



**“Respect, Community, Pride, Success”**

**2024-2025**

**Parent-Student Handbook**

34 Schoolhouse Road, Washington, Virginia 22747

(540) 227-0200

# Important Phone Numbers

## School and Division Leaders

**Rappahannock County School Board Office                    227-0023**

Shannon Grimsley, Superintendent

Carol Johnson, Assistant Superintendent

**Rappahannock County Elementary School                    227-0200**

Jennifer Wissinger, Principal

Jacqui Lowe-Barton, Assistant Principal

Samantha Williams, Attendance **Ext. 3007**

**Rappahannock County High School                            227-0745**

Karen Ellis, Interim Principal

Karen Sanborn, Admin Assistant

Courtney Atkins, Athletic Director

## Rappahannock County School Board

John Mills, Chair

Jackson District

Rachel Bynum

Piedmont District

Larry Grove

Stonewall / Hawthorne District

Missy McCool

Hampton District

Chris Ubben

Wakefield District

All school division policies and regulations are available on our school division website at [rappahannockschools.us](http://rappahannockschools.us) and printed copies are available to citizens who do not have online access.

## **VISION AND MISSION STATEMENTS**

### **Vision Statement**

To empower every student to reach his or her full individual potential.

### **Mission Statement**

Through educational opportunities, the mission for RCPS will be to promote a culture of learning, a roadmap for excellence, and the passion and character that leads to each student's success.

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**PUBLIC NOTICE**

**NONDISCRIMINATION POLICY**

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

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

Compliance Officer:

Dr. Carol Johnson

Asst. Superintendent

6 Schoolhouse Road

Washington, VA 22747

Telephone: 540.227.0023

cjohnson@rappahannockschoools.us

Alternate Compliance Officer:

Michelle Berta

Human Resources Coordinator

6 Schoolhouse Rd.

Washington, VA 22747

Telephone: 540.227.0023

mberta@rappahannockschoools.us

**NONDISCRIMINATION STATEMENT**

Rappahannock County Public Schools do not unlawfully discriminate on the basis of race, color,  
Rappahannock County Public Schools do not unlawfully discriminate on the basis of race, color,

national origin, religion, gender, age, or disability in employment or in its educational programs and activities and provides equal access to the Boy Scouts and other designated youth groups

## **Family Educational Rights and Privacy Act**

### *NOTICE FOR DIRECTORY INFORMATION*.....

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

1. The right to inspect and review the student's education records within 45 days after the day Rappahannock County Public Schools receives a request for access.

Parents or eligible students who wish to inspect their child's or their education records should submit to the school principal a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask Rappahannock County Public Schools to amend their child's or their education record should write the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

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

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest must be set forth in the school's or school districts annual notification for FERPA rights. A school official typically includes a person employed by the school or school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a

person serving on the school board. A school official also may include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

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

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

### **Family Educational Rights and Privacy Act (FERPA)**

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

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



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

If you do not want Rappahannock County Public Schools to disclose any or all of the types of information designated below as directory information from your child's education records without your prior written consent, you must notify the Rappahannock County Public Schools in writing by August 31, 2020. Rappahannock County Public Schools has designated the following information as directory information:

- **Student's name**
- **Address**
- **Telephone listing**
- **Electronic mail address**
- **Photograph**
- **Date and place of birth**
- **Major field of study**
- **Dates of attendance**
- **Grade level**
- **Participation in officially recognized activities and sports**
- **Weight and height of members of athletic teams**
- **Degrees, honors, and awards received**
- **The most recent educational agency or institution attended**
- **Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems but only 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, password, or other factor known or possessed only by the authorized user**
- **A student ID number or other unique personal identifier that is displayed on a student ID badge, but only 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, password, or other factor known or possessed only by the authorized user.**

## Rights under the Protection of Pupil Rights Amendment (PPRA)

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

- *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)–

1. Political affiliations or beliefs of the student or student’s parent;
2. Mental or psychological problems of the student or student’s family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

- *Receive notice and an opportunity to opt a student out of* –

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

- *Inspect*, upon request and before administration or use –

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

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

Rappahannock County Public Schools will develop policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and

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

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

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

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, D.C. 20202-5901

## People to Know at School and How to Become Involved

Phone: 540-227-0200 Fax: 540-987-1130

### Principal

Supervises all school staff, sets the learning goals of the school, and maintains a safe learning environment.

Mrs. Jennifer Wissinger – Ext. 3205

### Assistant Principal

Shares some of the administrative duties of the principal.

Mrs. Jacqui Lowe-Barton – Ext. 3011

### School Nurse

Deals with any medical emergencies and keeps track of medications that children need to take during the school day.

Mrs. Heather Campbell – Ext. 3012

### Office Staff

Greets students and visitors, manages the office space, and maintains student records.

Mrs. Christy Taylor – Ext. 3008

Mrs. Samantha Williams – Ext. 3007

### Spanish Translator

Mrs. Viviana Tisera – Ext. 3123

### Guidance Department

Provides classroom activities and individual support for children.

Ms. Kayla Robey Ext. 3005

### Child Study Chairperson

Meets with parents and teachers when a child has trouble in the classroom

Mrs. Jennifer Wissinger : Ext. 3205

### School Psychologist

Supports student learning through testing, and working with children, teachers, and parents.

Mrs. Kathy Zehr Rhodes – Ext. 3039

### Attendance Officer & Volunteer Coordinator

Records absences and tardies, updates emergency contact information. Coordinates parent and community volunteers as they assist with activities and projects that support our students.

Mrs. Samantha Williams– Ext. 3007

### Student Support Services/School Social Worker

Coordinates services with families, conducts home visits, and monitors attendance.

Erica Jennejahn - Ext. 3479

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### **Get Involved:**

You are an important team member in your child's education. The Parent-Teacher Organization (PTO) holds regular meetings that help you learn about your child's school. You can be as involved as you want, and schools are always happy to have parents take an active role in their child's education. You can contact our PTO President, Victoria Cooper, at [pto@rappahannockschools.us](mailto:pto@rappahannockschools.us).

### **Communication Resources:**

Check our website for the most up to date information: [www.rappahannockschools.us](http://www.rappahannockschools.us). You will find a link to RCES under the "Schools" tab. On the RCES page, open the "Teacher Web Pages" tab for information from your child's teacher.

**Friday Newsletter** is E-mailed home once a week with information from school personnel. This newsletter hosts information such as upcoming events, special news, and overall communication.

### **ATTENDANCE**

Virginia statute (22.1-1) states that children are of school age if they have reached their fifth birthday on or before September 30 of the current school year. The State Compulsory Attendance Law requires that all children who are six years old by September 30 of the current school year, and those who have not reached their eighteenth birthday, must attend school regularly. ***Students who have chronic problems with attendance will be required to bring in a doctor's note for excessive absences, per the Student Code of Conduct.***

### **ATTENDANCE REGULATIONS AS REQUIRED BY VIRGINIA & THE RAPPAHANNOCK COUNTY SCHOOL BOARD**

#### **Student Attendance Policy**

Student attendance is a cooperative effort and the School Board shall involve 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 shall be responsible for such child's regular and punctual attendance at school as required under provisions of the law.

When your child is absent, you will receive a call to confirm you are aware. Please call the office if your phone number changes.

Students who are absent must bring a valid note stating the reason for absence upon returning to school. Unexcused absences shall be handled according to regulations issued by the superintendent.

Students shall attend school for a full day unless otherwise excused. Secondary students shall be scheduled for a full school day unless they are enrolled in a cooperative work-study program. The superintendent or designee must approve all other exceptions to a full day schedule on an individual basis.

### **SPECIAL CIRCUMSTANCES**

- Suspensions: Students who have been suspended are expected to do schoolwork while suspended by contacting teachers and collecting assignments. The attendance office is available to facilitate this process. All assignments are due upon the student's return from school.
- Students attending school-sponsored activities, such as field trips, competitions, or extra-curricular activities, are considered to be present for that period of time.
- Funeral, illness (including mental health), injury, legal obligations, religious observances, and military obligations.

Parents/guardians are limited to excusing up to ten (10) absences without third-party documentation per school year. Once a student has accumulated their tenth (10th) parent-excused absence, a notification will be sent to the parent asking for any documentation of past absences and explaining that subsequent absences will need third-party documentation to be excused. If extenuating circumstances apply, parents may ask the principal or designee to excuse subsequent absences without third-party documentation.

Family Travel - The school division recognizes the occasional need of parents/guardians to have their children absent from school due to travel for a family emergency or vacation. Such absences will count towards the ten (10) parent-excused absences unless the principal affirms extenuating circumstances. A request for pre-arranged absences must be completed before planned travel and can be accessed by calling the school. Students traveling for more than fifteen (15) consecutive days will be withdrawn

from school enrollment until their return. Placement into the same classes or courses from which the student withdrew will be attempted but is not guaranteed.

### RCPS Attendance Multi-Tiered System of Supports (MTSS)

RCPS aims to provide support through a tiered approach to effectively intervene early, provide targeted interventions, and prevent chronic absenteeism. The Virginia Department of Education defines chronic absenteeism as missing 10% or more of the school year for any reason, including excused absences, unexcused absences, and suspensions. Based on a 180-day school year, that means approximately 18 days per year or 2 to 3 days per month. Students who are chronically absent are at an increased risk for adverse outcomes such as falling behind in reading and math, social & emotional challenges, and dropping out of school.

**Tier 1**-Supports for attendance focus on universal strategies and practices that promote regular attendance for all students. These strategies are proactive and aim to prevent attendance issues before they escalate.

Attendance Threshold	Tier 1 Supports	Stakeholders
All Students	<ul style="list-style-type: none"> <li>● <b>Establish Clear Attendance Policies:</b> <ul style="list-style-type: none"> <li>○ Develop and communicate clear attendance policies that outline expectations for students, parents/guardians, and school staff. Policies include procedures for reporting absences, excused vs. unexcused absences, and consequences for excessive absenteeism.</li> </ul> </li> <li>● <b>Promote Positive School Climate:</b> <ul style="list-style-type: none"> <li>○ Foster a positive and welcoming school environment where students feel valued, safe, and connected. A positive school climate encourages students to attend regularly and engage in learning.</li> </ul> </li> <li>● <b>Regular Monitoring and Data Collection:</b> <ul style="list-style-type: none"> <li>○ Implement a system for monitoring daily attendance and collecting attendance data consistently. Use attendance data to identify trends, patterns, and areas of concern early on.</li> </ul> </li> <li>● <b>Early Intervention and Support:</b> <ul style="list-style-type: none"> <li>○ Identify students at risk of attendance issues early through regular monitoring of attendance data. Provide timely interventions and support to address potential barriers to attendance.</li> <li>○ Teacher phone call to parent/guardian at 3-5 absences</li> </ul> </li> <li>● <b>Educate Students and Families on the Importance of Attendance:</b> <ul style="list-style-type: none"> <li>○ Conduct orientation sessions or resources at the beginning of the school year to educate students and families about the link between attendance and academic success. Emphasize the importance of regular attendance and punctuality.</li> </ul> </li> <li>● <b>Attendance Recognition:</b> <ul style="list-style-type: none"> <li>○ Implement recognition programs to reward students with good attendance. Examples include perfect attendance awards, monthly attendance celebrations, or class competitions.</li> </ul> </li> <li>● <b>Use of Technology for Attendance Tracking:</b> <ul style="list-style-type: none"> <li>○ Utilize attendance tracking systems or apps that allow for efficient recording and monitoring of student attendance. Technology helps streamline attendance processes and improve accuracy. Parents can access attendance in the PowerSchool Parent Portal.</li> </ul> </li> <li>● <b>Positive Reinforcement Strategies:</b> <ul style="list-style-type: none"> <li>○ Use positive reinforcement strategies to encourage and reinforce regular attendance behaviors. Provide verbal praise, certificates, or small rewards for students who demonstrate consistent attendance.</li> </ul> </li> <li>● <b>School-wide Attendance Incentives:</b> <ul style="list-style-type: none"> <li>○ Launch school-wide campaigns or initiatives focused on improving attendance. Engage students, staff, and families in activities that promote attendance awareness and commitment.</li> </ul> </li> <li>● <b>Collaboration with Families and Community Partners:</b> <ul style="list-style-type: none"> <li>○ Establish partnerships with families and community organizations to support attendance efforts. Communicate regularly with parents/guardians about their child's attendance and collaborate on strategies to address barriers.</li> </ul> </li> </ul>	Principal, Assistant Principal, School & Division Staff, Parents, Students



**Tier 2**- Supports for attendance focus on targeted interventions for students who are at risk of chronic absenteeism but do not yet require intensive, individualized interventions.

Attendance Threshold	Tier 2 Supports	Stakeholders
Missing 11 days regardless of reason.  Demonstrating patterns of irregular attendance that raise concerns but do not yet require the intensive interventions	<ul style="list-style-type: none"> <li>● <b>Letter Mailed Home from Principal at 10 Absences:</b> Parents will receive notification that their child has been identified as being at risk of chronic absenteeism. Documentation (such as doctor's notes, court/legal documents, counseling appointment verifications, etc) will be required for future absences. Failure to provide documentation will result in future unexcused absences.</li> <li>● <b>Collaborative Problem-Solving Meeting:</b> Convene a team made up of school staff (e.g., teachers, counselors, administrators), parents, and the student to review</li> </ul>	Principal, Attendance Clerk  Principal or Assistant Principal, Attendance Clerk, Attendance Officer Teachers, School

of Tier 3.	<p>attendance data, identify barriers, and develop targeted interventions for students at risk of chronic absenteeism.</p> <p><b>Some Possible Interventions May Include:</b></p> <ol style="list-style-type: none"> <li><b>1. Attendance Mentoring Programs:</b> Assign mentors or trusted adults to students with irregular attendance patterns. Mentors can provide encouragement, support, and accountability to help improve attendance.</li> <li><b>2. Check-In/Check-Out (CICO) Systems:</b> Implement a daily check-in/check-out system where students meet with a designated staff member (e.g., counselor, teacher) at the beginning and end of each school day. This provides students with regular feedback and support related to attendance.</li> <li><b>3. Group Interventions:</b> Conduct small group sessions focused on improving attendance habits and addressing barriers to attendance. These sessions can include discussions on the importance of attendance, problem-solving around obstacles, and goal-setting for improved attendance.</li> <li><b>4. Behavioral Contracts:</b> Develop behavioral contracts with students and their parents/guardians outlining attendance expectations, consequences for absences, and rewards for improved attendance. Contracts should be clear, specific, and regularly reviewed.</li> <li><b>5. Alternative Scheduling:</b> Develop an alternative schedule to address barriers and transition into a regular schedule.</li> <li><b>6. Family Engagement and Support:</b> Engage parents/guardians in discussions about attendance and involve them in developing strategies to support their child's attendance. Provide resources, workshops, or home visits to address family-specific barriers to attendance.</li> <li><b>7. School-Based Supports:</b> Offer additional academic or social-emotional support during school hours for students struggling with attendance. This could include tutoring, counseling, or mentoring sessions tailored to meet individual student needs.</li> <li><b>8. School-wide Positive Behavior Interventions and Supports (PBIS):</b> Implement PBIS strategies that reinforce positive attendance behaviors across the school environment. Recognize and celebrate students who demonstrate improved attendance through incentives or rewards.</li> </ol> <ul style="list-style-type: none"> <li><b>Progress Monitoring:</b> Regularly monitor the attendance of Tier 2 students to track their progress and determine if additional supports or adjustments to interventions are needed.</li> </ul>	<p><b>Counselors, Parents, Student</b></p> <p><b>Teachers, School Staff &amp; Administrators, Coaches, Division Staff, Volunteers</b></p> <p><b>Attendance Clerks, Mentors, School Staff, Teachers, Attendance Officer</b></p> <p><b>Counselors, School Social Worker, Mentors</b></p> <p><b>Teachers, School Administrators, Counselors, Attendance Officer</b></p> <p><b>Admin, School Counselors Teachers, School Social Worker Teachers, Counselors, School Social Worker, Mentors</b></p> <p><b>Teachers, Attendance Clerks, School Administrators, Attendance Officer</b></p> <p><b>Attendance Clerks, School Administrators, Teachers</b></p>
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**Tier 3-** Supports for attendance are intensive interventions designed for students who exhibit severe and persistent absenteeism despite Tier 1 and Tier 2 interventions. Tier 3 supports require a coordinated and intensive effort from school personnel, families, and community partners to address the complex factors contributing to chronic absenteeism. These interventions are highly individualized and aim to address complex barriers to attendance.

Attendance Threshold	Tier 3 Supports	Stakeholders
<p>Accumulating 5 unexcused absences.</p> <p>Demonstrating patterns of irregular attendance that raise concerns of significantly impacting academic progress, regardless of the exact number of absences.</p>	<ul style="list-style-type: none"> <li><b>Letter Mailed Home from Principal at 3 Unexcused Absences:</b> Parents will receive notification that their child is at risk of reaching the tier 3 attendance threshold. Any absences with out approved documentation will be labeled as unexcused. The parent will be required to attend a SAM team meeting at 5 unexcused absences.</li> <li><b>Referral to the School Attendance Matters (SAM) Team:</b> Parents will be required to attend a meeting with school and division personnel to review tier 2 interventions and develop strategies to prevent legal proceedings.</li> </ul> <p><b>Strategies May Include:</b></p> <ol style="list-style-type: none"> <li><b>1. Parent Workshop:</b> Parents are enrolled in a course to help address family-specific barriers to improve attendance outcomes.</li> <li><b>2. Individualized Attendance Plans (IAPs):</b> Develop detailed plans tailored to the specific needs of each student with chronic absenteeism. IAPs include clear goals, strategies, and supports to improve attendance, such as personalized incentives, alternative transportation arrangements, or modified schedules. The school division, parents, and students identify their responsibilities and sign the IAP.</li> <li><b>3. Home Visits and Family Outreach:</b> Conduct home visits by school staff (counselors, social workers, teachers, attendance officer) to understand and address family-specific barriers to attendance. Establishing positive relationships with families can help identify solutions and build trust.</li> <li><b>4. Child Study Meeting or IEP Team Meeting:</b> Referral to the Child Study Team or Individualized Education Plan (IEP) Team to identify any ways in which a student's disability may be impacting attendance and develop mitigation strategies.</li> <li><b>5. Functional Behavior Assessment (FBA) and Behavior Intervention Plan (BIP):</b> Conduct an FBA to identify the function of the student's absenteeism (e.g., avoidance of academic tasks, social anxiety). Develop a BIP that includes strategies to address these underlying behaviors and promote regular attendance.</li> <li><b>6. Intensive Counseling and Mental Health Services:</b> Provide ongoing counseling and mental health services to address emotional or psychological barriers to attendance, such as anxiety, depression, or trauma. Ensure access to qualified professionals who can support the student's well-being.</li> <li><b>7. Alternative Education Programs:</b> Offer alternative education settings or programs (e.g., alternative schools, virtual learning options) for students who struggle to attend traditional school settings due to health concerns, disabilities, or other reasons. These programs should still focus on academic progress and attendance improvement.</li> <li><b>8. Transition Planning:</b> Develop transition plans for students re-entering school after extended absences. Plan gradual transitions with supports in place to help students adjust and maintain regular attendance.</li> <li><b>9. Collaboration with Community Agencies:</b> Partner with community organizations, social services, or health providers to address underlying issues impacting student attendance, such as housing instability, health concerns, or family crises. Coordinate services and resources to support the student and their family.</li> </ol> <ul style="list-style-type: none"> <li><b>Data-Driven Decision Making and Monitoring:</b> Continuously monitor</li> </ul>	<p>Principal &amp; Attendance Clerk</p> <p>Attendance Officer, Principal, School Social Worker, Counselors, Case Managers Teachers, Parents, Student</p> <p>Parents/Guardians</p> <p>Attendance Officer, Principal, School Social Worker, Counselors, Case Managers Teachers, Parents, Student</p> <p>Attendance Officer, Principal, School Social Worker, School Resource Officer</p> <p>Principals, Teachers, Parents, Counselors, Case Managers, Student</p> <p>School Social Worker, Counselors, School Psychologist</p> <p>Counselors, School Social Worker</p> <p>Principal, Counselors, Division Administrators, Parents, Student</p> <p>Principal, Counselors, Parents, Student</p> <p>Principal, Counselors, Division Administrators</p> <p>Attendance Officer, Principal,</p>



	<p>attendance data and progress toward attendance goals. Adjust interventions based on ongoing assessment of effectiveness and the student's response to supports</p> <ul style="list-style-type: none"> <li>• <b>Legal and Truancy Interventions:</b> Implement legal interventions as necessary, such as truancy court proceedings or involvement of juvenile justice system personnel. These interventions may provide additional supports and consequences to motivate improved attendance.</li> </ul>	<p>School Social Worker, Counselors, Case Managers Teachers, Parents, Student</p> <p>Attendance Officer</p>
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## FUNDRAISING

At various times during the year, fundraising activities will be conducted by RCES students. At no time is a RCES student to conduct “door to door” sales. Whenever sales are to be made outside of the student’s home, a parent/guardian must accompany the student. Close friends and neighbors are not considered part of the student’s family, and the parent/guardian must accompany the student to the home/business of close friends and neighbors as well as the general public. The parent/guardian must accompany the student whenever money is to be exchanged. All fundraising must be approved by the principal, the superintendent of schools, and the Rappahannock County School Board prior to the event.

## Drop-Off/Pick-Up Procedure

### Morning Drop-Off:

#### Arrival Time-No earlier than 7:45

- All car riders must be dropped off in the unloading area designated on the right side of the front parking lot.
- Students may not be let out of cars in the driving lane at any place other than in the designated unloading area.
- Any parent needing to walk a child to the building must park in a parking space and walk in through the main entrance, immediately checking in the office.
- Stopping in the driving area causes reduced visibility and a back-up of cars, creating greater risk of an accident.
- There are two crosswalks designated for pedestrian traffic. These have staff members on duty to maintain safety. Please do not use a crosswalk that does not have a staff member present, for your own safety.

- All students arriving after 8:20 must report to the main office and will receive a tardy slip to present to their teacher. Please bring your child to the front entrance if you arrive after 8:20. Staff members will not be at drop off points.

### **End of Day/ Student Release:**

- All guardians will need to obtain a parent pick up pass from the school to display when picking up your child. You may also be asked to show ID.
- Parent pick-up will be at the back of the school in a designated area with cones. Parents must stay in their car and students will be brought to the car by a staff member.
- Students may only leave school with a parent/guardian that has a parent pick up pass. Prior permission must be obtained from the parent/guardian before a student is released to leave school with anyone other than a parent/guardian.
- Students must have written permission to ride home in a manner that is different from their normal routine.
- **Any changes in transportation plans must be received by 2:00 p.m. to ensure that the changes will be implemented.**
- If you must pick up your child early for an appointment, they must be signed out in the front office.
- Car riders are called to the cafeteria at 2:55. We will start our parent pick up line at approximately 3:00. No car riders will be paged or called from classrooms prior to this time to ensure your child's safety. Please be aware of crossing guards and staff members when driving through campus during dismissal time. Buses will be exiting the bus lane from 3:10-3:20 daily. Please allow buses to exit. All times are subject to change.
- **No one will be allowed to cross the bus lane from the parking lot at any time during afternoon dismissal. Please wait until the buses have dismissed and the lane is clear to cross.**

**\*Please DO NOT enter the bus lane during the time periods 8:00-8:40 A.M. and 2:50-3:30 P.M.**

### **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 pupil. Students are released only on request and authorization of parent or guardian. The superintendent establishes procedures for release of pupils 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.

## **Visiting Procedures**

All parents are encouraged to visit the school often to become involved in the learning experiences of their children and to talk with their teachers. It is essential that all visitations be carefully monitored to ensure the safety of our school and to protect students' instructional time. All parents/visitors who enter the building are asked to use the intercom system located at the entry door. All visitors should state their name and reason for the visit. A valid driver's license will be requested by school officials prior to entering the building. A visitor's pass will be printed and must be worn at all times while on school property. Parents/visitors must have a scheduled appointment to proceed elsewhere in the building.

Parents/visitors who would like to have lunch with their child should notify the teacher by a note or e-mail no later than the morning of the visit. Any parent who arrives at school and has an urgent reason to visit their child's classroom must receive verbal permission from the principal. Any visitor who refuses to follow these procedures or causes a disruption will be asked to leave the property and will risk the loss of future visitation.

## **BULLY PREVENTION PROGRAM**

The OLWEUS Bully Prevention program was introduced in the 2011-12 school year. We will continue efforts to stamp out bullying in our school. 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. Through a focus on positive character virtues, our school's anti-bullying rules are:

1. We will not bully others.
2. We will try to help students who are bullied.
3. We will try to include students who are left out.
4. If we know someone is being bullied we will tell an adult at school and an adult at home.

Please help us to reinforce these rules at home and school in order to provide a safe and secure school environment free from intimidation and hurt.

## **STUDENT COMPLAINT PROCEDURE**

The following complaint procedure is established to report suspected discrimination or harassment:

- A. Suspected discrimination or harassment should be reported using the “Report of Discrimination” form (JBA, P. 5) or the “Report of Harassment” form (JFHA-F) within 15 school days of the occurrence and given to a school staff member, the building principal, or the Compliance Officer.
- B. An investigation will be conducted that should generally be completed within 14 school days\*. Written receipt of the complaint will be provided. A written report will be given to the Superintendent.
- C. The Superintendent shall issue a decision in writing to the complainant within 5 school days of receiving the report.
- D. An appeal of the Superintendent’s decision may be given to the School Board within 5 school days of receiving this decision. The School Board will make a decision regarding the appeal within 30 calendar days.

Complaints should be submitted in writing to the Compliance Officer or Alternate Compliance Officer, 6 Schoolhouse Rd., Washington, VA 22747. The full policy of GB and GBA can be found on the RCPS website at <http://www.rappahannockschools.us> by clicking on School Board, then click policies, then click section G (personnel).

### **GRADE PLACEMENT**

Grade placement of six year old students entering school for the first time is at the discretion of the school staff, and will be determined by the child’s readiness and academic skills. Students transferring from another school to RCES will be placed in the grade level determined by placement in the previous school and recommendations of instructional staff based on local testing and previous achievement.

## GRADING SCALE

The Rappahannock County School Board adopted a grading scale as follows for grades 2-7:

Class Grade	Letter Grade
97-100	A+
93-96	A
90-92	A-
87-89	B+
83-86	B
80-82	B-
77-79	C+
73-76	C
70-72	C-
67-69	D+
61-66	D
60 and below	F

**Preschool-** D=Developing, M=Mastered, and N/A=Not Assessed

**Kindergarten & First Grade-**4=Exceeds Standard, 3=Meets Standard, 2=Partially Meets Standard, and 1=Inadequate or No Understanding

## REPORT CARDS

The purpose of the report card is to give the parents a report of the progress that their child has made during that reporting period. In grades K-7, report cards are issued every nine weeks. Each parent should examine the report card carefully and contact the teacher for a conference to discuss any questions concerning the child's progress. Each report should be signed by the parent before it is returned to school. If a report card is lost or damaged beyond use, a new one can be issued by the office.

## **PARENT / TEACHER CONFERENCES**

*Conferences will be scheduled on October 15, 2024 (school closed for students) and then again on February 18, 2025 (school closed for students).* We hope that parents take this opportunity to talk with teachers concerning their child's progress in school. Parents are also urged to contact teachers when any other concerns or questions arise during the school year.

## **PARENT PORTAL**

Parents can access their child's grades and attendance records through the Parent Portal connection of Power School student data system. User ids and passwords must be obtained in person through the Main Office. Parents can access period attendance and grades for assessments recorded in the database. Teachers can be contacted through the portal via e-mail.

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

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

**User IDs and passwords will not be emailed, mailed, or faxed. They can only be distributed in person for security purposes.** Identification may be required to pick up access information.

## **PROMOTION / TRANSFER DECISIONS**

Students are promoted to the next grade at the end of the school year based on their academic progress and mastery of grade level standards. In the event that a student is experiencing academic difficulty, parents will be invited to meet with teachers. Options for the student's placement in the next grade level will be discussed and decided based on the best interests of the student.

## **Rappahannock County Schools' Retake Procedure**

At Rappahannock County Schools, we want every student to understand and master their lessons. Mastery means the student knows at least 80% of the content. Teachers regularly check how well students are learning. If a student doesn't master the content, they will get extra help and be reassessed.

### **For Grades K-7:**

- If a student needs more time for extra help before a retake that can change their grade, the teacher will arrange this time.

### **Reassessment Details:**

- Reassessments can be done in many ways, such as verbal questions, extra assignments, essay questions, hands-on activities, or a retest.
- Retests must be different from the original test.
- Students can retake each major assessment (like big tests, projects, or papers) once if they score below 80%.

### **Before a Grade-Altering Retake:**

1. Parents must sign the original test or be contacted another way to approve the retake.
2. The student must complete a remedial assignment to show they understand the content before retaking the test.
3. Teachers will inform students and parents about retake deadlines through agendas, newsletters, and classroom postings.

### **How Grades Will Change:**

- The final grade will be the higher of the two scores, not an average.
- The highest grade recorded will be capped at 80% to show mastery.

**Note:** Grade-altering retakes are not available for AP or Dual Enrollment classes and semester exams at RCHS.

*\*Note: Grade-altering reassessments will not be offered in AP or Dual Enrollment classes and RCHS semester exams.*

## **Gifted & Talented Information**

RCES implements a curriculum that is appropriate for students to provide a growth in learning. We realize that our students have exceptional needs and require additional or different services to reach their potential for achievement. Our staff works together to find those students and provide differentiated instruction through

opportunities for extension, acceleration, and/or enrichment. Identified gifted students may require special services as both a group or as individuals. You can learn more about the program, contests and enrichment opportunities through our [website](#) at Gifted Program under RCPS Instruction.

### **State Formative Assessments:**

**Preschool-3<sup>rd</sup>** (Virginia Literacy & Language Screener) <https://literacy.virginia.edu/>

**Preschool & Kindergarten-VKRP** (Virginia Kindergarten Readiness Program) <https://vkrponline.org/>

**Grades 3-7 SOL Testing** (Standards of Learning) <https://www.doe.virginia.gov/testing/index.shtml>

\*Students will be taking a reading and math growth assessment in the fall and in the winter. Those dates will be provided to parents. Students will be SOL tested on the subject areas below in the spring.

3<sup>rd</sup>-Reading and Math

4<sup>th</sup>-Reading, Math, VA Studies

5<sup>th</sup>-Reading, Math, and Science

6<sup>th</sup>-Reading and Math

7<sup>th</sup> Reading, Math, and Civics

Rappahannock County Public Schools provides instruction concerning

- Drugs and drug abuse,
- The public safety hazards and dangers of alcohol abuse, underage drinking, underage marijuana use, and drunk driving, and
- The health and safety risks of using tobacco products, nicotine vapor products, and alternative nicotine products.

### **ELECTRONIC DEVICES/CELL PHONES**

Electronic devices are not allowed to be used during the school day and should not be visible. **Pictures and/or videos may not be taken at school.** RCPS does NOT accept responsibility for the loss of or damage to any personal electronic devices. **If cell phones are visible during the school day, the phone will be collected from the student and put in a secure area until a guardian can pick the phone up.**

### **MOMENT OF SILENCE**

The Rappahannock County School Board recognizes that a moment of silence before each school day prepares students and staff for their respective work on school days. Therefore, each teacher shall observe a moment of silence at the beginning of the first class of each school day. The teacher



responsible for each class shall make sure that each student remains seated and silent and does not disrupt or distract other students during the moment of silence. The moment may be used for any lawful silent activity, including personal reflection, prayer and meditation. However the teacher responsible for each class shall not influence, in any way, students to pray or meditate during the moment of silence. Students and employees are prohibited from praying aloud during the moment of silence.

## **SCHOOL RECORDS**

Requests for school records to be sent to other school divisions should be directed to the main office at RCES. Requests for review of school records should be directed to the elementary school principal for students in grades Pre-K through 7.

Parents of students, or eligible students, may inspect and review the student's education records without unnecessary delay and before any meetings regarding an IEP or hearing involving a student with a disability. Parents or eligible students should submit to the principal a written request which identifies as precisely as possible the record or records he or she wishes to inspect. Further, parents shall have a right to a response from the school division to reasonable requests for explanations and interpretations of the education record.

Other details of the Student Record Procedure, such as challenging information, disclosing information, destroying records, the cost of copying, etc., may be obtained by any parent or eligible student by requesting a copy of the procedure from the school principal.

## **MONEY**

Students should bring to school only the amount of money needed for that school day. Students are responsible for their own money. Unless related to a school function or activity, there is to be no buying or selling of items at school. Teachers are not and cannot be responsible for lost or stolen money. Money will not be loaned by the office staff, and should not be borrowed from other students.

## **BREAKFAST & LUNCH INFORMATION**

Children need healthy meals to learn. School breakfast and lunches are free for all students for the 2024-2025 school year. If your child wants to purchase extra lunch, snacks, or ice cream, money must be out on their account. Money can be added to their lunch account through cash/check in person or online at [www.K12paymentcenter.com](http://www.K12paymentcenter.com). Families are still strongly encouraged to complete the free & reduced application for additional benefits and to support school funding. Applications are located in the school office or can be completed online at [www.lunchapplication.com](http://www.lunchapplication.com). Please call the cafeteria manager at 540-227-0200 ext. 3006 with any questions.

## SCHOOL CLINIC

Our school nurse is committed to a safe and healthful school environment that facilitates learning. The following sections of this handbook address health issues.

### ACCIDENTS AND ILLNESS

Any student who becomes ill or is injured at school will be brought to the clinic for appropriate care. Children are permitted to leave school only with permission of a parent. All children leaving school must be signed out in the office. Children must stay home until fever and vomiting have stopped for 24 hours before returning to school.

Parents or guardians of any student who becomes seriously ill or is involved in an accident while at school will be notified immediately and, if necessary, the student will be transported to a hospital emergency room as the individual case may require. In order to prevent delay in an emergency, please notify the school office immediately if you have a change of address or telephone number. **We must have an emergency contact person for each child enrolled in school.**

### CHRONIC ILLNESS

The clinic will be available during school hours to any child who has a chronic illness that requires special attention. Nebulizer machines are available for use in the clinic for those students who require breathing treatments at school. Families are asked to provide tubing, medication and the doctor's orders for the treatments. If your child has other special health needs, please don't hesitate to see the school nurse.

### MEDICATION

All medications must be brought to school by a parent or guardian. **No medication is allowed on school buses.** This includes over-the-counter medications (Tylenol, cough syrup, cough drops, Benadryl, etc.) as well as prescription medications. In the event medication is sent to school with a student, the parent or guardian will be notified by telephone that the medicine will not be administered by school staff. **Any student found to possess over-the-counter or prescription medication may be subject to disciplinary action according to school division policy on illegal substances. Please refer to the Student Code of Conduct for specific disciplinary actions.**

**Commonly used over-the-counter medications may be given to a student only with written permission from the parent or guardian. Such permission shall include the name of the medication, the required dosage and the time the medication is to be given. Such medicine must be in the original container and delivered to the principal, school nurse or school division designee by the parent / guardian of the student. Medication in a container other than the original container will not be accepted.**

If a student is taking any medication, prescription or non-prescription, a note similar to the one in the section entitled, "Request for the Administration of Medicine" (p. 31), should be brought to school with the medicine by a parent or guardian. If it is a non-prescription medication, simply write "non-prescription" in the blank for "Doctor's Name". Any prescription medication that is to be given daily at the school must be in the prescription bottle, with the current prescription label. (The first dose of any newly prescribed medication must be given by the parent.)

## **ADMINISTERING MEDICINES TO STUDENTS**

### **Self-Care and Self-Administration of Medication**

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

- carry with him 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, and
- self-check his own blood glucose levels on school buses, on school property, and at school-sponsored activities.

A School Board employee, as defined in Va. Code § 22.1-274.E, who is a registered nurse, licensed practical nurse, or certified nurse aide and who has been trained in the administration of insulin, including the use and insertion of insulin pumps, and the administration of glucagon may assist a student who is diagnosed with diabetes and who carries an insulin pump with the insertion or reinsertion of the pump or any of its parts. Prescriber authorization and parental consent shall be obtained for any such employee to assist with the insertion or reinsertion of the pump or any of its parts. Nothing in this policy requires any employee to assist with the insertion or reinsertion of the pump or any of its parts.

### **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.

### 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 valve holding chambers are stocked in each school in the division to be administered by any school nurse, 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 valve holding chambers for any student believed in good faith to be in need of such medication.

## Regulation

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.

## **FOOD ALLERGIES AND EPI-PEN REQUIREMENTS**

Anaphylaxis is a severe systemic allergic reaction caused by exposure to allergens. This results in a rapid onset of symptoms that can be fatal. Common allergens that can cause an allergic reaction are: fish, shellfish, milk, tree nuts, eggs, peanuts, soy and wheat. Also included are: latex, insect venom, medications, and animal dander. An allergic reaction can last for up to two hours after coming into contact with the allergen.

Rappahannock County Public Schools follows the state requirement of having two doses of auto-injectable epinephrine, or assigned stock epinephrine in each of our schools. It will be administered by a trained staff member to any student that is believed to be experiencing an anaphylactic reaction at school during the academic day. *The Code of Virginia* (§8.01-225) provides civil protection for employees of a school board who are appropriately trained to administer epinephrine.

Parents of students with known allergies that are life threatening and/or can cause anaphylaxis need to provide the school, on an annual basis, with orders for the student written by the student's health care provider, and the necessary medical supplies, to include two Epi-Pens- one to be kept with the student and one to be kept in the school clinic. Upon the administration of an Epi-Pen to a student while at school, emergency services will be called and the parent will be notified.

FAAN, 2012.

## **CONTAGIOUS DISEASES**

School Law 22-249 of the Code of Virginia reads in part, "Persons suffering with contagious or infectious disease shall be excluded from the public schools while in that condition". Parents will be notified to pick up children who show symptoms of contagious disease. Parents are asked to keep children at home if they show symptoms of contagious illness for the protection of the other children. Some examples of contagious diseases are: pinkeye, ringworm, chicken pox, Fifth disease and strep throat. Please do not send your child to school if they exhibit symptoms of these diseases

## **LICE**

The following procedure is one that we hope will help control the occurrence and spread of head lice in the school. Please note the following lists:

### Procedure Followed When a Case of Head Lice is detected:

1. The child comes to the clinic for the school nurse to check the hair of the student.
2. If live lice are discovered, or the hair has numerous nits, the school nurse will call to inform the parent and recommend that the child be picked up from school to start the treatment protocol for head lice.
3. The school nurse will review the proper way to treat the hair, the home, the car, coats, and backpacks prior to returning to school.

### Other Steps That May Be Taken:

1. Children may be instructed to keep their coats on the backs of their chairs or in backpacks.
2. Cloth items from the classroom may be sent home to be washed or bagged.
3. Carpets are vacuumed daily, with particular care given to affected classrooms.

Rappahannock County Elementary School  
Request for the Administration of Medication

I request that the school nurse or other trained staff member at Rappahannock County

Elementary School give my child: \_\_\_\_\_

(Name of child)

The medication prescribed by: \_\_\_\_\_

(Doctor's Name)

The Name of the Medication Prescribed: \_\_\_\_\_

The Dosage and Time to be given: \_\_\_\_\_

How long the medication will will be given at school: \_\_\_\_\_

All year: \_\_\_\_\_ yes OR Until Completed : \_\_\_\_\_ (Date)

\*\*\* All medication will be furnished by me in the prescription labeled container supplied by the pharmacy. It must be current and contain the prescribed dosage of medication. I must bring the medication to the school nurse. Students are not allowed to have medications in their back packs, on the school buses, or in their lunch containers.

Signature of parent/guardian: \_\_\_\_\_ Date: \_\_\_\_\_



## Rappahannock County Elementary School

34 Schoolhouse Road

Washington, Virginia 22747

(540) 227-0200

**Jennifer Wissinger, Principal**

**Jacqui Lowe-Barton, Assistant Principal**

Dear Parent of Students in Grades Five through Twelve:

Eating disorders are serious health problems that usually start in childhood or adolescence and affect both girls and boys. With early diagnosis, eating disorders are treatable with a combination of nutritional, medical, and therapeutic supports. Recognizing the importance of early identification of at-risk students, the 2013 Virginia General Assembly passed a law requiring each school board to provide parent educational information regarding eating disorders on an annual basis to students in the fifth through twelfth grades.

It is important to note that eating disorders are not diagnosed based on weight changes as much as behaviors, attitudes, and mindset. Symptoms may vary between males and females and in different age groups. Often, a young person with an eating disorder may not be aware that he/she has a problem or keeps the issues secret. Parents/guardians and family members are in a unique position to notice symptoms or behaviors that cause concern. Noting behaviors common to people with eating disorders may lead to early referral to the primary care provider. It is important for eating disorders to be treated by someone who specializes in this type of care.

After reviewing the information on the next page, if you think your child may be displaying signs of a possible eating disorder, please contact your primary health care provider, school nurse, or one of the resources listed below.

- Academy for Eating Disorders (AED)  
<http://www.eatingdisorderhope.com/information/help-overcome-eating-disorders/non-profits-organizations/aed>
- Families Empowered and Supporting Treatment of Eating Disorders (F.E.A.S.T.)  
[www.feast-ed.org](http://www.feast-ed.org)
- National Eating Disorders Association  
[www.nationaleatingdisorders.org](http://www.nationaleatingdisorders.org)  
Toll free, confidential Helpline, 1-800-931-2237

Additional resources may be found at:

- Virginia Department of Education  
[http://www.doe.virginia.gov/support/health\\_medical/index.shtml](http://www.doe.virginia.gov/support/health_medical/index.shtml), under the section titled, Eating Disorders

Sincerely,  
Jennifer Wissinger

RCES Principal

Please address any questions to:

540-227-0200

Heather Campbell, School Nurse x 3012



## **STUDENT CONDUCT EXPECTATIONS**

Students are expected to conduct themselves in an orderly, courteous, dignified and respectful manner at all times. Each student should place personal emphasis on the development of self-respect, respect for others and respect for property.

Please consult the **RCES Code of Student Conduct** for a detailed explanation of conduct expectations.

## **CODE OF RESPONSIBLE STUDENT DRESS**

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. This code applies to all students in Rappahannock County Elementary School while present on or using school or school-controlled property and while attending school-related events or activities. Administrators reserve the right to make final judgment related to dress code. Dress code specifics can be found in the Student Code of Conduct Handbook.

## **SEARCH AND SEIZURE**

To maintain order and discipline in the school and to protect the health, safety and welfare of students and school personnel, school officials may conduct a search of a student. A student's person and / or personal effects (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. If a search is conducted, it will be conducted in private by a school official with an adult witness present.

## **JUNIOR PANTHER ATHLETIC PROGRAMS**

Students in grades 6 through 8 may participate in the Junior Panther Athletic Program provided they meet the eligibility requirements set by the Rappahannock County Public Schools Athletic Department. Specific details concerning all Junior Panther Athletic policies can be found in the *Junior Panther Athletic Handbook* available through the Rappahannock County Public Schools Athletic Director, located at the Rappahannock County High School.

## **FIELD TRIPS**

Each student must have written permission from his or her parent or guardian to go on any field trip. All students should conduct themselves as representatives of the school and follow guidelines including code of conduct as if they were on school grounds. Students are allowed to go on field trips under the condition that their daily classroom behavior is acceptable to their teachers and the administrative staff.

Any parent wishing to chaperone a trip must follow the guidelines set for selection to be a chaperone. Chaperones must follow all school rules on field trips.

## **SAFETY DRILLS**

### Fire Drills

Each school holds a fire drill at least twice during the first 20 school days of each session. Each school holds at least two additional fire drills during the remainder of the school session. Evacuation routes for students are posted in each room. No fire drills are conducted during periods of mandatory testing required by the Board of Education.

### Lock-Down Drills

Each school has a lock-down drill at least once during the first 20 school days of each school session. Each school holds at least one additional lock-down drill after the first 60 days of the school session. Each school provides the parents of enrolled students with at least 24 hours' notice before the school conducts any lock-down drill. Such notice is not required to include the exact date and time of the lock-down drill.

Pre-kindergarten and kindergarten students shall be exempt from mandatory participation in lock-down drills during the first 60 days of the school session. The superintendent develops procedures to implement such exemption. Each pre-kindergarten and kindergarten students participates in each lock-down drill after the first 60 days of each school session.

### School Bus Emergency Drills

Each school having school buses holds a drill in leaving school buses under emergency circumstances at least once during the first ninety calendar days of each school session and more often if necessary.

### Tornado Drills

There is at least one tornado drill every school year in every school.

## Emergency Situations

In addition to the drills mentioned above, the School Board provides training to each student and employee at least once each school year on safety procedures in the event of an emergency situation on school property.

## **PERSONAL BELONGINGS**

All personal belongings brought to school (such as coats, sweaters etc.) should have names placed in them. Teachers cannot be held responsible for lost or stolen items.

Students must not bring radios, tape/cd/dvd players, toys, water pistols, laser pointers, iPods, mp3 players, digital cameras, trading cards, game cards, etc., to school. These items are disruptive and may be taken from children in the interest of preserving the educational environment.

**Note-** Use of personal electronics to record (voice and/or audio) self or others is strictly prohibited. See the *Student Code of Conduct* for more information.

## **LIBRARY PROCEDURES**

During class visits to the library, students will listen to a story, practice library skills, and checkout books. Students in grades 6-7 visit the library primarily for checkout only. If you have an overdue book, you may not checkout another book until it is returned. Students may visit the library, with permission from their teacher, should a need arise on a day that is not their regularly scheduled library time. If a book is lost or damaged and cannot be reshelfed, it must be paid for in the form of a check made payable to RCES or with exact cash. The payment is refundable if a lost book is found and returned in good condition before the last day of the current school year.

## **ACCEPTABLE USE OF THE INTERNET**

Students shall abide by the Rappahannock County School Division's *Acceptable Internet Use Policy and Regulations*. Forms requiring parent and student signatures, and offering further detail regarding internet use, will be distributed at each school.

## Acceptable Computer System Use

*All use of the school division's computer system shall be consistent with the School Board's goal of promoting educational excellence by facilitating resource sharing, innovation and communication. The term computer system includes hardware, software, data communication lines and devices, terminals, printers, CD-ROM devices, servers, mainframe and personal computers, and internet and any other internal or external network. (Taken from RCPS Policy IIBEA-R)*

### Terms and Conditions for Use

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

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

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

**Device Distribution:** All RCES students will be provided a school device at the beginning of the 21-22 school year. PreK-1<sup>st</sup> grade will receive i-pads and 2<sup>nd</sup> -7<sup>th</sup> grade Chromebooks. Individual classroom teachers will decide when and if devices will be sent home.

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

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

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

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

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

In order to access the school division computer network, each employee, student and parent/guardian of each student are required to read the Acceptable Computer Use Policy, sign and return the attached signature page. If you have any questions about this document, please contact your supervisor or your child's principal.

## **Code of Ethics**

Users of technology are responsible for appropriate behavior on school computer networks just as they are in a classroom or a school library. General school rules for behavior and communications apply; consequences for inappropriate behavior also apply. Access to these electronic resources is provided in order for students and staff to conduct educational activities. Technology users are expected to act in a considerate and responsible manner. All users of technology will be informed of expectations and responsibilities related to computers prior to gaining access, as indicated in the staff and student handbooks. Technology users are expected to abide by the following.

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

9. Conserve resources including but not limited to file storage space, bandwidth, online time, toner, and paper.
10. Do not use the computer system to sell merchandise, operate a business or for personal gain.

**From the Code of Student Conduct:**

**UNAUTHORIZED USE OF COMPUTER TECHNOLOGY AND ELECTRONIC DEVICES**

Any student who fails to comply with the terms of the Acceptable Use Policy may lose system privileges, and student may be disciplined in accordance with the Code of Student Conduct or other school board policies and division regulation governing student discipline. Student may also be the subject of appropriate legal action for violation of these policies or regulations. This includes the misuse of computers or other electronic devices whether they are school owned or personal devices.

**PARENTAL RESPONSIBILITY** (excerpted from the Code of Virginia)

**The following information reflects Virginia Code requirements.**

**We value the support that the parents in our school community lend to the educational process. \*\* Please sign and return the Parental Statement of Receipt of Notice that is included in your online forms**

22.1-279.3 Parental Responsibility and Involvement Requirements.

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

Each parent of a student shall sign and return to the school in which the student is enrolled a statement acknowledging the receipt of the school board's standards of student conduct and the notice of the requirements of this section. Each school shall maintain records of such signed statements.

- D. The school principal may request the student's parent to meet with the principal or his designee to review the school board's standards of student conduct and the parent's responsibility to participate with the school in

disciplining the student and maintaining order, and to discuss improvement of the child's behavior and educational progress.

E. In accordance with 22.1-227 and the guidelines required by 22.1-278, the school principal may notify the parents of any student who violates a school board policy when such violation could result in the student's suspension, whether or not the school's administration has imposed such disciplinary action. The notice shall state (i) the date and particulars of the violation; (ii) the obligation of the parent to take actions to assist the school in improving the student's behavior; and (iii) that, if the student is suspended, the parent may be required to accompany the student to meet with school officials.

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

G. Upon the failure of a parent to comply with the provisions of this section, the school board may, by petition to the juvenile and domestic relations court, proceed against such parent for willful and unreasonable refusal to participate in efforts to improve the student's behavior, as follows:

1. If the court finds that the parent has willfully and unreasonably failed to meet, pursuant to a request of the principal as set forth in subsection D of this section, to review the school board's standards of student conduct and the parent's responsibility to assist the school in disciplining the student and maintaining order, and to discuss improvement of the child's behavior and educational progress, it may order the parent to so meet; or
2. If the court finds that the parent has willfully and unreasonably failed to accompany a suspended student to meet with school officials pursuant to subsection F, or upon the student's receiving a second suspension or being expelled, it may order (i) the student or his parent to participate in such programs or such treatment as the court deems appropriate to improve the student's behavior or (ii) the student or his parent to be subject to such conditions and limitations as the court deems appropriate for the supervision, care or rehabilitation of the student or his parent. In addition, the court may order the parent to pay a civil penalty not to exceed \$500.00.

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

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

### **Parent/Teacher Communication**

All RCES staff members have an email address that can be obtained on our webpage. Please note that teachers do not have access to their email all day, only during planning time. It is recommended that teachers respond to parents within a 24 hour time frame.

### **School Closure Communication**

In the event of a school closure, families will be notified by a variety of methods.

- Automated messages will be sent to home phones and cell phones registered with student information systems.
- Email/text alerts will be sent to all email accounts and cell phones on file. **Please make sure that all contact information (home phone, cell phone, and email addresses) are current for the current school year.**
- School closure will be posted on the school division website at [www.rappahannockschools.us](http://www.rappahannockschools.us).
- School closure information will be posted on our RCPS Facebook page. <https://www.facebook.com/rappahannockcountypublicschools/>
- School closure information will be recorded on the School Board Office voicemail message. 540-227-0023
- Local news will be provided with *weather-related* school closure information.

**To ensure that you receive this important information, please make sure that all contact information (home phone, cell phone, and email addresses) are current for SY24/25.**

*Note: School officials must have phone and/or Internet access to post announcements on the web and to use the automated message systems.*