insect, fish, or animal, shall be brought into any school building by any employee at any time whether school is in session or not.

The building Principal is authorized to give permission for reptiles, insects, fish, or non-bird eating animals to be brought into school by authorized, trained handlers, such as zoo personnel, for a reason connected directly to the curriculum such as a science lesson or for a student assembly. If permission is granted, students and staff members will be informed in advance that the creature(s) will be in school for that reason only and that anyone with potential allergies or fears of the particular creature(s) should avoid the area where the creature(s) will be displayed or kept. No birds of any kind shall be brought into the school for any reason.

Any creature brought to school under the conditions described above shall never be allowed to “roam free” and shall be caged, leashed, or restrained and under the complete control of the owner/handler at all times.

Regulation Added: January 9, 2007
Revised: August 14, 2007, November 9, 2010
Reviewed: December 9, 2014

PHYSICAL EXAMINATIONS OF STUDENTS

No pupil is admitted for the first time to any public kindergarten or elementary school in Rappahannock County School Division unless such pupil furnishes, prior to admission,

- a report from a qualified licensed physician, or a licensed nurse practitioner or licensed physician assistant acting under the supervision of a licensed physician, of a comprehensive physical examination of a scope prescribed by the State Health Commissioner performed within the 12 months prior to the date such pupil first enters such public kindergarten or elementary school; or
- records establishing that such pupil furnished such report upon prior admission to another school or school division and providing the information contained in such report.

If the pupil is a homeless child or youth as defined in Va. Code § 22.1-3, and for that reason cannot furnish the required report or records, and the person seeking to enroll the pupil furnishes to the school division an affidavit so stating and also indicating that, to the best of the person's knowledge, such pupil is in good health and free from any communicable or contagious disease, the school division immediately refers the student to the division's homeless liaison, who, as soon as practicable, assists in obtaining the necessary physical examination by the local health department or other clinic or physician's office and immediately admits the pupil to school.

The health care provider making a report of a physical examination shall, at the end of such report, summarize the abnormal physical findings, if any, and shall specifically state what, if any, conditions are found that would identify the child as having a disability.

Physical examination reports are placed in the child's health record at the school and made available for review by any employee or official of the State Department of Health or any local health department at the request of such employee or official.

A physical examination is not required of any child whose parent or guardian objects on religious grounds and who shows no visible evidence of sickness. The parent or guardian shall state in writing that, to the best of the parent or guardian's knowledge, the child is in good health and free from any communicable or contagious disease.

The health departments of the counties and cities of the Commonwealth conduct such required physical examinations for medically indigent children, upon request, without charge and may provide such examinations to others on such uniform basis as the departments establish.

Parents/guardians of students entering school shall complete a health information form as required by state law. Such forms shall be returned within 15 days of receipt unless reasonable extensions have been granted by the superintendent or superintendent's designee. Upon failure of the parent to complete such form within the extended time, the superintendent may send the parent written notice of the date he intends to exclude the child from school; however, no child who is a homeless child or

youth as defined in subdivision 6 of Va. Code § 22.1-3 shall be excluded from school for such failure to complete such form.

Adopted: August 8, 1995
Reviewed: May 11, 1999
Revised: May 13, 2003, October 9, 2007
Reviewed: December 9, 2014
Revised: March 12, 2019, July 11, 2023

Legal Ref.: Code of Virginia, 1950, as amended, § 22.1-270.

Cross Refs.: JEC School Admission
JECA Admission of Homeless Students

STUDENT IMMUNIZATIONS

No student is admitted by a school unless at the time of admission the student or the student's parent submits documentary proof of immunization as required by Va. Code §§ 22.1-271.2 and 32.1-46 to the admitting official of the school or unless the student is exempted from immunization as described below or is a homeless child or youth as defined in Va. Code § 22.1-3.

If a student does not have documentary proof of immunization, the school will notify the student or the student's parent

(i) that it has no documentary proof of immunization for the student;
(ii) that it may not admit the student without proof unless the student is exempted, including any homeless child or youth as defined in Va. Code § 22.1-3;
(iii) that the student may be immunized and receive certification by a licensed physician, physician assistant, advanced practice registered nurse, registered nurse or an employee of a local health department; and
(iv) how to contact the local health department to learn where and when it performs these services.

Any parent, guardian, or other person having control or charge of a child being home instructed or exempted or excused from school attendance shall comply with immunization requirements provided in Va. Code §§ 22.1-271.4 and 32.1-46 in the same manner and to the same extent as if the child has been enrolled in and is attending school.

Conditional Enrollment

Any student whose immunizations are incomplete may be admitted conditionally if that student provides documentary proof at the time of enrollment of having received at least one dose of the required immunizations accompanied by a schedule for completion of the required doses within 90 calendar days. If the student requires more than two doses of hepatitis B vaccine, the conditional enrollment period will be 180 calendar days.

The immunization record of each student admitted conditionally is reviewed periodically until the required immunizations have been received.

Any student admitted conditionally who fails to comply with the student's schedule for completion of the required immunizations will be excluded from school until the student's immunizations are resumed.

Exemptions

No certificate of immunization is required for the admission to school of any student if

(i) the student or the student's parent submits an affidavit to the admitting official stating that the administration of immunizing agents conflicts with the student's religious tenets or practices; or

(ii) the school has written certification from a licensed physician, physician assistant, advanced practice registered nurse, or local health department that one or more of the required immunizations may be detrimental to the student's health, indicating the specific nature and probable duration of the medical condition or circumstance that contraindicates immunization.

Homeless Pupils

If a student is a homeless child or youth as defined in Va. Code § 22.1-3 and
(a) does not have documentary proof of necessary immunizations or has incomplete immunizations and
(b) is not exempted from immunization,

the school division immediately admits such student and refers the student to the school division homeless liaison who will assist in obtaining the documentary proof of, or completing, immunization.

Immunization Record

Every school records each student's immunizations on the school immunization record. The school immunization record is a standardized form provided by the State Department of Health, which is a part of the mandatory permanent student record. Such record is open to inspection by officials of the State Department of Health and the local health departments.

The school immunization record is transferred by the school whenever the school transfers any student's permanent academic or scholastic records.

Within 30 calendar days after the beginning of each school year or entrance of a student, each admitting official files a report with the local health department. The report is filed on forms prepared by the State Department of Health and states the number of students admitted to school with documentary proof of immunization, the number of students who have been admitted with a medical or religious exemption and the number of students who have been conditionally admitted, including those students who are homeless children or youths as defined in Va. Code § 22.1-3.

Adopted: August 8, 1995
Reviewed: May 11, 1999
Revised: May 13, 2003, November 9, 2004, August 9, 2005, August 14, 2012, May 14, 2013
Reviewed: December 9, 2014
Revised: July 12, 2022, July 11, 2023

Legal Ref.: Code of Virginia, 1950, as amended, §§ 22.1-271.2, 22.1-271.4, 32.1-46, 54.1-2952.2, 54.1-2957.02.

Cross Refs.:

JEC	School Admission
JECA	Admission of Homeless Students
JO	Student Records
LBD	Home Instruction

COMMUNICABLE DISEASES

The Rappahannock County School Board recognizes the importance of protecting its students and employees from the transmission of communicable diseases which present a threat to their health and safety while also protecting the legitimate interests and rights of students and employees with communicable diseases. The Board directs the superintendent to act in compliance with applicable law to exclude from school attendance or work in the school setting any person who has a communicable disease. Both the decision to remove the student or employee and the decision to readmit the student or to permit the employee to return to work are made by the superintendent based upon consultation with the local health department, the student's or employee's physician, physician assistant, advanced practice registered nurse, and/or other medical authorities. (See policy JHCCA Blood Borne Contagious or Infectious Diseases).

The identity of a student who has a communicable disease is kept confidential and revealed only in accordance with state law. An alternative educational program is made available to any student whose removal pursuant to this policy is expected to result in a prolonged absence from school or where otherwise required by law.

Administrative procedures concerning the exclusion of employees and students with communicable diseases are consistent with the requirements of law, including the policies of the Virginia Department of Education and reflect current medical knowledge and research.

Adopted: August 8, 1995
Reviewed: May 11, 1999
Revised: September 9, 2003, August 9, 2005
Reviewed: December 9, 2014
Revised: November 10, 2015, July 11, 2023

Legal Ref.: Code of Virginia, 1950, as amended, §§ 22.1-253.13:3, 22.1-254, 22.1-271.3, 22.1-272, 32.1-36.1, 54.1-2952.2, 54.1-2957.02.

8 VAC 20-131-180.

Cross Ref.:	EBAB	Possible Exposure to Viral Infections
	EBBB	Personnel Training—Viral Infections
	IGBG	Homebound, Correspondence and Alternative Means of Instruction
	JHCCA	Blood Borne Contagious or Infectious Diseases

File: JHCCA

BLOOD BORNE CONTAGIOUS OR INFECTIOUS DISEASES

The attendance at school of students who suffer from blood borne diseases which are infectious or contagious, such as AIDS and Hepatitis B, and which may be transmitted by the exchange of body secretions is determined by the superintendent on a case-by-case basis. The superintendent obtains the advice of the local department of health to assist with the determination. The student may be excluded from school and school-related functions pending the superintendent's decision. The superintendent issues regulations setting forth the procedures to be followed to effectuate this policy.

The identity of a student who has tested positive for human immunodeficiency virus is confidential in accordance with law.

An alternative educational program is made available to any student whose removal pursuant to this policy is expected to result in a prolonged absence from school or where otherwise required by law.

Training in the use of universal precautions for handling blood is conducted periodically in accordance with state and federal law. Universal precautions for handling blood are implemented within the school setting and on buses in accordance with state and federal law.

The school board adopts guidelines for school attendance for children with human immunodeficiency virus. Such guidelines are consistent with the model guidelines for such school attendance developed by the Board of Education.

Adopted: August 8, 1995
Reviewed: May 11, 1999
Revised: September 9, 2003, June 14, 2005
Reviewed: August 27, 2009, December 9, 2014
Revised: March 12, 2019

Legal Refs.: Code of Virginia, 1950, as amended, §§ 22.1-271.3, 32.1-36.1, 32.1-45.2.

Model Guidelines for School Attendance for Children with Human Immunodeficiency Virus (Attachment to Virginia Department of Education Superintendent’s Memo #32 (Feb. 13, 2004)).

Cross Ref:

EBAB	Possible Exposure to Viral Infections
EBBB	Personnel Training—Viral Infections
IGBG	Off-Site Instruction and Virtual Courses
JHCCA-E	Guidelines for School Attendance for Students with Human Immunodeficiency Virus

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GUIDELINES FOR SCHOOL ATTENDANCE FOR STUDENTS WITH HUMAN IMMUNODEFICIENCY VIRUS

The Rappahannock County School Board recognizes its dual obligations to protect the rights of individual students infected with human immunodeficiency virus (HIV) and to provide a safe environment for students, staff, and the public. Because HIV is not transmitted through casual contact, any student who is HIV-infected continues in a regular classroom assignment unless the student's health significantly interferes with the student's ability to benefit from the educational program.

Rappahannock County Public Schools works cooperatively with the local health department with regard to the school attendance of students infected with HIV. To enhance the school attendance of students who are HIV-infected, the school division collaborates with public and private organizations in the provision of support services to HIV-infected students.

All students are expected to satisfy the immunization requirements of Virginia Code § 22.1-271.2 unless a required immunization would be harmful to the health of the student. Students who are HIV-infected or have acquired immune deficiency syndrome (AIDS) may be exempted from obtaining immunizations which would otherwise be required. School personnel cooperate with public health personnel regarding exemptions from the requirements.

Mandatory screening for HIV infection is not warranted as a condition of school attendance. Upon learning that a student is HIV-infected or has AIDS, the superintendent may consult with the student's family, the student's family physician, or an official from the local department of health to determine whether the student is well enough to stay in school. If a change in the student's program is necessary because of the student's health, the superintendent or superintendent's designee will work with the student's family, family physician or local health official to develop an educational plan for the student.

Any school board employee or volunteer who has any information regarding a student's HIV-infected status treats that information as confidential.

Despite the extremely remote risk that exposure of skin to blood could result in infection, the following universal precautions for handling blood are implemented within schools and on school buses:

- persons involved in cleaning surfaces exposed to blood and persons rendering first aid to bleeding students should wear disposable gloves to avoid exposure of open skin lesions and mucous membranes to blood;
- surfaces contaminated with blood should be promptly cleaned with household bleach (1 part bleach to 9 parts water) using disposable towels and tissues;
- hands must be washed after gloves are removed;
- if one person's skin is exposed to the blood of another person, the exposed areas should be washed with soap and water.

Universal precautions do not apply to feces, nasal secretions, saliva, sputum, sweat, tears, urine, and vomitus unless they contain blood.

To ensure implementation of the proper procedures for all body fluids, training is provided to all school personnel. Training includes information regarding the following: etiology, transmission, prevention, and risk reduction of HIV; standard procedures for

handling blood and body fluids; community resources available for information and referral; and school board policies.

Comprehensive and age-appropriate instruction on the principal modes by which HIV is spread and the best methods for the reduction and prevention of AIDS is provided.

Adopted: June 14, 2005
Reviewed: August 27, 2009, December 9, 2014
Revised: March 12, 2019

ADMINISTERING MEDICINES TO STUDENTS

Administration of Diabetes Medication

The Rappahannock County School Board shall develop, amend as necessary, and implement a divisionwide plan for the care of students diagnosed with diabetes in accordance with Va. Code § 22.1-274.01:2.

The Superintendent, or Superintendent's designee, is responsible for drafting, coordinating, and recommending the divisionwide plan and any subsequent revisions thereto. The plan must be presented to the School Board for review and final board action. The Superintendent is responsible for the implementation and administration of the plan as established by the School Board.

Each enrolled student who is diagnosed with diabetes, with parental consent and written approval from the prescriber, is permitted to

- carry with them and use supplies, including a reasonable and appropriate short-term supply of carbohydrates, an insulin pump, and equipment for immediate treatment of high and low blood glucose levels ;
- self-check their own blood glucose levels on school buses, on school property, and at school-sponsored activities; **and**
- carry and use a cell phone or smart device to monitor, address, or contact their parent, the school, or their health care provider regarding diabetes care and management needs or decisions.

A School Board employee, as defined in Va. Code § 22.1-274.E, who is a registered nurse, a licensed practical nurse, or when applicable, authorized pursuant to Va. Code § 54.1-3408(H), who has been trained in the administration of insulin and glucagon, may assist a student who is diagnosed with diabetes with the insertion or reinsertion of the student's prescribed pump or any of its parts. Prescriber authorization and parental consent shall be obtained prior to any assistance. Nothing in this policy requires any employee to provide such assistance.

The divisionwide plan for the care of students with diabetes may establish reasonable restrictions or parameters on the implementation of diabetes-related care by School Board employees, in conjunction with a student's provider, for the purpose of ensuring effective, efficient, and safe administration and operation of schools and school personnel in accordance with Va. Code § 22.1-274.01:1(C).

Self-Administration of Asthma Medications and Auto-Injectable Epinephrine

Students with a diagnosis of asthma or anaphylaxis, or both, are permitted to possess and self-administer inhaled asthma medications or auto-injectable epinephrine, or both, as the case may be, in accordance with this policy during the school day, at

school-sponsored activities, or while on a school bus or other school property. A student may possess and self-administer asthma medication, or auto-injectable epinephrine, or both, when the following conditions are met:

- Written parental consent that the student may self-administer inhaled asthma medications or auto-injectable epinephrine, or both, is on file with the school.
- Written notice from the student's health care provider is on file with the school, indicating the identity of the student, stating the diagnosis of asthma or anaphylaxis, or both, and approving self-administration of inhaled asthma medications or auto-injectable epinephrine, or both, that have been prescribed for the student; specifying the name and dosage of the medication, the frequency in which it is to be administered and the circumstances which may warrant its use; and attesting to the student's demonstrated ability to safely and effectively self-administer the medication.
- An individualized health care plan is prepared, including emergency procedures for any life-threatening conditions.
- There is a consultation with the student's parent before any limitations or restrictions are imposed on a student's possession and self-administration of inhaled asthma medications and auto-injectable epinephrine, and before the permission to possess and self-administer inhaled asthma medications and auto-injectable epinephrine at any point during the school year is revoked.
- Self-administration of inhaled asthma medications and auto-injectable epinephrine is consistent with the purposes of the Virginia School Health Guidelines and the Guidelines for Specialized Health Care Procedure Manual, which are jointly issued by the Virginia Department of Education and the Virginia Department of Health.
- Information regarding the health condition of the student may be disclosed to school board employees in accordance with state and federal law governing the disclosure of information contained in student scholastic records.

Permission granted to a student to possess and self-administer asthma medications or auto-injectable epinephrine, or both, will be effective for a period of 365 calendar days, and must be renewed annually. However, a student's right to possess and self-administer inhaled asthma medication or auto-injectable epinephrine, or both, may be limited or revoked after appropriate school personnel consult with the student's parents.

Seizure Rescue Medications

Secondary school students with a diagnosis of a condition causing seizures are permitted to possess seizure rescue medications during the school day, at school-sponsored activities, or while on a school bus or other school property if (i) the student's parent has submitted a seizure management and action plan in accordance with Va. Code § 22.1-274.6 that includes written consent of the parent and written approval of the student's primary care provider for such self-possession and (ii) the school nurse has been notified of such self-possession.

Pursuant to a written order or standing protocol by the prescriber within the course of his professional practice and with the consent of the student's parent as defined in Va. Code § 22.1-1, an employee of the School Board, local governing body, or local health department who is trained in the administration of seizure rescue medications may be authorized to administer seizure rescue medications to a student with a diagnosis of a condition causing seizures, when the student is believed to be experiencing or about to experience a seizure, and a licensed nurse, an advanced practice registered nurse, a physician, or a physician assistant is not capable of reaching the student within the amount of time necessary to effectively perform the administration of the medication.

Epinephrine

Pursuant to an order or standing protocol issued by the prescriber within the course of his professional practice, any school nurse, School Board employee, employee of a local appropriating body or employee of a local health department who is authorized by a prescriber and trained in the administration of epinephrine may possess epinephrine and administer it to any student believed to be having an anaphylactic reaction.

Albuterol Inhalers

Albuterol inhalers and valved holding chambers are stocked in each school in the division to be administered by any school nurse, licensed athletic trainer under contract with the school division, employee of the School Board, employee of a local appropriating body, or employee of a local health department who is authorized by the local health director and trained in the administration of albuterol inhalers and valved holding chambers for any student believed in good faith to be in need of such medication.

Opioid Antagonists

A dosage of opioid antagonist may be administered by a school nurse or trained and certified employee to any student who is believed to be experiencing or about to experience a life-threatening opioid overdose in accordance with Policy EBBC Opioid Antagonists and any related regulations and applicable laws.

Regulations

The Superintendent shall develop a regulation for administration of medicines to students. The regulation shall include provisions for the handling, storage, monitoring, documentation and disposal of medication.

Adopted: August 8, 1995
Revised: May 11, 1999, August 8, 2000, May 13, 2003, August 9, 2005, August 14, 2012
Reviewed: December 9, 2014
Revised: November 10, 2015, October 10, 2017, July 13, 2021, July 11, 2023, July 15, 2025, July 14, 2026

Legal Ref.: Code of Virginia, as amended, §§ 8.01-225, 22.1-78, 22.1-274, 22.1-274.01:1, 22.1-274.2, 22.1-274.6, 54.1-2952.2, 54.1-2957.02, 54.1-3408.

Cross Ref.:	EBBA	Emergency First Aid, CPR and AED Certified Personnel
	EB	School Crisis, Emergency Management and Medical Emergency Response Plan
	EBBC	Opioid Antagonists
	GCPD	Professional Staff Discipline
	JHCE	Recommendation of Medication by School Personnel
	JO	Student Records
	KGD	Notification of School-Connected Student Overdose

Contract for Self-Carried Medication

Student:_____Grade:_____

Physician:_____Telephone:_____

Medication:_____Dose:_____Time:_____

Board of Education policy permits a responsible, trained student to carry and/or self-administer medication for asthma (wheezing), severe allergic (anaphylactic) reaction, or diabetes on his/her person for immediate use in a life-threatening situation with written order of physician, parent request, school nurse and principal approvals.

Student's physician must authorize self-carried/administered medication by signing the attached form. Student name must appear on the (inhaler, container).

Responsibilities for Carrying Medication

Observed:

Yes No

____ ____ Demonstrated correct use/administration

____ ____ Recognizes proper and prescribed timing for medication

____ ____ Does not share medication with others **(Giving medication to others is a violation of the Code of Student Conduct).**

____ ____ Keeps medication in agreed location

____ ____ Agrees to come directly to the Nurse's office if having the following symptoms after using medication:_____

_____

____ ____ Keeps a second labeled container in the Nurse's office

The student does/does not demonstrate the specified responsibilities. The student may carry the medication unless and until he/she fails to follow the above agreement.

Comments and added responsibilities:

_____

_____

_____ _____

Student/Date School Nurse/Date

I request that my child be allowed to carry his/her medication and be responsible for its proper storage and use. I will support my child to follow the above agreement and if he/she does not, I will be contacted and we will develop a new plan.

_____ _____

Parent or Guardian/Date Parent's Daytime Telephone Numbers

Regulation JHCD-R2

AUTHORIZATION FOR SELF-CARRIED/SELF-ADMINISTERED MEDICINE AT SCHOOL AND AFTER-SCHOOL ACTIVITIES

Board of Education policy permits a responsible, trained student to carry and/or self administer medication for asthma (wheezing), severe allergic (anaphylactic) reaction, or diabetes and his/her person for immediate use in a life-threatening situation with written order of physician, parent request, school nurse and principal approvals.

PHYSICIAN/PRESCRIBING HEALTH CARE PROVIDER ORDER

Name of Student_____D.O.B._____Grade_____

Home Address_____

Name of School_____

Condition for which the medication is administered_____

Name of medication, dose and method administered_____

Time or indication for administration_____

Is this a controlled drug? ____Yes ____No Side effects to be noted/reported_____
_____

Other recommendations_____

Duration (dates) of administration: From_____To_____(Limit of one school year)

IN MY OPINION, THIS STUDENT SHOWS CAPABILITY TO CARRY AND SELF-ADMINISTER THE ABOVE MEDICATION.

_____ _____ _____ _____
Physician Signature Print Name Telephone Date

PARENT/GUARDIAN AUTHORIZATION

I request that my child, named above, be permitted to: ___carry ___ self-administer the above ordered medication. I take responsibility for this permission. I understand that the medication must be in the original pharmacy container, labeled with name of student, prescribing health care provider, and medication; date of original prescription; strength and dose of medication; and directions for use. No more than a 45 school day supply of medication will be kept at school. This medication will be destroyed unless picked up within one week after the end of the school year or end of the medical order.

_____ _____ _____ _____
Parent Signature Date Student Signature Date

_____
Parent Telephone Numbers

We accept the parent request and physician statement. We will permit and assist the student to be responsible, but reserve the right to withdraw the privilege if the student shows signs of irresponsible behavior or there is a safety risk. We will contact the parent as soon as possible in this event.

_____ _____ _____ _____
School Nurse Signature Date Principal Signature Date

ADMINISTERING EPINEPHRINE TO STUDENTS

Rappahannock County Public Schools (RCPS) anaphylaxis regulation has been developed to meet the Code of Virginia Section 22.1-274.2. RCPS will provide at least two (2) doses of auto-injectable epinephrine in each school, to be administered by a school nurse or other employee who is authorized and trained in the administration of epinephrine to any student believed to be having an anaphylactic reaction on school premises, during the academic day. The Code of Virginia Section 8.01-225 provides civil protection for employees of a school board who are appropriately trained to administer epinephrine.

RCPS employees will be trained to administer epinephrine by the Nurse Coordinator at the beginning of each school year. Epinephrine will be stored in the clinic at each school and staff will be made aware of the storage locations. The expiration date of epinephrine should be periodically checked; the drug should be replaced if it is approaching the expiration date. Each school should maintain documentation that stock epinephrine has been checked on a monthly basis to ensure proper storage, expiration date, and medication stability. Usage of epinephrine will be monitored as it is on all medications and once used, auto injectors will be discarded in a sharps container. The school division shall maintain a sufficient number of extra doses of epinephrine for replacement of used or expired school stock on the day it is used or discarded.

Parents of students with known life threatening allergies and/or anaphylaxis must provide the school with written instructions from the students' health care provider for handling anaphylaxis and all necessary medications for implementing the student specific order on an annual basis. Those students with a diagnosis of anaphylaxis are permitted to possess and self-administer auto-injectable epinephrine, in accordance with Policy JHCD Administering Medicines to Students, during the school day.

The anaphylaxis policy is not intended to replace student specific orders or parent provided individual medications. This regulation does not extend to activities off school grounds (including transportation to and from school, field trips, etc.) or outside of the academic day (sporting events, extra-curricular activities, etc.).

Regulation Added: November 13, 2012

RECOMMENDATION OF MEDICATION BY SCHOOL PERSONNEL

School personnel are prohibited from recommending the use of psychotropic medications for any student. School health staff, classroom teachers, or other school professionals may recommend that a student be evaluated by an appropriate medical practitioner with the written consent of the student's parent. In addition, school personnel may consult with a medical practitioner who is serving the student with the written consent of the student's parent.

For the purpose of this policy, "psychotropic medications" means those medications that are prescribed with the intention of altering mental activity or state, including, but not limited to, antipsychotic, antidepressant, and anxiolytic medication and behavior-altering medication.

Adopted: May 13, 2003
Reviewed: August 27, 2009, December 9, 2014
Revised: July 12, 2022

Legal Ref.: Code of Virginia, 1950, as amended, § 22.1-274.3.

Cross Ref.: JHCD Administering Medicine to Students

Goals

Based on review and consideration of evidence-based strategies and techniques, the Rappahannock County School Board establishes the following goals to promote student wellness.

Nutrition Promotion and Education

Students receive nutrition educations that teaches the skills they need to adopt and maintain healthy eating behaviors.

Nutrition education is offered in the school cafeteria as well as in the classroom, with coordination between the foodservice staff and other school personnel, including teachers.

Division health education curriculum standards and guidelines address both nutrition and physical education.

Nutrition is integrated into the health education or core curricula (e.g., math, science, language arts)

Schools link nutrition education activities with the coordinated school health program.

Staff who provide nutrition education have appropriate training.

The level of student participation in the school breakfast and school lunch programs is appropriate.

Schools are enrolled as Team Nutrition Schools, and the conduct nutrition education activities and promotions that involve parents, students, and the community.

Staff are provided professional development with training on nutrition and physical activity education each school year.

The district will ensure the promotion of healthy food and beverage choices through school announcements, newsletters, and website postings.

Physical activity

Students are given opportunities for physical activity during the school day through physical education (PE) classes, daily recess periods for elementary school students and the integration of physical activity into the academic curriculum where appropriate.

Students are given opportunities for physical activity through a range of before- and/or after-school programs including, but not limited to, intramurals, interscholastic athletics and physical activity clubs.

Schools encourage parents and guardians to support their children's participation in physical activity, to be physically active role models and to include physical activity in family events.

Schools provide training to enable staff to promote enjoyable, lifelong physical activity among students.

We promote physical activity in the classroom outside of planned instruction with the expectation teachers provide one brain break every 30 minutes of instruction.

Classroom teachers receive resources and annual training on promoting physical activity and integrating physical activity in the classroom.

Other school-based activities

An adequate amount of time is allowed for students to eat meals in adequate lunchroom facilities.

All children who participate in subsidized food programs are able to obtain food in a not-stigmatizing manner.

The availability of subsidized food programs is adequately publicized in ways designed to reach families eligible to participate in the programs.

Environmentally-friendly practices such as the use of locally grown and seasonal foods, school gardens and nondisposable tableware have been considered and implemented where appropriate.

Physical activities and/or nutrition services or programs designed to benefit staff health have been considered and, to the extent practical, implemented.

Rapphannock County Public Schools will provide health promotion communication to parents and caregivers, families, and the general community on the benefits of and approaches to healthy eating and physical activity throughout the school year. Families will be informed, invited to participate in school-sponsored activities, and will receive information about health promotion efforts. These health promotion efforts include a health and wellness newsletter sent to Rappahannock County Public School families.

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Nutrition Standards and Guidelines

The Rappahannock County School Board incorporates and adopts the nutrition standards in 8 VAC 20-740-10 through 8 VAC 20-740-40.

The superintendent is responsible for creating

A. regulations to develop and implement standards for all foods and beverages provided, but not sold, to students on the school campus during the school day. It is a recommendation that smart snacks guidelines are followed when considering foods for celebrations, given as awards, or classroom snacks.
B. standards and nutrition guidelines for all foods and beverages sold to students on the school campus during the school day that promote student health and reduce childhood obesity and are consistent with the applicable standards and requirements in 7 C.F.R. §§ 210.10, 210.11 and 220.8.
C. Fundraisers – The school bookkeeper tracks and monitors all food and beverage fundraisers. Each school shall be permitted to conduct, on the school campus during regular school hours, no more than 30 school-sponsored fundraisers per school year during which food or beverages that do not meet the nutrition standards by the Code of Virginia § 22.1-207.4, may not be conducted during school meal service times.

Marketing on the school campus during the school day is permitted only for those foods and beverages that meet the nutrition standards under 7 C.F.R. § 210.11, serve to promote student health, reduce and prevent childhood obesity, and combat problems associated with poor nutrition and physical inactivity.

Implementation

The Rappahannock County School Board encourages parents, students, representatives of the school food authority, teachers of physical education, school health professionals, school administrators and the general public to participate in the development, implementation and periodic review and update of this policy. The district will promote opportunities to participate in the advisory committee through parent and stakeholder communication, which may include newsletters, public announcements, web-postings, etc.

The Director of Food Services is responsible for implementing and enforcing this policy. The implementation of the policy is measured by an assessment of compliance and progress towards wellness goals**.**

The public is informed about the content and implementation of the policy through progress reports that will be disseminated through parent and stakeholder communication, which may include newsletters, public announcements, web-postings, etc.

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Implementation procedures include measuring and making available to the public, at least once every three years, an assessment of the implementation of the policy, including the extent to which schools are in compliance with the policy, the extent to which this policy compares to model school wellness policies and a description of the progress made in attaining the goals of the policy. The results of the triennial assessment are considered in updating the policy.

The process for monitoring compliance with this policy is documented within the progress report and is considered for wellness policy updates.

The Rappahannock County School Board retains the following records to document compliance with 7 C.F.R. § 210.31:

- this policy;
- documents demonstrating compliance with community involvement requirements, including requirements to make the policy and triennial assessments available to the public; **and**
- documentation of the triennial assessment of the policy.

Adopted: June 29, 2006
Revised: November 11, 2008, May 14, 2014
Reviewed: December 9, 2014
Revised: June 13, 2017, September 11, 2018, June 11, 2019, July 13, 2021, June 13, 2023, April 14, 2026

Legal Refs: 42 U.S.C. § 1758b.

7 C.F.R. 210.31.

Code of Virginia, 1950, as amended, § 22.1-207.4.

8 VAC 20-740-10 through

8 VAC 20-740-40.

Cross Refs:		
	EF	Food Service Management
	EFD	Food Sanitation Program
	EFB	Food Services
	IGAE/IGAF	Health Education/Physical Education
	JL	Fund Raising and Solicitation
	KQ	Commercial, Promotional and Corporate Sponsorships and Partnerships

File: JHCE

File: JHCL/GBEF

LACTATION SUPPORT FOR STUDENTS

The superintendent shall designate a non-restroom location in each school as an area in which anyone who is enrolled as a student in Rappahannock County Public Schools may take breaks of reasonable length during the school day to express milk to feed her child until the child reaches the age of one. The area must be shielded from public view.

Adopted: November 11, 2014
Revised : May 14, 2024

Legal Ref.: Code of Virginia, 1950, as amended, § 22.1-79.6.

Cross Refs. : GBEF Lactation Support for Employees

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HUMAN RESEARCH

Surveys, analyses or evaluations conducted as part of any program which is funded by the United States Department of Education or is otherwise subject to policies and regulations promulgated by any agency of the federal government are conducted in accordance with Policy JOB Administration of Surveys and Questionnaires, 20 U.S.C. § 1232h, and applicable federal regulations. All instructional materials, including teacher's manuals, films, tapes, or other supplementary material which will be used in connection with any such survey, analysis, or evaluation will be available for inspection by the parents or guardians of the students involved.

Any other human research involving students must be approved and conducted under the review of a human research committee established by the school division or the school conducting the research. Such research will be conducted or authorized only after the student and the student's parents or legally authorized representative give their informed consent, as evidenced by a signed and witnessed informed consent form in accordance with Va. Code § 32.1-162.18.

The human research committee will be composed of representatives of varied backgrounds to ensure the competent, complete, and professional review of human research activities. No member of the committee may be directly involved in the proposed human research or have administrative approval authority over the proposed human research except in connection with his responsibilities as a member of the committee. In deciding whether to approve proposed human research, the committee will consider the factors listed in Va. Code § 32.1-162.19.

Research or student learning outcomes assessments conducted in educational settings involving regular or special education instructional strategies, the effectiveness of or the comparison among instructional techniques, curricula, or classroom management methods, or the use of educational tests, whether cognitive, diagnostic, aptitude, or achievement, if the data from such tests are recorded in a manner so that subjects cannot be identified, directly or indirectly, are exempt from the requirements of this policy.

Definition: as used in this policy, "human research" means any systematic investigation, including research development, testing and evaluation, utilizing human subjects, that is designed to develop or contribute to generalized knowledge. "Human research" does not include research exempt from federal research regulation pursuant to 45 C.F.R. § 46.101(b).

Adopted: August 8, 1995
Reviewed: May 11, 1999; August 9, 2005
Revised: October 10, 2006
Reviewed: December 9, 2014
Revised: July 14, 2020, April 8, 2025

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Legal Refs.: 20 U.S.C. § 1232h.

Code of Virginia, 1950, as amended, §§ 32.1-162.16, 32.1-162.17, 32.1-162.18, 32.1-162.19, 32.1-162.20.

Cross Refs.:	JOB	Administration of Surveys and Questionnaires
	LA	Education Agency Relations Goals
	IIAE	Innovative or Experimental Program

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File: JHH

SUICIDE PREVENTION

Duties of Teachers and Administrative Staff

Any person licensed as administrative or instructional personnel by the Board of Education and employed by the Rappahannock County School Board who, in the scope of employment, has reason to believe, as a result of direct communication from a student, that such student is at imminent risk of suicide, must contact, as soon as practicable, at least one of such student's parents to ask whether such parent is aware of the student's mental state and whether the parent wishes to obtain or has already obtained counseling for such student. The superintendent is responsible for developing procedures for such contact that are in accordance with the guidelines developed by the Board of Education in cooperation with the Department of Behavioral Health and Developmental Services and the Department of Health as required by Va. Code § 22.1-272.1.

Abuse or Neglect

If the student has indicated that the reason for being at imminent risk of suicide relates to parental abuse or neglect, contact is not made with the parent. Instead, the staff member notifies, as soon as practicable, the local department of social services of the county or city wherein the child resides or wherein the abuse or neglect is believed to have occurred or the state Department of Social Services' toll-free child abuse and neglect hotline as required by Policy GAE Child Abuse and Neglect Reporting and Va. Code § 63.2-1509. When giving this notice to the local or state department, the staff member must stress the need to take immediate action to protect the child from harm.

Parental Review of Materials

Parents have the right to review any audio-visual materials that contain graphic sexual or violent content used in any anti-bullying or suicide prevention program. Prior to the use of any such material, the parent of a child participating in such a program is provided written notice of the parent’s right to review the material and the right to excuse the child from participating in the part of such program utilizing such material.

Adopted: August 10, 1999
Revised: May 9, 2000, May 11, 2004, October 10, 2006
Reviewed: December 9, 2014
Revised: November 10, 2015, June 11, 2019, April 13, 2021, April 14, 2026

Legal Refs: Code of Virginia, 1950, as amended, §§ 22.1-207.1:1, 22.1-207.2:1, 22.1-272.1 and 63.2-1509.

Cross Refs: EB School Crisis, Emergency Management and Medical Emergency Response Plan

EBB	Threat Assessment Teams
GAE	Child Abuse and Neglect Reporting
JHC	Student Health Services
KP	Parental Rights and Responsibilities

Student Suicide Threat Protocol

Protocols for Counselors and Administrators:

Students who communicate to staff thoughts or threats of suicide are to be referred immediately to a school counselor for a suicide risk screening.

1. The school counselor will interview the person making the report to examine evidence and to understand why there is belief the student is at risk of suicide.
2. The counselor will interview the student believed to be at-risk of suicide.
3. Immediately following the interview of the student, the counselor will complete the **Suicide Risk Assessment Form (SRAF**). This form is for the use of the counselor to determine the level of suicide risk that the student manifests.

Low Risk

4. If the student's assessed risk of suicide s initially believed to be "low" (ie. suicidal ideation is transient-temporary reaction to a situation or first time ideation has been encountered with this student by counselor) the counselor will:
   A. Notify the parent or guardian by phone and seek additional information to complete the SRAF. The phone call and any additional information will be documented with the SRAF.
   B. The counselor will share the SRAF and any other supporting documentation with the school level Threat Assessment Team (TAT) members for input (Building Administrators, counselors, school psychologist). Once the TAT members reach consensus on the level of threat as "low", an unspecific entry into the student's electronic record will be made by the counselor to document the low-level threat. The Threat Assessment Document (JHH-E1) is not completed for low-level threats.
   C. The counselor may ask the student to sign a Support/Safety Contract (JHH-E2) by which the student is given a list of trusted persons to contact if feelings of intense sadness or thoughts of self-harm re-surface.
   D. Student may be referred for in-school counseling session through contracted provider.

Medium Risk

5. If the student's assessed risk of suicide is initially believed to be "medium" (ie. a substantive threat has been communicated or repeated transient threats have been made) the counselor will immediately notify the principal or designee for the initiation of the TAT process. The student will be kept under watch by an adult at all times.
   A. Notify the parent or guardian by phone and seek additional information to complete the SRAF. The phone call and any additional information will be documented with the SRAF.
   B. The counselor will share the SRAF and any other supporting documentation with the Threat Assessment Team (TAT) members for input. Once the TAT members reach consensus on the level of threat as "medium", the counselor will complete the Threat Assessment Team Document (JHH-E1) and attach the SRAF. An unspecific entry will be made into the student's electronic record by the counselor to document the medium risk threat.
   C. The counselor will call the parent(s) or guardian to have the student picked up and to debrief them on their child's suicide threat level and risk assessment. The parent or

guardian will be given a copy of the SRAF and a qualified list of mental health professionals in the area. The call and meeting will be documented.

D. The counselor will ask the student to sign a Support/Safety Contract (JHH-E2) by which the student is given a list of trusted persons to contact if feelings of intense sadness or thoughts of self-harm re-surface.
E. Upon the student's return to school the counselor will meet with the student and parent/guardian to ascertain their state of mind, to learn of the actions taken by the parent to assist the student, and to reinforce coping strategies and points of contact for help.
F. Student may be referred for in-school counseling session through contracted provider.

High Risk

6. If the student's assessed risk of suicide is initially believed to be "high" (ie. an immediate, serious, substantive threat of suicide has been communicated) the counselor will immediately notify the principal or designee for the initiation of the TAT process. **The student will be kept under watch by an adult at all times.**

A. Notify the parent or guardian by phone call and seek additional information to complete the SRAF. The phone call and any additional information will be documented on the SRAF.
B. The counselor will share the SRAF and any supporting documentation with the TAT for their input. Once the TAT reaches consensus on the level of threat as "high", the counselor will complete the Threat Assessment Team Document (JHH-E1) and attach the SRAF. An unspecific entry will be made in the student's electronic record to document the high-level threat.
C. The counselor will call the parent to pick the student up and to debrief on their child's suicide level and risk assessment. At the meeting the parent will be given a copy of the SRAF and a list of qualified mental health professionals in the area. The call and meeting with the parent will be documented.
D. If a parent or emergency contact person is unobtainable by the end of the school day, the counselor will call the Rappahannock Rapidan Community Services Board (RRCSB) staff for a pre-screen appointment. If advised by RRCSB staff to do so, the SRO will transport the student to the hospital for the pre-screen appointment. Any action by the SRO is to be carried out as discreetly as possible in order to protect the privacy of the student. The principal will contact the Superintendent or designee if transportation by the SRO is necessary.
E. Prior to the student's return to school, the principal will contact the parent for an update on the student's condition, treatment, including a medical release, and to set a meeting with parent, student, and appropriate staff for a "Tiered Support/Safety Plan" (JHH-E3, JHH-E4) to be written and implemented. The safety plan will be shared only with those persons with a need to know. An IEP or 504 plan meeting will be held, if applicable. *A 504 Plan or IEP meeting will be scheduled, if applicable.
F. Student may be referred for in-school counseling sessions.

Suicide Risk Assessment Summary Sheet

Instructions: When a student acknowledges having suicidal thoughts, use as a checklist to assess suicide risk. Items are listed in order of importance to the Risk assessment.

		Risk present, but lower	*Medium Risk*	*Higher Risk*
1.	Current Suicide Plan A. Details B. How prepared C. How soon D. How (Lethality of method) E. Chance of intervention	 _____Vague. _____Means not available. _____No specific time. _____Pills, slash wrists. _____Others present most of the time.	 _____Some specifics. _____Has means close by. _____Within a few days or hours. _____Drugs/alcohol, car wreck. _____Others available if called upon.	 _____Well thought out. _____Has means in hand. _____Immediately. _____Gun, hanging, jumping. _____No one nearby; isolated.
2.	Pain	_____Pain is bearable. _____Wants pain to stop, but not desperate. _____Identifies ways to stop the pain.	_____Pain is almost unbearable. _____Becoming desperate for relief. _____Limited ways to cope with pain.	_____Pain is unbearable. _____Desperate for relief from pain. _____Will do anything to stop the pain.
3.	Resources	_____Help available; student acknowledges that significant others are concerned and available to help.	_____Family and friends available, but are not perceived by the student to be willing to help.	____Family and friends are not available and/or are hostile, injurious, exhausted
4.	Prior Suicidal Behavior of… A. Self B. Significant Others	 _____No prior suicidal behavior. _____No significant others have engaged in suicidal behavior.	 _____One previous low lethality attempt; history of threats. _____Significant others have recently attempted suicidal behavior.	 _____One of high lethality, or multiple attempts of moderate lethality. _____Significant others have recently committed suicide.
5.	Mental Health A. Coping behaviors B. Depression C. Medical status D. Other Psychopathology	_____History of mental illness, but not currently considered mentally ill. _____Daily activities continue as usual with little change. _____Mild; feels slightly down. _____No significant medical problems. _____Stable relationships, personality, and school performance.	_____Mentally ill, but currently receiving treatment. _____Some daily activities disrupted; disturbance in eating, sleeping, and schoolwork. _____Moderate; some moodiness, sadness, irritability, loneliness, and decrease of energy. _____Acute, but short-term, or psychosomatic illness. _____Recent acting-out behavior and substance abuse; acute suicidal behavior in stable personality.	____Mentally ill and not currently receiving treatment. ____Gross disturbances in daily functioning. ____Overwhelmed with hopelessness, sadness, and feelings of helplessness. ____Chronic debilitating, or acute catastrophic, illness. ____Suicidal behavior in unstable personality; emotional disturbance; repeated difficulty with peers, family, and teacher.
6.	Stress	_____No significant stress.	_____Moderate reaction to loss and environmental changes.	____Severe reaction to loss or environmental changes.
Total Checks				

Rappahannock County Public Schools Suicide Threat Assessment Documentation

*This form shall be used to document all responses to a person's threat of suicide

General Information:

Threat Assessment Team Members: Administrator: _____

School Counselor: _____

School Psychologist: _____

Full Name of Person Assessed: _____

Date learned of threat: _____ Date Threat Occurred: _____

Who reported the threat? _____

Location of Threat: _____

Describe the communication means of the suicide threat and what the student specifically said or did to express the threat (be specific and quote the person if possible):

Describe the probable motive of the suicide threat (if discernable):

Demographic Information of the Person Who Made the Threat:

Age: _____ Gender: _____ Race/Ethnicity: _____ Grade: _____

School: _____ Special Education/504 Disability Status: _____

Contact with Parent/Guardian:

Name of Parent/Guardian: _____

Date and Time of Contact or Attempt: _____

Contact made- Describe the parent/guardian's stated plan of action:

*If no contact is made, describe attempts:

Describe Plan of Action Taken in *Loco Parentis*:

Child Protective Services called (if abuse is suspected or parent indifference is evident):

Date and time of call: _____ Person Contacted: _____

Emergency Call to RRCSB or Release to Law Enforcement (if imminent threat and no parent contact):

Date and Time of Call: Person Contacted: _____

JHH-E2

SUPPORT/SAFETY CONTRACT

I, _____ (student name)
promises to contact the following people immediately if I have any thoughts of harming myself or others.

	NAME	CONTACT INFORMATION
1.	_____	_____
2.	_____	_____
3.	_____	_____

Date: _____

Student Signature: _____

School Staff Signature: _____

JHH-E3

SAFETY PLAN

For:_____ **Date:**_____

Step 1: KNOW WHEN TO FIND HELP: What are the warning signs when you begin thinking of suicide or when you feel very distressed? These can include thoughts, moods, images, or behaviors.

STEP 2: COPING SKILLS: What can you do by yourself to take your mind off of the problem? What obstacles might there be to using these coping skills?

STEP 3: SOCIALIZING WITH FRIENDS AND FAMILY: If you are unable to deal with your distressed mood alone, contact trusted family members or friends. List several people in case your first choices are not available.

NAME	PHONE NUMBER

(Continued Next Page)

STEP 4: CONTACT PROFESSIONALS AND AGENCIES:

Contact emergency services if you continue to have suicidal thoughts or serious distress	Rappahannock and Rapidan Community Services Board Emergency Number 540-825-5656 This number is available everyday of the year at any time. If you call and no one answers, leave a message and a mental health provider will call you back A.S.A.P.
School-affiliated professional counselor	716-940-8837 or 540-273-2581
Suicide hotlines	1-800-784-2433 1-800-273-8255 1-800-799-4889 (for deaf or hard of hearing)

TIERED SUPPORT/SAFETY PLAN (EXAMPLE)

Self-harming behaviors include, but are not limited to, cutting himself/herself with any sharp object. Suicidal ideation or gestures must immediately be addressed and will initiate the RCPS protocol for handling this situation. Follow through with the threat assessment protocol.

TIER 1: Support plan when student is NOT engaging in self-harming behaviors.

- Student should utilize a non-verbal communication system to let staff know who she/he is feeling, what she/he needs, and any other important information.
- Student will let staff know when she/he is feeling anxious, unsafe, or having thoughts of harming self.
- Student should have access to a "cool off" area when needed.
- Student should access healthy coping outlets such as writing or drawing when needed.
- Student should have access to calling parent for support, if needed.
- Student should have breakfast/lunch in a designated space with few students.
- Student should be supervised at all times.

TIER 2: Safety plan when student is engaging in self-harming behaviors.

All of the items listed in the Tier 1 support plan should be utilized in addition to the following recommendations:

- Student is to be within direct supervision at all times. She/he is not to be left alone and shall have an adult escort to all destinations within the building.
- Student should not have access to any sharp objects for any reason.
- Student should have access to call parent or therapist, if needed.
- **IF** student engages in self-harming behaviors the following steps should be taken immediately:
    - Notify school nurse to assess injury
    - Contact mother and/or father
    - Contact the Rappahannock-Rapidan Community Services Board (540-825-5656)
    - Contact School Psychologist
    - Follow RCPS policy/procedures
    - Contact student's therapist

STUDENT-ATHLETE CONCUSSIONS

Generally

In order to participate in any extracurricular physical activity, each student-athlete and the student-athlete's parent or guardian must review, on an annual basis, information on concussions provided by the school division. After having reviewed materials describing the short- and long-term health effects of concussions, each student-athlete and the student-athlete's parent or guardian must sign a statement acknowledging receipt of such information, in a manner approved by the Board of Education.

Return to Play Protocol

A student-athlete suspected by that student-athlete's coach, athletic trainer, or team physician of sustaining a concussion or brain injury in a practice or game is removed from the activity at that time. A student-athlete who has been removed from play, evaluated, and suspected to have a concussion or brain injury does not return to play that day or until the student-athlete is

- evaluated by an appropriate licensed health care provider as determined by the Board of Education and
- in receipt of written clearance to return to play from such licensed health care provider.

The licensed health care provider evaluating student-athletes suspected of having a concussion or brain injury may be a volunteer.

Return to Learn Protocol

School personnel are alert to cognitive and academic issues that may be experienced by a student who has suffered a concussion or other head injury, including

- difficulty with concentration, organization, and long-term and short-term memory;
- sensitivity to bright lights and sounds; and
- short-term problems with speech and language, reasoning, planning, and problem solving.

School personnel accommodate the gradual return to full participation in academic activities of a student who has suffered a concussion or other head injury as appropriate, based on the recommendation of the student's licensed health care provider as to the appropriate amount of time that such student needs to be away from the classroom.

Procedures

The superintendent is responsible for developing, and biennially updating, procedures regarding the identification and handling of suspected concussions in student-athletes.

Athletic Activities Conducted by Non-School Organizations on School Property

The school division may provide this policy to organizations sponsoring athletic activity for student-athletes on school property. The school division does not enforce compliance with the policy by such organizations.

Adopted: March 13, 2012
Reviewed: December 9, 2014
Revised: November 10, 2015, October 11, 2016, June 11, 2019

Legal Refs.: Code of Virginia, 1950, as amended, § 22.1-271.5.

Cross Refs.:	JECB (Option 1)	Admission of Nonpublic Students for Part-Time Enrollment
	KG	Community Use of School Facilities
	KGB	Public Conduct on School Property

STUDENT-ATHLETE SUDDEN CARDIAC ARREST

In order to participate in any extracurricular physical activity, each student-athlete and the student-athlete's parent or guardian must review, on an annual basis, information provided by the school division on symptoms that may lead to sudden cardiac arrest. After reviewing the materials, each student-athlete and the student-athlete's parent or guardian must sign a statement acknowledging receipt of such information, in a manner approved by the Virginia Board of Education.

A student-athlete who is experiencing symptoms that may lead to sudden cardiac arrest must be immediately removed from play. A student-athlete who is removed from play must not return to play until the student-athlete is evaluated by and receives written clearance to return to physical activity by an appropriate licensed health care provider as determined by the Virginia Board of Education. The licensed health care provider evaluating student-athletes may be a volunteer.

The superintendent is responsible for developing, biennially reviewing, and updating procedures to implement this policy.

Adopted: April 12, 2022
Revised: May 14, 2024

Legal Refs.: Code of Virginia, 1950, as amended, § 22.1-271.8.

Cross Refs: EB School Crisis, Emergency Management, and Medical Emergency Response Plan

STUDENT-ATHLETE EXTREME HEAT SAFETY AND PROTECTION

Purpose

To prioritize the health and safety of student-athletes, the Rappahannock County School Board implements this policy to govern outdoor athletics during periods of high heat and humidity. Through the use of tiered safety procedures, equipment modifications, and supervised recovery protocols, this policy provides coaches and administrators with the necessary tools to prevent severe heat-related emergencies and ensure a safe environment for physical competition.

For purposes of this policy, heat guidelines are based on Wet Bulb Globe Temperature (WBGT) levels developed by an organization or entity whose purpose is to regulate or govern interscholastic athletics programs in the Commonwealth.

Heat-Acclimation and Modification Procedure

The scheduling or cancellation of outdoor athletics practices or games are determined in relation to parameters established in connection with the different WBGT levels and tiers of the heat-acclimation and modification procedures.

The Rappahannock County School Board establishes the following procedures for outdoor athletics practices or games with at least five tiers of procedures based on heat or humidity levels, beginning with the first tier for the lowest heat or humidity level requiring special student-athlete safety and protection precautions and the final tier for the most severe heat or humidity level before the level at which all outdoor athletics practices or games will be cancelled.

Each tier identifies:

- required equipment modifications, if applicable for the sport;
- work-to-rest ratios;
- modification of water break requirements; **and**
- use of shaded areas for rest breaks

Procedures (Based on VHSL Heat Guidelines and WBGT Levels)

Tier 1: Minimal Risk -- WBGT Range: Below 80°F (<26.7°C)

Equipment Modifications:

- No equipment modifications required
- Normal uniform and protective equipment may be worn
- Helmets and full pads permitted for contact sports

Work-to-Rest Ratios:

- Normal practice intensity and duration
- Standard water breaks every 30 minutes
- No mandatory rest periods required

Water Break Requirements:

- Water breaks every 15-20 minutes during continuous activity

- Students encouraged to drink water before feeling thirsty
- Water should be readily available at all times

Shaded Area Requirements:

- Shaded areas available but not mandatory for all breaks
- Encourage use of shade when available

Tier 2 : Low Risk – WBGT Range : 80°F – 82.4°F (26.7°C – 28.0°C)

Equipment Modifications:

- Full gear permitted
- Normal protective equipment allowed
- Monitor athletes for signs of heat stress and remove layers as necessary

Work-to-Rest Ratios:

- Work periods: Maximum 3 hour practice duration
- Normal activity intesnisty maintained
- Monitor athletes closely during extended activity

Water Break Requirements:

- Mandatory water breaks 3 times per hour
- Insist that 4-6 oz of fluid be ingested every 20 minutes
- Athletes must have access to unlimited water
- Consider sports drinks for practices exceeding 60 minutes

Shaded Area Requirements:

- All rest breaks encouraged to occur in shaded areas
- Ensure adequate shade coverage for entire team
- Portable shade structures if natural shade unavailable

Tier 3 : Moderate Risk – WBGT Range : 82.5°F – 84.9°F (28.1°C – 29.4°C)

Equipment Modifications:

- Helmets removed except during contact drills
- Reduce padding to minimum safety requirements
- Light-colored, moisture-wicking clothing recommended
- Full gear permitted during contact portions only

Work-to-Rest Ratios:

- Work periods: Maximum 3 hour practice duration
- Rest periods: As needed based on individual assessment
- Increased monitoring of athlete condition

Water Break Requirements:

- Mandatory water breaks every 15-20 minutes
- Insist that 6-8 oz of fluid be ingested every 20 minutes
- Sports drinks encouraged for extended activities
- Monitor hydration status closely

Shaded Area Requirements:

- All activities must have immediate access to shade

- Rest breaks mandatory in shaded, well-ventilated areas
- Adequate shade required for entire team

Tier 4 : High Risk – WBGT Range : 85°F – 87.4°F (29.4°C – 30.8°C)

Equipment Modifications:
- No helmets or protective padding except during brief, essential contact drills
- Lightweight, light-colored clothing only
- Remove all non-essential equipment
- Remove pads when teaching or non-contact portions exceed 10 minutes

Work-to-Rest Ratios:
- Work periods: Maximum 3 hour practice duration
- Rest periods: Every 45 minutes of work requires more than 15 minutes of rest per hour
- Reduce practice intensity by 40-50%
- Limit high-intensity activities

Water Break Requirements:
- Mandatory water breaks every 15 minutes
- Minimum 5-minute water break duration
- Athletes must consume 8-10 oz of fluid per break
- Sports drinks mandatory for practices exceeding 45 minutes
- Continuous monitoring for signs of dehydration

Shaded Area Requirements:
- All rest periods must occur in shaded, air-circulated areas
- Cooling stations or misting systems encouraged
- Indoor alternatives strongly recommended
- No prolonged activities without adequate shade

Tier 5 : Extreme Risk – WBGT Range : 87.5°F- 89.9°F (30.8°C - 32.2°C)

Equipment Modifications:
- Shirt and shorts only – no helmets or equipment
- Remove all protective gear except for brief essential contact
- Lightweight, light-colored clothing only

Work-to-Rest Ratios:
- Maximum 3 hour practice duration
- Rest periods: Minimum 20 minutes every hour
- Activities limited to reduced intesnsity
- Focus on skill development and light coniditioning

Water Break Requirements:
- Continuous access to fluids required
- Mandatory fluid intake every 15 minutes minimum
- Insist 8-10 oz of fluid to be ingested per break
- Sports drinks with electrolytes mandatory

- Pre-hydration mandatory 2-4 hours before activity
- Immediate post-activity rehydration protocol

Shaded Area Requirements:
- All activities must occur in shaded areas with air circulation
- Air-conditioned spaces preferred
- Multiple cooling stations required (ice baths, cooling towels, fans)
- Medical personnel should be present or immediately available

Tier 6 : Critical Risk – WBGT Range : 90°F+ (32.2°C +) No Outdoor Activities

Equipment Modifications:
- No Outdoor practices, scrimmages, or competitions
- If activities conducted indoors, lightweight clothing only
- No protective equipment of any kind

Work-to-Rest Ratios:
- All outdoor activities cancelled
- Indoor activities must follow heat policy guidelines
- Significantly reduced intensity if any indoor activity occurs

Water Break Requirements:
- Re-hydrate 24 oz for every pound of body weight loss per day
- Continuous hydration monitoring required
- Electrolyte replacement mandatory
- Pre and post-activity weight monitoring

Shaded Area Requirements:
- All outdoor activities cancelled
- Indoor activities must follow heat policy guidelines
- Emergency cooling protocols must be in place
- Medical personnel must be present

Cancellation of Athletics Practice or Games

Any athletics practice or game that is scheduled to take place during a time when the WBGT is above the highest tier addressed in the Heat-Acclimation and Modification Procedure, such event will be cancelled.

Hydration and Cooling Space

Each student-athlete is given unhindered access at all times to hydration and a cooling space. The cooling space may be a shaded or air-conditioned area. Ice is made available and provided to each student-athlete and coach at any time there is a WBGT level of 80 degrees Fahrenheit or higher.

Additional Procedures

The Superintendent establishes:

- parameters for scheduling and cancelling outdoor athletics practices or games in accordance with the heat-acclimation and modification procedure;
- procedures relating to preventing, recognizing, and addressing heat-related illnesses, including dehydration, heat syncope, heat exhaustion, and heat stroke; **and**
- a process for reporting and investigating any instance in which a student athlete experiences a severe heat-related illness requiring emergency medical treatment or resulting in death.

Adopted: July 15, 2025
Revised: July 14, 2026

Legal Ref.: Code of Virginia, 1950, as amended, § 22.1-271.10.

Cross Ref.:	EB	School Crisis, Emergency Management and Medical Emergency Response Plan
	EBBA	Emergency First Aid, CPR and AED Certified Personnel
	JJAF	Student-Athlete Sudden Cardiac Arrest
	KG	Community Use of School Facilities
	KGB	Public Conduct on School Property

FUNDRAISING AND SOLICITATION

All fundraising activities conducted for the benefit of the school division must provide an educational benefit to students and must not interfere with the instructional program. All fundraising activities conducted by school-sponsored organizations or clubs must be approved in advance by the principal. Fundraising refers to the raising of non-appropriated funds by students, parents, or others for the educational benefit of students and their schools.

Students may participate in fundraising activities provided such activities are approved in writing and carefully monitored and regulated by the school principal or principal's designee. Elementary school students may not participate in door-to-door solicitation. Students are not excused from class to participate in fundraising activities. No grade is affected by a student's participation, or lack of participation, in a fundraising activity.

Each principal develops and maintains a list of all approved fundraising activities and reports all activities to the superintendent pursuant to procedures issued by the superintendent.

The superintendent periodically furnishes the School Board with an up-to-date listing of all fundraising activities being conducted in the school division.

Adopted: August 8, 1995
Reviewed: May 11, 1999
Revised: November 12, 2002, June 10, 2008
Reviewed: December 9, 2014
Revised: November 10, 2015, March 12, 2019, April 13, 2021

Legal Ref.: Code of Virginia, 1950, as amended, §§ 22.1-70, 22.1-78.

Cross Refs.:	IIBEA/GAB	Acceptable Computer System Use
	IICA	Field Trips
	JHCF	Student Wellness
	KGA	Sales and Solicitations in Schools
	KJ	Advertising in the Schools
	KMA	Relations with Parent Organizations
	KQ	Commercial, Promotional, and Corporate Sponsorships and Partnerships

FINANCIAL AID INFORMATION AND GUIDANCE FOR HIGH SCHOOL STUDENTS

Purpose

The Rappahannock County School Board is committed to supporting student awareness of financial aid opportunities, including the Free Application for Federal Student Aid (FAFSA). This policy is intended to promote student awareness of and access to financial aid in compliance with Va. Code § 22.1-206.4.1

Definition

For purposes of this policy, "Student Financial Aid Application," as defined in Va. Code § 22.1-206.4, means the Free Application for Federal Student Aid (FAFSA) to be submitted to the U.S. Department of Education. Nothing in this definition shall be construed to limit the division's obligation to provide information regarding alternative financial aid applications, including the Virginia Alternative State Aid (VASA) application, as required by law.

Annual Requirement

The Rappahannock County School Division must provide each high school student and the parent or guardian of each high school student with guidance and information on student financial aid applications, to include resources, eligibility criteria, and deadlines.

The division must also provide additional guidance and informational materials, as provided by the Virginia Department of Education, on alternatives to FAFSA, such as the Viriginia Alternative Student Aid application, for the purposes of promoting awareness of federal and state financial aid programs, resources, eligibility criteria, application deadlines, and other processes and requirements.

The division must post data relating to student financial aid applications in a publicly accessible location on the division website.

Goal Setting, Data Collection, and Reporting

The Rappahannock County School Division and Rappahannock County High School must establish a five-year goal for increasing the percentage of high school students who complete a Student Financial Aid Application during the student's final school year before graduation. The division and high school should review their progress toward achieving their goals and report relevant data to the Department of Education, as required.

Students are not required to complete such financial aid applications, and students and parents may decline to participate.

In implementing this policy, division personnel must not disclose any student's personally identifiable information except that which is necessary and permitted by law.

Implementation

The division will implement this policy in accordance with the procedures developed by the Superintendent or Superintendent's designee.

Adopted: July 14, 2026

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Legal Ref.: Code of Virginia, 1950, as amended, § 22.1-206.4.

Cross Ref.: JO Student Records

Physical restraint and seclusion may only be used by Rappahannock County School Board staff for the purpose of behavioral intervention in accordance with this policy and the Virginia Board of Education Regulations Governing the Use of Seclusion and Restraint in Public Elementary and Secondary Schools in Virginia. The Rappahannock County School Board encourages the use of positive behavioral interventions and supports to reduce and prevent the need for the use of physical restraint and seclusion.

The superintendent is responsible for developing procedures to address the requirements of the Board of Education Regulations. Those procedures shall include:

- examples of the positive behavioral interventions and support strategies consistent with the student's rights to be treated with dignity and to be free from abuse that the school division uses to address student behavior, including the appropriate use of effective alternatives to physical restraint and seclusion;
- a description of initial and advanced training for school personnel that addresses appropriate use of effective alternatives to physical restraint and seclusion and the proper use of restraint and seclusion;
- a statement of the circumstances in which physical restraint and seclusion may be employed, which shall be no less restrictive than that set forth in 8 VAC 20-750-40 and 8 VAC 20-750-50;
- provisions addressing the
    - notification of parents regarding incidents of physical restraint or seclusion, including the manner of such notification;
    - documentation of the use of physical restraint and seclusion;
    - continuous visual monitoring of the use of any physical restraint or seclusion to ensure the appropriateness of such use and the safety of the student being physically restrained or secluded, other students, school personnel, and others. These provisions shall include exceptions for emergency situations in which securing visual monitoring before implementing the physical restraint or seclusion would, in the reasonable judgment of the school personnel implementing the physical restraint or seclusion, result in serious physical harm or injury to persons;
    - securing of any room in which a student is placed in seclusion. These provisions shall ensure that any seclusion room or area meet specifications for size and viewing panels that ensure the student's safety at all times, including during a fire or other emergency; and
    - the appropriate use and duration of seclusion based on the age and development of the student.

The School Board reviews this policy at least annually and updates it as appropriate. The superintendent reviews the procedures at least annually and updates them as appropriate.

Adopted: December 9, 2014
Revised: August 11, 2020, April 12, 2022, May 14, 2024, April 8, 2025

Legal Ref.: Code of Virginia, 1950, as amended, §§ 22.1-16, 22.1-279.1, 22.1-279.1:1.

8 VAC 20-750-40, 8 VAC 20-750-50, 8 VAC 20-750-70.

Cross Refs.:		
	EB	School Crisis, Emergency Management, and Medical Emergency Response Plan
	EBB	Threat Assessment Teams
	IGBA	Programs for Students with Disabilities
	JFC	Student Conduct
	JGA	Corporal Punishment
	JGDA	Disciplining Students with Disabilities
	JGDB	Discipline of Students with Disabilities for Infliction of Serious Bodily Injury
	KNAJ	Relations with Law Enforcement Authorities

File : JM-R

Restraint/Seclusion Statement of Procedures: Rappahannock County Public Schools

Physical restraint and seclusion may only be used by RCPS staff for the purpose of behavioral intervention in accordance with School Board Policy JM. The School Board encourages the use of positive behavioral intervention and supports (PBIS) to reduce and prevent the need for the use of physical restraint and seclusion. Administration and other essential staff members are annually trained in using the MANDT system to support this goal. In addition, the RCPS Mental Health Innovators Team provides school-wide and individual support for PBIS through coaching, modeling, and the development of personal behavior plans.

Physical restraint and seclusion may be utilized in the following circumstances:

A. School personnel may implement physical restraint or seclusion only when other interventions are, or would be, in the reasonable judgment of the particular school personnel implementing physical restraint or seclusion in an emergency situation, ineffective and only to:

1. Prevent a student from inflicting serious physical harm or injury to self or others;

2. Quell a disturbance or remove a student from the scene of a disturbance in which such student's behavior or damage to property threatens serious physical harm or injury to persons.

3. Defend self or others from serious physical harm or injury;

4. Obtain possession of controlled substances or paraphernalia which are upon the person of the student or within the student's control; or

5. Obtain possession of weapons or other dangerous objects that are upon the person of the student or within the student's control.

B. Physical restraint and seclusion shall be discontinued as soon as the imminent risk of serious physical harm or injury to self or others presented by the emergency situation has dissipated.

Standards for Seclusion include:

A. School divisions electing to use seclusion as permitted by this chapter shall meet the following structural and physical standards for rooms designated by the school to be used for seclusion:

1. Any seclusion room or area shall be free of any objects or physical features that may cause injury to the student.

2. Any seclusion room or area shall be of sufficient dimensions, and shall have sufficient lighting, heating, cooling and ventilation to comport with the dignity and safety of the student.

3. Windows in the seclusion room shall be constructed to minimize breakage and otherwise prevent the occupant from harming himself.

4. All space in the seclusion room shall be visible through the door, either directly or by mirrors.

B. School divisions electing to use seclusion shall provide for the continuous visual monitoring of any seclusion, either by the presence of school personnel in the seclusion room or area or observation by school personnel through a window, viewing panel, or half-door.

C. Duration of seclusion shall be no longer than 5 to 30 minutes for elementary school students and 5 to 60 minutes for high school students.

In the event physical restraint or seclusion are necessary, a written incident report will be completed to document the incident and will be provided to parents (see page 3). Emergency situations in which securing visual monitoring before the implementation of restraint or seclusion would result in serious physical harm or injury to persons are exceptions to these provisions.

File : JM-R

Incident Report for Restraint and Seclusion

Date of Report: _____

Person Completing Report: _____

Student name: _____

Age: _____ Gender: _____

Grade: _____ Ethnicity: _____

Location of the incident: _____

Date: _____ Time: _____

Total duration of incident, including documentation of the beginning and ending time of each application of physical restraint or seclusion:

_____

The school personnel involved in the incident, their roles in the use of physical restraint or seclusion, and their completion of the division's training program:

_____

_____

Description of the incident, including the resolution and process of return of the student to his educational setting, if appropriate:

_____

_____

_____

A detailed description of the physical restraint or seclusion method used:

_____

Student behavior that justified the use of physical restraint or seclusion:

_____

_____

Description of prior events and circumstances prompting the student's behavior, to the extent known:

_____

_____

_____

Less restrictive interventions attempted prior to the use of physical restraint or seclusion, and an explanation if no such interventions were employed:

_____

_____

Circle if applicable: The student has an IEP, a Section 504 plan, a BIP, or other plan;

If a student, school personnel or any other individual sustained bodily injury, the date and time of nurse or response personnel notification and the treatment administered, if any:

_____

_____

Date, time, and method of parental notification of the incident:

_____

Date, time of school personnel debriefing: _____

Signature of Staff Member Completing Report: _____

Date: _____

STUDENT FEES, FINES AND CHARGES

The School Board charges student fees and takes action to recover funds for the loss of or damage to School Board property in accordance with the state and federal law. No fee may be charged unless it has been approved by the School Board.

The School Board provides, free of charge, such textbooks as are required for courses of instruction for each child attending public schools. Consumable materials such as workbooks, writing books, and drawing books may be purchased by the School Board and either provided to students at no cost or sold to students at a retail price not to exceed seven percent added to the publisher's price. If sold, the School Board ensures that workbooks, writing books, and drawing books are furnished to students who are unable to afford them at a reduced price or free of charge. Fees are not charged to students for instructional materials, textbooks, or other materials used by a School Board employee that are not directly used by a public school student.

The following fees are charged:

- Parking fees
- Club dues (NHS, Ski, SCA, Latin, Spanish)
- Field trips
- Overdue or lost or damaged library books
- Lost or damaged textbooks and Fine Arts materials
- Behind-the-wheel portion of the driver's education program

Fees may be charged for 1) optional services such as parking or locker rental; 2) student-selected extracurricular activities; 3) class dues; 4) field trips or educationally-related programs that are not required instructional activities; 5) fees for musical instruments, as long as the instruction in the use of musical instruments is not part of the required curriculum; 6) distance learning classes for enrichment which are not necessary to meet the requirements for a diploma; 7) summer school, unless the classes are required for remediation as prescribed by the Standards of Quality; 8) overdue or lost or damaged library books; 9) lost or damaged textbooks; 10) consumable materials such as workbooks, writing books, drawing books and fine arts materials and supplies; however, workbooks, writing books, drawing books and fine arts materials and supplies must be furnished to students who are unable to afford them at a reduced price or free of charge; fees may not be charged to students for instructional materials, textbooks, or other materials that are not directly used by a public school student; 11) the behind-the-wheel portion of the driver's education program; 12) a fee not to exceed a student's pro rata share of the cost of providing transportation for voluntary extracurricular activities; and

the preparation and distribution of official paper copies of student transcripts; a reasonable number of copies of official paper copies must be provided for free before a charge is levied for additional official copies; official electronic copies of student transcripts must be provided for free.

Fees may not be charged 1) as a condition of school enrollment, except for students who are not of school age or who do not reside within the jurisdiction; 2) for instructional programs and activities, or materials required for instruction, except as specified in by 8 VAC 20-720-80.H; 3) for textbooks or textbook deposits; however, a reasonable fee or charge for lost or damaged textbooks may be charged; 4) for pupil transportation to and from school; or 5) for summer school programs or other forms of remediation required by the Standards of Quality.

Fees are reduced or waived for economically disadvantaged students and students whose families are undergoing economic hardships and are financially unable to pay them, including but not limited to, families receiving unemployment benefits or public assistance, including Temporary Assistance for Needy Families (TANF), Supplemental Nutrition Assistance Program (SNAP), Supplemental Security Income (SSI) or Medicaid; foster families caring for children in foster care; and families that are homeless.

Each time a fee is charged, notice is given that a fee waiver may be requested. The notice includes directions as to how to apply for a waiver.

This policy is provided to parents annually and posted on the division's website.

The consequences for nonpayment of fees include exclusion from the activity related to the fee.

No student's report card, diploma or class schedule is withheld because of nonpayment of fees or charges. No student is suspended or expelled for nonpayment of fees or charges.

The School Board upon recommendation of the superintendent may take action against a pupil or the 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, caused or committed by such pupil in pursuit of the pupil's studies. 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.

Adopted: August 8, 1995
Reviewed: May 11, 1999, August 9, 2005
Revised: November 11, 2008, May 14, 2013
Reviewed: December 9, 2014
Revised: April 11, 2023

Legal Refs.: Code of Virginia, 1950, as amended, §§ 8.01-43, 22.1-6, 22.1-243, 22.1-280.4.

8 VAC 20-720-80.

Cross Refs.: ECAB Vandalism
IIA Instructional Materials

STUDENT FEES, FINES AND CHARGES REGULATION

Fees may be charged for:

- Optional services such as parking, not to exceed $40.00 per year
- Replacement for negligent or destruction of school issued lock not to exceed $5.00. No fee for the use of a locker.
- Student-selected extracurricular activities, not to exceed $10.00 membership fee per activity
- Field trips or educationally-related programs that are not required instructional activities, not to exceed $20.00 per trip
- Overdue or lost or damaged library books, not to exceed actual cost for replacement
- Lost or damaged textbooks, not to exceed actual cost for replacement
- A fee not to exceed a student's pro rata share of the cost of providing transportation for voluntary extracurricular activities

Fees may not be charged:

- As a condition of school enrollment, except for students who are not of school age or who do not reside within the jurisdiction
- For instructional programs and activities, or materials required for instruction, except as specified in by 8 VAC 20-720-80.H
- For textbooks or textbook deposits
- For pupil transportation to and from school
- For summer school programs or other forms of remediation required by the Standards of Quality.

Fees are reduced or waived for economically disadvantaged students and students whose families are undergoing economic hardships and are financially unable to pay them, including but not limited to, families receiving unemployment benefits or public assistance, including Temporary Assistance for Needy Families (TANF), Supplemental Nutrition Assistance Program (SNAP), Supplemental Security Income (SSI) or Medicaid; foster families caring for children in foster care; and families that are homeless.

Each time a fee is charged, notice will be given that a fee waiver may be requested. The notice will include directions as to how to apply for a waiver.

This policy will be provided to parents annually and posted on the division's website.

The consequences for nonpayment of fees include exclusion from the activity related to the fee.

No student's report card, diploma or class schedule will be withheld because of nonpayment of fees or charges. No student will be suspended or expelled for nonpayment of fees or charges.

The School Board upon recommendation of the superintendent may take action against a pupil or the 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, caused or committed by such pupil in pursuit of his studies. 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.

Adopted: November 12, 2013
Reviewed: December 9, 2014

STUDENT RECORDS

Generally

The Rappahannock County School Board maintains accurate and complete records for every student enrolled in the public schools in accordance with all federal and state laws.

The superintendent and/or his designee(s) is responsible for the collection of data, record maintenance and security, access to, and use of records, confidentiality of personally identifiable information, dissemination of information from records, and destruction of records, including the destruction of personally identifiable information regarding a student with a disability at the request of the parents. The superintendent also provides for notification of all school division personnel of policy and procedures for management of education records and notification of parents and students of their rights regarding student records, including the right to obtain, upon request, a copy of this policy.

Definitions

For the purposes of this policy, the Rappahannock County Public Schools uses the following definitions.

Authorized representative – any entity or individual designated by a state or local educational authority or an agency headed by an official listed in 34 CFR § 99.31(a)(3) to conduct, with respect to federal- or state-supported education programs, any audit or evaluation, or any compliance or enforcement activity in connection with federal legal requirements that relate to these programs.

Directory information - information contained in a student's education record that would not generally be considered harmful or an invasion of privacy if disclosed. Directory information may include information such as the student's name, address, telephone listing, electronic mail address, photograph, date and place of birth, major field of study, grade level, enrollment status, dates of attendance, participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors, and awards received, and the most recent educational institution attended. Directory information may not include the student's social security number. Directory information may include a student identification number or other unique personal identifier used by a student for accessing or communicating in electronic systems if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a personal identification number, password, or other factor known or possessed only by the authorized user or a student ID number or other unique personal

identifier that is displayed on a student ID badge, if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity such as a PIN or password or other factor known or possessed only by the authorized user.

Early childhood education program – a Head Start program or an Early Head Start program, a state licensed or regulated child care program, or a program that serves children from birth through age six that addresses the children's cognitive, social, emotional, and physical development and is a state prekindergarten program, a program under section 619 or Part C of the Individuals with Disabilities Education Act, or a program operated by a local educational agency.

Education program - any program that is principally engaged in the provision of education, including, but not limited to, early childhood education, elementary and secondary education, postsecondary education, special education, job training, career and technical education, and adult education, and any program that is administered by an educational agency or institution.

Education records - any information recorded in any way including handwriting, print, computer media, video or audiotape, film, microfilm, and microfiche maintained by the Rappahannock County School Board or an agent of the school division which contains information directly related to a student, except

- records that are kept in the sole possession of the maker, are used only as a personal memory aid, and are not accessible or revealed to another person except a temporary substitute for the maker of the record;
- records created and maintained for law enforcement purposes by the Rappahannock County School Board's law enforcement unit, if any. A law enforcement unit is any individual, office, department, or division of the school division that is authorized to enforce any local, state, or federal law, refer enforcement matters to appropriate authorities or maintain the physical security and safety of the school division;
- in the case of persons who are employed by the Rappahannock County School Board but who are not in attendance at a school in the division, records made and maintained in the normal course of business which relate exclusively to the person in his capacity as an employee;
- records created or received after an individual is no longer in attendance and that are not directly related to the individual's attendance as a student;
- grades on peer-graded papers before they are collected and recorded by a teacher;
- any electronic information, such as email, even if it contains personally identifiable information regarding a student, unless a printed copy of the electronic information is placed in the student's file or is stored electronically under an individual student's name on a permanent and secure basis for the purpose of being maintained as an educational

record. For purposes of this policy, electronic information that exists on a back-up server, a temporary archiving system, or on a temporary basis on a computer is not an education record and is not considered as being maintained; and

- If the student or student's parent participates in the Address Confidentiality Program pursuant to Va. Code § 2.2-515.2, the student's street address or route number is not part of the student's educational records.

Electronic communications via emails or facsimiles regarding any matter associated with a child with disabilities, including matters related to Individualized Education Plan (IEP) meetings, disciplinary actions, or service delivery, are part of the child's educational record.

Eligible student - a student who has reached age 18.

Parent - a parent of a student, including a natural parent, a guardian, or an individual acting as a parent in the absence of a parent or guardian.

Student - any person who is or has been in attendance at Rappahannock County Public Schools regarding whom the school division maintains education records or personally identifiable information.

Dissemination and Maintenance of Records About Court Proceedings

Adjudications

The superintendent shall disseminate the notice or information regarding an adjudication of delinquency or conviction for an offense listed in Va. Code § 16.1-260.G. contained in a notice received pursuant to Va. Code § 16.1-305.1 to school personnel responsible for the management of student records and to other relevant school personnel, including, but not limited to, the principal of the school in which the student is enrolled. The principal shall further disseminate such information to licensed instructional personnel and other school personnel who (1) provide direct educational and support services to the student and (2) have a legitimate educational interest in such information.

A parent, guardian, or other person having control or charge of a student, and, with consent of a parent or in compliance with a court order, the court in which the disposition was rendered, shall be notified in writing of any disciplinary action taken with regard to any incident upon which the adjudication of delinquency or conviction for an offense listed in subsection G of Va. Code § 16.1-260 was based and the reasons therefor. The parent or guardian shall also be notified of his or her right to review, and to request an amendment of, the student's scholastic record.

Every notice of adjudication of delinquency or conviction for an offense listed in subsection G of Va. Code § 16.1-260 received by a superintendent, and information contained in the notice, which is not a disciplinary record as defined in Board of Education regulations, shall be maintained by him and by any others to whom he disseminates it, separately from all other records concerning the student. However, if the school administrators or the School Board takes disciplinary action against a student based upon an incident which formed the basis for the adjudication of delinquency or conviction for an offense listed in subsection G of Va. Code § 16.1-260, the notice shall become a part of the student's disciplinary record.

Any notice of disposition received pursuant to Va. Code § 16.1-305.1 shall not be retained after the student has been awarded a diploma or a certificate as provided in Va. Code § 22.1-253.13:4.

Petitions and Reports

The superintendent shall not disclose information contained in or derived from a notice of petition received pursuant to Va. Code § 16.1-260 or report received pursuant to Va. Code § 66-25.2:1 except as follows:

- If the juvenile is not enrolled as a student in a public school in the division to which the notice or report was given, the superintendent shall promptly so notify the intake officer of the juvenile court in which the petition was filed or the Director of the Department which sent the report and may forward the notice of petition or report to the superintendent of the division in which the juvenile is enrolled, if known.
- Prior to receipt of the notice of disposition in accordance with Va. Code § 16.1-305.1 the superintendent may disclose the fact of the filing of the petition and the nature of the offense to the principal of the school in which the student is enrolled if the superintendent believes that disclosure to school personnel is necessary to ensure the physical safety of the student, other students, or school personnel within the division. The principal may further disseminate the information regarding a petition, after the student has been taken into custody, whether or not the child has been released, only to those students and school personnel having direct contact with the student and need of the information to ensure physical safety or the appropriate educational placement or other educational services.
- If the superintendent believes that disclosure of information regarding a report received pursuant to Va. Code § 66-25.2:1 to school personnel is necessary to ensure the physical safety of the student, other students, or school personnel, he may disclose the information to the principal of the school in which the student is enrolled. The principal may further disseminate the information regarding such report only to school personnel as necessary to protect the student, the subject or subjects of the danger, other students, or school personnel.

Protective Orders and Orders Prohibiting Contact with a Child

Any school principal who receives notice that a circuit court, general district court, juvenile and domestic relations district court, or magistrate has issued a protective order for the protection of any child who is enrolled at the school, or any other order prohibiting contact with such a child, notifies licensed instructional personnel and other school personnel who (i) provide direct educational or support services to the protected child or the child subject to the order, (ii) have a legitimate educational interest in such information, and (iii) are responsible for the direct supervision of the protected child or the child subject to the order that such order has been issued.

Annual Notification

The school division annually notifies parents and eligible students of their rights under the Family Educational Rights and Privacy Act (FERPA) including

- the right to inspect and review the student's education records and the procedure for exercising this right;
- the right to request amendment of the student's education records that the parent believes to be inaccurate, misleading or in violation of the student's privacy rights and the procedure for exercising this right;
- the right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent;
- the type of information designated as directory information and the right to opt out of release of directory information;
- that the school division releases records to other institutions that have requested the records and in which the student seeks or intends to enroll or is already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer;
- the right to opt out of the release of the student's name, address, and phone number to military recruiters or institutions of higher education that request such information;
- a specification of the criteria for determining who constitutes a school official and what constitutes a legitimate educational interest; and
- the right to file complaints with the Family Policy Compliance Office in the United States Department of Education concerning the school division's alleged failure to comply with FERPA.

Procedure to Inspect Education Records

Parents of students or eligible students may inspect and review the student's education records within a reasonable period of time, which shall not exceed 45 days, and before any meeting regarding an IEP or hearing involving a student with a disability. Further, parents have the right to a response from the school division to reasonable requests for explanations and interpretations of the education record.

Parents or eligible students should submit to the student's school principal a written request which identifies as precisely as possible the record or records he or she wishes to inspect.

The principal (or appropriate school official) will make the needed arrangements for access as promptly as possible and notify the parent or eligible student of the time and place where the records may be inspected.

When a record contains information about students other than a parent's child or the eligible student, the parent or eligible student may not inspect and review the portion of the record which pertains to other students.

Copies of Education Records

The Rappahannock County Public Schools will not provide a parent or eligible student a copy of the student's education record unless failure to do so would effectively prevent the parent or eligible student from exercising the right to inspect and review the records.

Fees for Copies of Records

Fees for copies are charged in accordance with state and federal law and regulations, including the Virginia Freedom of Information Act and FERPA.

Types, Locations, and Custodians of Education Records

The Rappahannock County Public School shall provide parents on request a list of the types and locations of education records collected, maintained, or used by the school division.

The following is a list of the types of records that the Rappahannock County Public Schools maintain, their locations, and their custodians.

Types	Location	Custodian	Information
Regular Education Permanent Records	Elementary School	Guidance Office	All Records
Regular Education Permanent Records	High School	Guidance Office	All Records
Special Education	Respective Schools	Guidance Office	All Records

Redaction of Foster Parent Address

Notwithstanding any other provision of law to the contrary, upon written request of a foster parent of an enrolled student, a school board employee shall redact the address of the foster parent prior to providing to the student's parent any record containing such address.

Disclosure of Education Records

The Rappahannock County Public Schools discloses education records or personally identifiable information contained therein only with the written consent of the parent or eligible student except as authorized by law. Exceptions which permit the school division to disclose education record information without consent include the following.

1. To school officials who have a legitimate educational interest in the records.
   A school official is:
   - a person employed by the School Board
   - a person appointed or elected to the School Board
   - a person employed by or under contract to the School Board to perform a special task, such as an attorney, auditor, medical consultant, or therapist
   - a contractor, consultant, volunteer, or other party to whom the school division has outsourced services or functions for which the school division would otherwise use employees and who is under the direct control of the school division with respect to the use and maintenance of education records

   A school official has a legitimate educational interest if the official is:
   - performing a task that is specified in his or her position description or by a contract agreement
   - performing a task related to a student's education
   - performing a task related to the discipline of a student
   - providing a service or benefit relating to the student or student's family, such as health care, counseling, job placement, or financial aid

2. To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll or where the student is already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer.
3. To certain officials of the U.S. Department of Education, the United States Attorney General, the Comptroller General, and state educational authorities, in connection with certain state or federally supported education programs and in accordance with applicable federal regulations.
4. In connection with a student's request for or receipt of financial aid as necessary to determine the eligibility, amount, or conditions of the financial aid, or to enforce the terms and conditions of the aid.
5. For the purpose of furthering the ability of the juvenile justice system to effectively serve the pupil prior to adjudication. The principal or his designee may disclose identifying information from a pupil's scholastic record to state or local law-enforcement or correctional personnel, including a law-enforcement officer, probation officer, parole officer or administrator, or a member of a parole board, seeking information in the

   course of his duties; an officer or employee of a county or city agency responsible for protective services to children, as to a pupil referred to that agency as a minor requiring investigation or supervision by that agency; attorneys for the Commonwealth, court services units, juvenile detention centers or group homes, mental and medical health agencies, state and local children and family service agencies, and the Department of Juvenile Justice and to the staff of such agencies. Prior to disclosure of any such scholastic records, the persons to whom the records are to be disclosed shall certify in writing to the principal or his designee that the information will not be disclosed to any other party, except as provided under state law, without the prior written consent of the parent of the pupil or by such pupil if the pupil is eighteen years of age or older.

6. To organizations conducting studies for, or on behalf of, educational agencies or institutions to develop, validate or administer predictive tests; administer student aid programs; or improve instruction. The studies must be conducted in a manner that does not permit personal identification of parents and students by individuals other than representatives of the organization that have legitimate interests in the information. The information must be destroyed when it is no longer needed for the purposes for which the study was conducted. The School Board must enter into a written agreement with the organization conducting the study which
   - specifies the purpose, scope, and duration of the study or studies and the information to be disclosed;

- requires the organization to use personally identifiable information from education records only to meet the purpose or purposes of the study stated in the written agreement;
- requires the organization to conduct the study in a manner that does not permit personal identification of parents and students by anyone other than representatives of the organization with legitimate interests; and
- requires the organization to destroy all personally identifiable information when the information is no longer needed for the purposes for which the study was conducted and specifies the time period in which the information must be destroyed.

7. To accrediting organizations to carry out their functions.
8. To parents of an eligible student who claim the student as a dependent for income tax purposes.
9. To the entities or persons designated in judicial orders or subpoenas as specified in FERPA.
10. To appropriate parties in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals. If the school division releases information in connection with an emergency, it will record the following information:
    - the articulable and significant threat to the health or safety of a student or other individuals that formed the basis for the disclosure; and
    - the parties to whom the division disclosed the information.
11. To an agency caseworker or other representative of a state or local child welfare agency or tribal organization who has the right to access a student's case plan when such agency or organization is legally responsible for the care and protection of the student.
12. Directory information so designated by the school division.
13. When the disclosure concerns sex offenders and other individuals required to register under section 170101 of the Violent Crime Control and Law Enforcement Act of 1994, 42 U.S.C. § 14071, and the information was provided to the division under 42 U.S.C. § 14071 and applicable federal guidelines.

The school division discloses or makes available to a guardian ad litem, on request, any information, records, or reports concerning a student for whom a petition for guardianship or conservatorship has been filed that the guardian ad litem determines are necessary to perform his duties under Va. Code § 64.2-2003.

The school division will use reasonable methods to identify and authenticate the identity of parents, students, school officials, and any other parties to whom it discloses personally identifiable information from education records.

Unauthorized Disclosure of Electronic Records

In cases in which electronic records containing personally identifiable information are reasonably believed to have been disclosed in violation federal or state law applicable to such information, the school division shall notify, as soon as practicable, the parent of any student affected by such disclosure, except as otherwise provided in Va. Code §§ 32.1-127.1:05 or 18.2-186.6. Such notification shall include the (i) date, estimated date, or date range of the disclosure; (ii) type of information that was or is reasonably believed to have been disclosed; and (iii) remedial measures taken or planned in response to the disclosure.

Disclosure to Federal Agencies

Notwithstanding any other provision of law or policy, no member or employee of the Rappahannock County School Board will transmit personally identifiable information, as that term is defined in FERPA and related regulations, from a student's record to a federal government agency or an authorized representative of such agency except as required by federal law or regulation.

Disclosure of Information Relating to Home Instructed Students

Neither the superintendent nor the School Board shall disclose to the Department of Education or any other person or entity outside of the local school division information that is provided by a parent or student to satisfy the requirements of Policy LBD Home Instruction or subdivision B 1 of Va. Code § 22.1-254. However, the superintendent or School Board may disclose, with the written consent of a student’s parent, such information to the extent provided by the parent’s consent. Nothing in this policy prohibits the superintendent from notifying the Superintendent of Public Instruction of the number of students in the school division receiving home instruction.

Audit or Evaluation of Education Programs

Authorized representatives of the Comptroller General of the United States, the Attorney General of the United States, the federal Secretary of Education, and state and local educational authorities may have access to education records in connection with an audit or evaluation of federal- or state- supported education programs, or for the enforcement of or compliance with federal legal requirements that relate to those programs.

Any authorized representative other than an employee must be designated by a written agreement which

- designates the individual or entity as an authorized representative;
- specifies the personally identifiable information to be disclosed, specifies that the purposes for which the personally identifiable information is disclosed to the authorized representative is to carry out an audit or

evaluation of federal- or state-supported education programs, or to enforce or comply with federal legal requirements that relate to those programs; and specifies a description of the activity with sufficient specificity to make clear that the work falls within the exception of 34 CFR § 99.31(a)(3) including a description of how the personally identifiable information will be used;

- requires the authorized representative to destroy personally identifiable information when the information is no longer needed for the purpose specified;
- specifies the time period in which the information must be destroyed; and
- establishes policies and procedures, consistent with FERPA and other federal and state confidentiality and privacy provisions, to protect personally identifiable information from further disclosure and unauthorized use, including limiting use of personally identifiable information to only authorized representatives with legitimate interests in the audit or evaluation of a federal- or state-supported education program or for compliance or enforcement of federal legal requirements related to such programs.

Military Recruiters and Institutions of Higher Learning

The Rappahannock County Public Schools provides, on request made by military recruiters or an institution of higher education, access to secondary school students' names, addresses and telephone listings unless a parent or eligible student has submitted a written request that the student's name, address and telephone listing not be released without the prior written consent of the parent or eligible student. The school division notifies parents of the option to make a request and complies with any request.

The school division provides military recruiters the same access to secondary school students as is provided generally to post-secondary educational institutions or to prospective employers of those students.

Record of Disclosure

The Rappahannock County Public Schools maintains a record, kept with the education records of each student, indicating all individuals (except school officials who have a legitimate educational interest in the records), agencies or organizations which request or obtain access to a student's education records. The record will indicate specifically the legitimate interest the party had in obtaining the information. The record of access will be available only to parents, to the school official and his assistants who are responsible for the custody of such records and to persons or organizations which audit the operation of the system.

The requirements related to records of disclosure stated above do not apply to disclosures made pursuant to an ex parte order issued by a court at the request of the United States Attorney General (or any federal officer or employee, in a position not lower than an Assistant Attorney General, designated by the Attorney General) seeking to collect education records relevant to an authorized investigation or prosecution of international terrorism as defined in 18 U.S.C. § 2331 or other acts listed in 18 U.S.C. § 2332b(g)(5)(B).

Personal information will only be transferred to a third party on the condition that such party will not permit any other party to have access to such information without the written consent of the parents of the student. If a third party permits access to information, or fails to destroy information, the division will not permit access to information from education records to that third party for a period of at least five years.

Directory Information

The Rappahannock County School Board notifies parents and eligible students at the beginning of each school year what information, if any, it has designated as directory information, the right to refuse to let the division designate any or all of such information as directory information, and the period of time to notify the division, in writing, that he or she does not want any or all of those types of information designated as directory information. The notice may specify that disclosure of directory information will be limited to specific parties, for specific purposes, or both. If the School Board specifies that disclosure of directory information will be so limited, the disclosures of directory information will be limited to those specified in the public notice.

No school discloses the address, telephone number, or email address of a student pursuant to the Virginia Freedom of Information Act unless the parent or eligible student affirmatively consents in writing to such disclosure. Except as required by state or federal law, no school discloses the address, telephone number, or email address of a student pursuant to 34 C.F.R. § 99.31(a)(11) unless (a) the disclosure is to students enrolled in the school or to school board employees for educational purposes or school business and the parent or eligible student has not opted out of such disclosure in accordance with Virginia law and this policy or (b) the parent or eligible student has affirmatively consented in writing to such disclosure.

Parents and eligible students may not use the right to opt out of directory information disclosures to 1) prevent disclosure of the student's name, identifier or institutional email address in a class in which the student is enrolled; or 2) prevent an educational agency or institution from requiring the student to wear, to display publicly or to disclose a student ID card or badge that exhibits information designated as directory information and that has been properly designated as directory information.

Correction of Education Records

The procedures for the amendment of records that a parent or eligible student believes to be inaccurate are as follows.

1. Parents or the eligible student must request in writing that the Rappahannock County Public Schools amend a record. In so doing, they should identify the part of the record they want changed and specify why they believe it is inaccurate, misleading or in violation of the student's privacy or other rights.
2. Rappahannock County Public Schools shall decide whether to amend the record in accordance with the request within a reasonable period of time. If it decides not to comply, the school division shall notify the parents or eligible student of the decision and advise them of their right to a hearing to challenge the information believed to be inaccurate, misleading or in violation of the student's rights.
3. Upon request, Rappahannock County Public Schools shall arrange for a hearing, and notify the parents or eligible student, reasonably in advance, of the date, place and time of the hearing. The hearing shall be held within a reasonable period of time after the request.
4. The parent or eligible student may, at his or her own expense, be assisted or represented by one or more individuals of his or her own choice, including an attorney.
5. The hearing shall be conducted by a hearing officer who is a disinterested party; however, the hearing officer may be an official of the school division. The parents or eligible student shall be afforded a full and fair opportunity to present evidence relevant to the issues raised in the original request to amend the student's education records in accordance with FERPA.
6. Rappahannock County Public Schools shall prepare a written decision which will include a summary of the evidence presented and the reasons for the decision within a reasonable period of time after the hearing. The decision will be based solely on the evidence presented at the hearing.
7. If Rappahannock County Public Schools decides that the information is inaccurate, misleading or in violation of the student's right of privacy, it shall amend (including expungement) the record and notify the parents or eligible student, in writing, that the record has been amended.
8. If Rappahannock County Public Schools decides that the challenged information is not inaccurate, misleading or in violation of the student's right of privacy, it will notify the parents or eligible student that they have a right to place in the record a statement commenting on the challenged information and/or a statement

setting forth reasons for disagreeing with the decision. The statement will be maintained as part of the student's education records as long as the contested portion is maintained and disclosed whenever the school division discloses the portion of the record to which the statement relates.

Confidentiality of HIV and Drug and Alcohol Treatment Records

The Rappahannock County Public Schools complies with the confidentiality requirements of Va. Code § 32.1-36.1 providing for the confidentiality of records related to any test for Human Immunodeficiency Virus (HIV). In addition, the school division maintains confidentiality of drug and alcohol treatment records as required by federal and state law.

Adopted: August 8, 1995
Revised: November 10, 1998; May 11, 1999; August 8, 2000; June 11, 2002; September 9, 2005; October 10, 2006; October 9, 2007; November 11, 2008; June 9, 2009; August 14, 2012
Reviewed: December 9, 2014
Revised: November 10, 2015; October 11, 2016; June 13, 2017; September 11, 2018; June 11, 2019; August 11, 2020, October 8, 2024, July 15, 2025

Legal Refs.: 18 U.S.C. §§ 2331, 2332b.
20 U.S.C. §§1232g, 7908.
42 U.S.C. § 290dd-2.

34 C.F.R. 99.3, 99.7, 99.10, 99.11, 99.20, 99.21, 99.22, 99.31, 99.32, 99.33, 99.34, 99.35, 99.36, 99.37.

Code of Virginia, 1950, as amended, §§ 2.2-3704, 2.2-3705.4, 2.2-3804, 2.2-515.2, 16.1-260, 16.1-305.1, 16.1-305.2, 22.1-4.1, 22.1-23.3, 22.1-254.1, 22.1-279.3:2, 22.1-287, 22.1-287.01, 22.1-287.02, 22.1-287.1, 22.1-288, 22.1-288.1, 22.1-288.2, 22.1-288.3, 22.1-289, 23.1-405, 32.1-36.1, 64.2-2003.

8 VAC 20-81-170.

Cross Refs.:	IGBA	Programs for Students with Disabilities
	IJ	Guidance and Counseling Program
	JC	School Attendance Areas
	JEC	School Admission
	JEC-R	School Admission
	JECA	Admission of Homeless Children

JFC	Student Conduct
JGDA	Disciplining Students with Disabilities
JGD/JGE	Student Suspension/Expulsion
JHCB	Student Immunizations
JHCD	Administering Medicines to Students
JOA	Student Transcripts
JRCA	School Service Providers' Use of Student Personal Information
KBA	Requests for Public Records
KBA-R	Requests for Public Records
KBA-E	Rights & Responsibilities
KBC	Media Relations
KGD	Notification of School-Connected Student Overdose
KNB	Reports of Missing Children
KP	Parental Rights and Responsibilities
LBD	Home Instruction
LEB	Advanced/Alternative Courses for Credit

STUDENT TRANSCRIPTS

Generally

Secondary school transcripts contain information as specified by the Virginia Board of Education.

Test Record

The superintendent is responsible for establishing a procedure by which parents, guardians or others with legal control of a student can elect in writing to have the student's test record excluded from the student transcript. The test record includes at least the highest score earned, if applicable, on college performance-related standardized tests such as SAT and ACT, excluding Standards of Learning (SOL) test scores.

High School Credit-Bearing Courses Taken in Middle School

For any high school credit-bearing course taken in middle school, parents may request that grades be omitted from the student's transcript and the student not earn high school credit for the course. The superintendent specifies, by regulation, the deadline and procedure for making such a request. Notice of this provision is provided to parents.

Adopted: June 13, 2017
Revised: July 13, 2021

Legal Refs.: Code of Virginia, 1950, as amended, §§ 22.1-16, 22.1-23.3, 22.1-253.13:3.

8 VAC 20-131-90.
8 VAC 20-160-30.

Cross Refs.: JO Student Records

STUDENT TRANSCRIPTS

Test Record

RCHS does not include a test record on transcripts unless specifically requested by students for certain college admissions procedures. Generally, these test records are sent to colleges directly by the test administration organizations (i.e. College Board). Should a student wish to have his or her transcript modified, they should set up and appointment with the guidance department or submit a written request that certain test information be excluded.

High School Credit Bearing Courses Taken in Middle School

High school courses taken in middle school will count toward meeting high school diploma requirements. The grade and credit for high school courses taken in middle school will appear on the high school transcript. High school courses taken in middle school will be included in high school grade point average calculations. Occasionally, students may not demonstrate a desired degree of success in these courses. In these cases, parents have the option of requesting that the grade be removed from the transcript. However, when a credit-bearing grade is removed from the transcript, the high school credit is forfeited. To exercise this option, parents must request, in writing, no more than 30 days following the posting of year-end grades, that the credit-bearing course taken before entering high school be removed from the child's high school transcript.

Regulation Adopted: June 13, 2017

ADMINISTRATION OF SURVEYS AND QUESTIONNAIRES

I. Purpose

The purpose of this policy is to safeguard student privacy and ensure parental rights in connection with instructional materials, surveys, evaluations, and certain physical examinations conducted within the school division, particularly those associated with federally funded programs. This policy establishes procedures for parental access to instructional materials, requires informed consent for student participation in activities involving sensitive information, and provides transparency regarding the collection, use, and protection of student data. It also affirms the right of parents and eligible students to opt out of specified activities and ensures compliance with applicable federal and state laws governing student privacy and rights.

II. Definitions

For the purposes of this policy, the following terms are used as defined in U.S.C. § 1232h.

- "Instructional material": instructional content that is provided to a student, regardless of its format, including printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or academic assessments.
- "Invasive physical examination": any medical examiniation that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening.
- "Parent": the term "parent" includes a legal guardian or other person standing in loco parentis (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child).
- "Personal information": individual identifiable information including:
    - a student or parent's first and last name;
    - a home or other physical address (including street name and the name of the city or town);
    - a telephone number; or
    - a Social Security identification number
- "Student": any elementary school or secondary school student.
- "Survey": the term "survey" includes an evaluation.

III. Instructional Materials and Surveys

A. Inspection of Instructional Materials

All instructional materials, including teacher's manuals, films, tapes, or other supplementary material which will be used in connection with any survey,

analysis, or evaluation as part of any federally funded program are available for inspection by the parents or guardians of the student in accordance with Policy KBA Requests for Public Records.

B. Participation in Surveys and Evaluations

No student is required, as part of any federally funded program, to submit to a survey, analysis, or evaluation that reveals information concerning

(1) political affiliations or beliefs of the student or the student's parent,
(2) mental or psychological problems of the student or the student's family,
(3) sex behavior or attitudes,
(4) illegal, anti-social, self-incriminating, or demeaning behavior,
(5) critical appraisals of other individuals with whom respondents have close family relationships,
(6) legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers,
(7) religious practices, affiliations, or beliefs of the student or student's parent, or
(8) income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program),

without the prior consent of the student (if the student is an adult or emancipated minor), or in the case of an unemancipated minor, without the prior written consent of the parent.

C. Surveys Requesting Sensitive Information

In any case in which a questionnaire or survey requesting that students provide sexual information, mental health information, medical information, information on student health risk behaviors pursuant to Va. Code § 32.1-73.8, other information on controlled substance use, or any other information that the School Board deems to be sensitive in nature is to be administered, the School Board notifies the parent concerning the administration of such questionnaire or survey in writing at least 30 days prior to its administration. The notice informs the parent of the nature and types of questions included in the questionnaire or survey, the purposes and age-appropriateness of the questionnaire or survey, how information collected by the questionnaire or survey will be used, who will have access to such information, the steps that will be taken to protect student privacy, and whether and how any findings or results will be disclosed. In any case in which a questionnaire or survey is required by state law or is requested by a state agency, the relevant state agency shall provide the School Board with all information required to be included in the notice to parents. The parent has the right to review the questionnaire or survey in a manner mutually agreed upon

by the school and the parent and exempt the parent's child from participating in the questionnaire or survey. Unless required by federal or state law or regulation, school personnel administering any such questionnaire or survey do not disclose personally identifiable information.

No questionnaire or survey requesting that students provide sexual information will be administered to any student in kindergarten through grade six.

D. Additional Protections

In the event of the administration or distribution of a survey containing one or more of the subjects listed in subsection III.B. above, the privacy of students to whom the survey is administered is protected by:

Not being permitted to list on any survey, their name, number, or other code by which they could be identified.

IV. IDEA Surveys and Physical Examinations or Screenings

If the Rappahannock County School Division administers any physical examinations or screenings other than those required by Virginia law, and surveys administered to a student in accordance with the Individuals with Disabilities Education Act, policies regarding those examinations or screenings will be developed and adopted in consultation with parents.

V. Commercial Use of Information

Questionnaires and surveys are not administered to public school students during the regular school day or at school-sponsored events without written, informed parental consent when participation in such questionnaire or survey may subsequently result in the sale for commercial purposes of personal information regarding the individual student. The Rappahannock County School Division does not sell personal information.

This subsection does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions, such as the following:

- college or other postsecondary education recruitment, or military recruitment;
- book clubs, magazines, and programs providing access to low-cost literary products;
- curriculum and instructional materials used by elementary schools and secondary schools;
- tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement

information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments;
- the sale by students of products or services to raise funds for school-related or education-related activities; and
- student recognition programs.

VI. Notification

Notification of Policies

The Board provides notice of this policy directly to parents of students annually at the beginning of the school year and within a reasonable period of time after any substantive change in the policy. The Board also offers an opportunity for the parent (or emancipated student) to opt the student out of participation in

- activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose);
- the administration of any survey containing one or more items listed in subsection III.B. above; and
- any nonemergency, invasive physical examination or screening that is
    - required as a condition of attendance;
    - administered by the school and scheduled by the school in advance; and
    - not necessary to protect the immediate health and safety of the student, or of other students.

Notification of Specific Events

The Board directly notifies the parent of a student, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the following activities are scheduled, or expected to be scheduled:

- activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose);
- the administration of any survey containing one or more items listed in subsection I.B. above; or
- any nonemergency, invasive physical examination or screening that is
    - required as a condition of attendance;
    - administered by the school and scheduled by the school in advance; and
    - not necessary to protect the immediate health and safety of the student, or of other students.

Adopted: November 12, 2002
Revised: March 9, 2004, October 10, 2006, July 21, 2015, June 11, 2019, May 14, 2024, July 14, 2026

Legal Ref.: 20 U.S.C. § 1232h.

Code of Virginia, 1950, as amended, § 22.1-79.3, 2.2-3800.

Cross Ref.:	INB	Teaching About Controversial Issues
	JHDA	Human Research
	KBA	Requests for Public Records
	KF	Distribution of Information/Materials

The parent/legal guardian of any student enrolled in Rappahannock County School Division may authorize the release of their student's data/records to any individual or Agency upon completion and execution of the Board's adopted standardized form, JOD-F Consent Form Authorizing Release of Student Data/Records accompanying this policy.

This form must be used by Community Policy and Management Teams, and the Departments of Health, Social Services, Juvenile Justice, and Behavioral Health and Development Services. This form may be used by other teams, departments, and services.

Adopted: December 9, 2014
Revised: April 8, 2025

Legal Ref.: Code of Virginia, 1950, as amended, §22.1-79 (3)(H)

Cross Ref.: JO Student Records

CONSENT FORM AUTHORIZING RELEASE OF STUDENT DATA/RECORDS

Student Name: _____ Date of Birth _____

Name of School_____ School ID # _____

Student Address _____

Home Telephone #: _____

Parent/Legal Guardian (1) Mobile Telephone # _____

Parent/Legal Guardian (2) Mobile Telephone # _____

I authorize the Rappahannock County Public School Division to release to the individual or Agency identified below identifying educational/medical data and records (the "Records") of the student listed above. I understand that in addition to educational records and data, such Records may also contain health information pertaining to diagnosis and treatments, immunization records, suspensions/office referral data, attendance data, referrals to student service teams, as well as written communications with school staff related to mental health interventions.

Time Period During Which Release of Student/Data is Authorized:

From: Date this form is signed below.

Until:

_____

To Authorized Individual or Agency:

Name and Title_____

Agency Name (if applicable) _____

Address (1) _____

Address (2) _____

Email Address _____

Phone Number _____

Fax Number _____

Signature of Parent/Guardian _____

Name of Parent/Guardian _____

Relationship to Student _____

Date _____

Witness _____

ACCEPTANCE OF ELECTRONIC SIGNATURES AND RECORDS

Policy Statement

Electronic or digital signatures can take many forms and can be created using many different types of technology. The authenticity and reliability of electronic signatures relating to transactions are dependent on the accompanying processes, supplemental records and the overall context in which records are created, transferred, and signed. The Rappahannock County School Board adopts the following policy with respect to the use of electronic records and signatures in connection with its communications with parents, guardians, or other persons having control over a child enrolled in this division.

Definitions

“Attribution” – An electronic record or electronic signature is attributable to a person if it was the act of the person. The act of the person may be shown in any manner, including a showing of the efficacy of any security procedure applied to determine the person to which the electronic record or electronic signature was attributable.

“Electronic Signature”- An electronic sound, symbol or process attached to or logically associated with a record and executed or adopted by a person with the intent to sign the record.

“Electronic Record” – Any record created, generated, sent, communicated, received or stored by electronic means.

Applicability

This policy applies to parents, guardians, and other persons having control or charge of a child enrolled in the division; and also to individuals affiliated with the division, whether paid or unpaid, including but not limited to teachers, administrators, staff, students, affiliates, and volunteers.

Electronic Records

Electronic records created or received by the division shall be appropriately attributed to the individual(s) responsible for their creation and/or authorization or approval. The division shall utilize available technology to implement reliable methods for generating and managing electronic records. Any electronic record filed with or issued by the division may be given full force and effect of a paper communication if the following conditions are satisfied:

1. The communication is an electronic filing or recording and the Rappahannock County School Board agrees to accept or send such communication electronically; and
2. If a signature is required on the record or communication by any statute, rule or other applicable law or School Board policy, the electronic

signature must conform to the requirements set forth in this policy governing the use of electronic signatures.

Electronic Signatures

An electronic signature may be used if the law requires a signature unless there is a specific statute, regulation, or policy that requires records to be signed in non-electronic form. The issuance and/or acceptance of an electronic signature by the School Board may be permitted in accordance with the provisions of this policy and all applicable state and federal law. If permitted, such electronic signature shall have the full force and effect of a manual signature only if the electronic signature satisfies all of the following requirements:

1. The electronic signature identifies the individual signing the document by the individual's name and title;

2. The identity of the individual signing with an electronic signature is capable of being validated through the use of an audit trail;

3. The electronic signature and the document to which it is affixed cannot be altered once the electronic signature has been affixed;

4. The electronic signature conforms to all other provisions of this policy.

Acceptance, Use, and Issuance of Electronic Records and Signatures

The School Board maintains an electronic recordkeeping system that can receive, store, and reproduce electronic records and signatures relating to communications and transactions in their original form. Such system should include security procedures whereby the School Board can (a) verify the attribution of a signature to a specific individual, (b) detect changes or errors in the information contained in a record submitted electronically, (c) protect and prevent access, alteration, manipulation or use by an unauthorized person, and (d) provide for nonrepudiation through strong and substantial evidence that will make it difficult for the signer to claim that the electronic representation is not valid.

The School Board must ensure that all electronic records and signatures are capable of being accurately reproduced for later reference and retained until such time as all legally mandated retention requirements are satisfied.

The School Board must maintain a secure hard copy log of the PIN/password or actual signature of any individual authorized to provide an electronic signature in connection with School Board business.

The School Board may receive and accept as original, electronic records and signatures so long as the communication, on its face, appears to be authentic.

Adopted: December 9, 2014
Revised: November 10, 2015, July 13, 2021

Legal Ref.: Code of Virginia, 1950, as amended, § 22.1-79.3, 59.1-479 et seq.

Cross Ref.: JO Student Records

File: JP

STUDENT PUBLICATIONS

Definition of Official School Publications

Official school publications such as newspapers, yearbooks, and literary magazines may be prepared in regularly scheduled classes and are components of the curriculum approved by the School Board. These publications are not intended to provide a public forum for students or the general public. With regard to these publications, the School Board is the publisher, the principal is the editor, the faculty sponsor is the co-editor, and students appointed by the co-editor may serve as assistant editors and journalists.

Responsibilities of Student Editors and Journalists

Student assistant editors and journalists are responsible for preparing and writing factual material that is not obscene, defamatory, or an invasion of privacy or that

- is reasonably foreseeable to lead to the substantial disruption of school activities or to endanger the health or safety of students or staff;
- advocates the commission of an unlawful act or the violation of a lawful school policy or regulation;
- advertises or advocates illegal products or services; or
- advocates prejudice, hatred, violence, or harassment.

Responsibilities of Student Publications Faculty Co-Editor

School publications faculty co-editors instruct students in the recognized practices and ethical considerations of journalism. Faculty members instruct students in appropriate journalistic techniques and consult with the principal regarding material that may violate the law or the recognized principles of journalism. Material that may be considered controversial by some members of the school community should be carefully considered by students and the faculty editor, and brought to the attention of the principal.

Responsibilities of the School Principal

The school principal is responsible for approving all publications in accordance with School Board policy and the principal's judgment and discretion.

Adopted: August 8, 1995
Reviewed: May 11, 1999
Revised: June 14, 2005
Reviewed: August 27, 2009, December 9, 2014
Revised: November 10, 2015, June 11, 2019

Legal Refs Hazelwood School Dist. v. Kuhlmeier, 484 U.S. 261, 108 S. Ct. 562, 98 L.Ed.2d 592 (1988).

Cross Refs:

AC	Nondiscrimination
GB	Equal Employment Opportunity/Nondiscrimination
GBEC/JFCH/KGC	Tobacco Products and Nicotine Vapor Products
JB	Equal Educational Opportunities/Nondiscrimination
JFC	Student Conduct
JFC-R	Standards of Student Conduct
JFHA/GBA	Prohibition Against Harassment and Retaliation

File: JP-R

YEARBOOK REGULATION

Students in classes such as journalism or yearbook who sell ads will receive extra credit for participation. At no time will a student's grade be lowered for failure to sell ads.

RAPPAHANNOCK COUNTY PUBLIC SCHOOLS

SCHOOL SERVICE PROVIDERS' USE OF STUDENT PERSONAL INFORMATION

Definitions

For the purposes of this policy:

"Elementary and secondary school purposes" means purposes that (i) customarily take place at the direction of an elementary or secondary school, elementary or secondary school teacher, or school division; (ii) aid in the administration of school activities, including instruction in the classroom or at home; administrative activities; and collaboration between students, school personnel or parents; or (iii) are otherwise for the use and benefit of an elementary or secondary school.

"Machine-readable format" means a structured format that can automatically be read and processed by a computer such as comma-separated values (CSV), JavaScript Object Notation (JSON) or Extensible Markup Language (XML). "Machine-readable format" does not include portable document format (PDF).

"Personal profile" does not include account information that is collected and retained by a school service provider and remains under control of a student, parent or elementary or secondary school.

"School-affiliated entity" means any private entity that provides support to the school division or a public elementary or secondary school. "School-affiliated entity" includes alumni associations, booster clubs, parent-teacher associations, parent-teacher-student associations, parent-teacher organizations, public education foundations, public education funds and scholarship organizations.

"School-issued device" means any technological hardware or devices that a school board, acting independently or pursuant to a contract with a school technology provider, provides to individual students for their personal use on school property, at home, or both. "School-issued device" includes any laptop, tablet, or other technological device.

"School service" means a website, mobile application or online service that (i) is designed and marketed primarily for use in elementary or secondary schools; (ii) is used (a) at the direction of teachers or other employees at elementary or secondary schools or (b) by any school-affiliated entity; and (iii) collects and maintains, uses or shares student personal information. "School service" does not include a website, mobile application or online service that is (a) used for the purposes of college and career readiness assessment or (b) designed and marketed for use by individuals or entities generally, even if it is also marketed for use in elementary or secondary schools.

"School service provider" means an entity that operates a school service pursuant to a contract with the school division.

"School technology provider" means an entity that provides, pursuant to a contract with a school board in the Commonwealth, any technological hardware or devices intended for student use as school-issued devices.

"Student personal information" means information collected through a school service that identifies a currently or formerly enrolled individual student or is linked to information that identifies a currently or formerly enrolled individual student.

"Targeted advertising" means advertising that is presented to a student and selected on the basis of information obtained or inferred over time from such student's online behavior, use of applications, or sharing of student personal information. "Targeted advertising" does not include advertising (i) that is presented to a student at an online location (a) on the basis of such student's online behavior, use of applications or sharing of student personal information during the student's current visit to that online location or (b) in response to that student's request for information or feedback and (ii) for which a student's online activities or requests are not retained over time for the purpose of subsequent advertising.

Required Terms

The contract between a school service provider and the School Board requires that the school service provider or school technology provider shall or, in the case of any school or the School Board providing any school-issued devices independently, the school or School Board shall:

- provide clear and easy-to-understand information about the types of student personal information it collects through any school service or through providing any school-issued devices and how it maintains, uses or shares such student personal information;
- maintain a policy for the privacy of student personal information for each school service or each school-issued device and provide prominent notice before making material changes to its policy for the privacy of student personal information for the relevant school service or school-issued devices;

- maintain a comprehensive information security program that is reasonably designed to protect the security, privacy, confidentiality and integrity of student personal information and makes use of appropriate administrative, technological and physical safeguards;
- facilitate access to and correction of student personal information by each student whose student personal information has been collected, maintained, used or shared by the school service provider or school technology provider, or by such student's parent, either directly or through the student's school or teacher;
- collect, maintain, use and share student personal information only with the consent of the student or, if the student is less than 18 years of age, the student's parent or for the purposes authorized in the contract between the School Board and the school service provider or school technology provider;
- when it collects student personal information directly from the student, to obtain the consent of the student or, if the student is less than 18 years of age, the student's parent before using student personal information in a manner that is inconsistent with its policy for the privacy of student personal information for the relevant school service or school-issued device, and when it collects student personal information from an individual or entity other than the student, to obtain the consent of the school division before using student personal information in a manner that is inconsistent with its policy for the privacy of student personal information for the relevant school service or school-issued device;
- require any successor entity or third party with whom it contracts to abide by its policy for the privacy of student personal information and comprehensive information security program before accessing student personal information;
- require that, upon the request of the school or School Board to delete student personal information within a reasonable period of time after such request unless the student or, if the student is less than 18 years of age, the student's parent consents to the maintenance of the student personal information by the school service provider; and
- for any school-issued device that a student returns at the end of the school year or upon request of the school or school division and that shall subsequently be provided to another student, disposed of, donated, or otherwise transferred in ownership to any individual or entity other than the specific student to whom it was issued, delete any student personal information stored in the school-issued device within a reasonable time after such school-issued device is returned and prior to the subsequent provision of such school-issued device to any other student or other transfer in ownership of such school-issued device; and
- require that, upon request, providing, either directly to the student or the student's parent or through the school, access to an electronic copy of such student's personal information in a manner consistent with the functionality of the school service or school-issued device. Contracts between the School Board and

school service providers or school technology proviers may require that such electronic copy be in a machine-readable format.

The contract will also prohibit the school service provider or school technology provider, or in the case of a school or the School Board providing any school-issued devices independently, the school or School Board, from knowingly

- using or sharing any student personal information for the purpose of targeted advertising to students;
- using or sharing any student personal information to create a personal profile of a student other than for elementary and secondary school purposes authorized by the school division, with the consent of the student or, if the student is less than 18 years of age, the student's parent, or as otherwise authorized in the contract between the school division and the school service provider or school technology provider; or
- selling student personal information except to the extent that such student personal information is sold to or acquired by a successor entity that purchases, merges with or otherwise acquires the school service provider or school technology provider; or
- except as provided in Va. Code § 22.1-289.01(E)(4), using any school-issued device provided pursuant to any such contract, or granting the School Board or other entity with the ability to use any school-issued device, to access or monitor (i) location-tracking features; (ii) audio or visual receiving, transmitting, or recording features; or (iii) student interactions, unless such use (a) is limited to a noncommercial, educational, or instructional purpose, to the provision of technical support, or to exam proctoring by a school board employee or a third party pursuant to a contract with the school board and notice of such use is provided in advance or (b) is permitted under a judicial warrant or is necessary to comply with state or federal law.

Nothing in this policy shall be construed to prohibit school service providers or school technology providers or, in the case of any school or the School Board providing any school-issued devices independently, the School Board or school from:

- using student personal information for purposes of adaptive learning, personalized learning or customized education;
- using student personal information for maintaining, developing, supporting, improving or diagnosing any school service;
- providing recommendations for employment, school, educational or other learning purposes within a school service when such recommendation is not determined in whole or in part by payment or other consideration from a third party;

- disclosing student personal information to (i) ensure legal or regulatory compliance, (ii) protect against liability or (iii) protect the security or integrity of its school service; or
- disclosing student personal information pursuant to a contract with a service provider, provided that the school service provider, school technology provider, School Board, or school (i) contractually prohibits the service provider from using any student personal information for any purpose other than providing the contracted service to or on behalf of the school service provider, school technology provider, school board or school, (ii) contractually prohibits the service provider from disclosing any student personal information provided by the school service provider, or school technology provider, school board, or school to any third party unless such disclosure is permitted by Va. Code § 22.1-289.01(B)(7) and (iii) requires the service provider to comply with the requirements set forth Va. Code § 22.1-289.01(B) and the prohibitions set forth in Va. Code § 22.1-289.01(C).

Nothing in this policy shall be construed to:

- impose a duty upon a provider of an electronic store, gateway, marketplace, forum or means for purchasing or downloading software or applications to review or enforce compliance with this policy with regard to any school service provider whose school service is available for purchase or download on such electronic store, gateway, marketplace, forum or means;
- impose liability on an interactive computer service, as that term is defined in 47 U.S.C. § 230(f), for content provided by another individual;
- prohibit any student from downloading, exporting, transferring, saving or maintaining the student's personal information, data or documents.
- Prohibit the School Board from requesting or prohibit any provider from granting the School Board access to or the ability to monitor school-issued devices to ensure compliance with a school code of conduct or otherwise limit the ability of the School Board to use software filters to monitor school-issued devices for certain safety threats, self-harm prevention, or other risk indicators.

Adopted: October 11, 2016
Revised: October 10, 2017, July 12, 2022, July 15, 2025

Legal Refs.: Code of Virginia, 1950, as amended, § 22.1-289.01.

Cross Refs.:	ET	Educational Technology Foundation and Public School Foundations
	GAB/IIBEA	Acceptable Computer System Use

JFC Student Conduct

JFCM Student Cell Phone and Smart Device Possession and Use
JO Student Records
KMA Relations with Parent Organizations

File: JS

EXTRACURRICULAR ACTIVITY NOTIFICATIONS

School board employees and school volunteers are prohibited from using a social media platform as the sole means of communication with students for the facilitation of school-related extracurricular activities. Nothing in this section shall be construed to prohibit the use of school division-approved communication or messaging applications.

The Superintendent may provide a written exception to this prohibition when such use is required to meet an objective that cannot be reasonably achieved without such use. The Superintendent must provide clear, written instructions on such use and may revoke such exception at any time.

Adopted: July 14, 2026

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Legal Ref.: Code of Virginia, 1950, as amended, § 22.1-79.3:2.1

Cross Ref.: KP Parental Rights and Responsibilities