



FCPS
2018-2019
STUDENT AND PARENT
HANDBOOK



Learners Today
Leaders Tomorrow
FRANKLIN COUNTY PUBLIC SCHOOLS

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FRANKLIN COUNTY PUBLIC SCHOOLS

Office of Superintendent

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August 2018

Greetings Franklin County Parents and Students:

On behalf of Franklin County Public Schools, I want to welcome you to the 2018-19 school year.

Virginia law gives the School Board and School Administration the mandate to make and enforce reasonable rules and regulations for its schools. These standards shall direct and regulate the conduct of students that are going to be attending, transported, and returning from school. These rules and regulations regarding student responsibilities and student rights shall be available in all school buildings and the central office.

Students are responsible for their behavior. We all must remind, reinforce and specify this basic principle to our children. Parents play a major role in the success of their child in school. I encourage parents to be the driving force in believing in each child's ability and demanding outstanding behavior and performance.

We expect each child to grow and develop into a responsible young adult. Eventually our students will become productive and successful members of society. We must work together to achieve this goal for each child.

The expectations that parents establish with their children will have a major influence in what they ultimately achieve. Parent involvement is appreciated as we work together to assure the success as well as personal and academic development of each child.

The handbook has a wealth of valuable and important information. It will answer many, if not all, of your questions.

Please read and discuss this Handbook with your child(ren). You are encouraged to contact the School Board Office (483-5138) and/or your child's school about any questions or concerns that you or your child may have regarding this Handbook, or any other matters.

We are committed to providing our students with the best educational experiences possible and hope the 2018-19 school session will be happy and successful for your child.

Respectfully,

W. Mark Church, Ph.D.
Division Superintendent



STUDENTS' RIGHTS AND RESPONSIBILITIES

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

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

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

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

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

DEFINITION OF PARENTS (Section 22.1.1)

"Parent" or "parents" means any parent or guardian, legal custodian, or other person having control or charge of a child.

Section 22.1-279.3 Parental responsibility and involvement requirements:

- A. Each parent of a student enrolled in a public school has a duty to assist the school in enforcing the standards of student conduct and attendance in order that education may be conducted in an atmosphere free of disruption and threat to persons or property, and supportive of individual rights.
- B. A school board shall provide opportunities for parental and community involvement in every school in the school division.
- C. Within one calendar month of the opening of school, each school board shall, simultaneously with any other materials customarily distributed at that time, send to the parents of each enrolled student (i) a notice of the requirements of this section and (ii) a copy of the school board's standards of student conduct. These materials shall include a notice to the parents that by signing the statement of receipt, parents shall not be deemed to waive, but to expressly reserve, their rights protected by the constitutions or laws of the United States or the Commonwealth, and that a parent shall have the right to express disagreement with a school's or school division's policies or decisions. Each parent of a student shall sign and return to the school in which the student is enrolled a statement acknowledging the receipt of the school board's standards of student conduct and the notice of the requirements of this section. Each school shall maintain records of such signed statements.
- D. The school principal may request the student's parent to meet with the principal or his/her designee to review the school board's standards of student conduct and the parent's responsibility to participate with the school in disciplining the student and maintaining order, and to discuss improvement of the child's behavior and educational progress.



- E. In accordance with Section 22.1-277 and the guidelines required by Section 22.1-278, the school principal may notify the parents of any student who violates a school board policy when such violation could result in the student's suspension, whether or not the school administration has imposed such disciplinary action. The notice shall state (i) the date and particulars of the violation; (ii) the obligation of the parent to take actions to assist the school in improving the student's behavior; and (iii) that, if the student is suspended, the parent may be required to accompany the student to meet with school officials.
- F. No suspended student shall be admitted to the regular school program until such student and his parent have met with school officials to discuss improvement of the student's behavior, unless the school principal or his designee determines that readmission, without parent conference, is appropriate for the student.
- G. Upon the failure of a parent to comply with the provisions of this section, the school board may, by petition to the juvenile and domestic relations court, proceed against such parent for willful and unreasonable refusal to participate in efforts to improve the student's behavior, as follows:
 - 1. If the court finds that the parent has willfully and unreasonably failed to meet, pursuant to a request of the principal as set forth in subsection D of this section, to review the school board's standards of student conduct and the parent's responsibility to assist the school in disciplining the student and maintaining order, and to discuss improvement of the child's behavior and educational progress, it may order the parent to so meet; or
 - 2. If the court finds that the parent has willfully and unreasonably failed to accompany a suspended student to meet with school officials pursuant to subsection F, or upon the student's receiving a second suspension or being expelled, it may order (i) the student or his parent to participate in such programs or such treatment as the court deems appropriate to improve the student's behavior or (ii) the student or his parent to be subject to such conditions and limitations as the court deems appropriate for the supervision, care, and rehabilitation of the student or his parent. In addition, the court may order the parent to pay a civil penalty not to exceed \$500.
- H. The civil penalties established pursuant to this section shall be enforceable in the juvenile and domestic relations court in which the student's school is located and shall be paid into a fund maintained by the appropriate local governing body to support programs or treatments designed to improve the behavior of students as described in subdivision 3 of subsection G. Upon the failure to pay the civil penalties imposed by this section, the attorney for the appropriate county, city, or town shall enforce the collection of such civil penalties.
- I. All references in this section to the juvenile and domestic relations court shall be also deemed to mean any successor in interest of such court.



GUIDELINES FOR THE STANDARDS OF STUDENT CONDUCT

STATEMENT OF PURPOSE AND INTENT

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

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

The primary objectives of the standards of student conduct are

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

Elementary Schools

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

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

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

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

Secondary Schools

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

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

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



APPLICATION OF POLICY

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

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

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

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

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

DISCIPLINARY ACTION: CRITERIA, PROCEDURES, AND PROCESSES

Removal of a Student from Class

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

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

Requirements for Behavior Reports

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

Procedures for Written Notification of Student and Parents

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



Guidelines for Alternative Assignment and Instruction of Removed Students

The administrator shall determine the appropriate placement of the student, who has been removed from a class. The administrator has several options regarding the placement of a removed student, including, but not limited to the suggestions below.

Some suggestions are as follows:

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

Procedures for the Student's Return to Class

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

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

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

Short-Term Suspension

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

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

Refer to *Violation of Suspension* (below) for additional information.



Short-Term Suspension Appeal and Review

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

Long-Term Suspension

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

Long-Term Suspension Appeals and Review

On the request by a parent or guardian, the suspension of a student is subject to review by the superintendent, and on further request by a parent or guardian the suspension is subject to review by the school board.

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

Violation of Suspension

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

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

Other Disciplinary Consequences

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

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



Expulsion

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

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

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

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

Expulsion for Weapons-Related Offense

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

Expulsion for Drug-Related Offense

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

Admission of Students Suspended or Expelled from Another School Division

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



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

Corporal Punishment

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

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

Academic Punishment

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

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

Group Punishment

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

CONSIDERATIONS FOR DISCIPLINING STUDENTS WITH DISABILITIES

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

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

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

Short-term Suspension

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



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

Series of Short-term Suspensions

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

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

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

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

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

Long-term Suspension (Greater Than Ten (10) Days and Expulsion)

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

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

Dangerous Students With A Disability

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

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

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



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

Drug-Related Offenses

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

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

Procedural Safeguards

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

Child's Status During Proceedings

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

Further information can be found on the division's website:

http://www.frco.k12.va.us/support_depts/special_programs_services/new%20web%20site%20info/SERVICES%20list%20for%20link.htm

QUESTIONING / INVESTIGATION / ARRESTS

Police Questioning/Interviewing

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

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

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

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



School Questioning/Interviewing

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

SEARCH AND SEIZURE

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

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

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

Personal Searches

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

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

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

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

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

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



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

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

Locker and Desk Searches

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

Automobile Searches

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

Computer Searches

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

Consent Searches

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

Seizure of Illegal Materials

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



LAWS REGARDING THE PROSECUTION OF JUVENILES AS ADULTS

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

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

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

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

Who is a juvenile?

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

How is the age of the juvenile calculated?

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

Under what circumstances does the law permit the transfer of juveniles for trial as adults?

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

Circumstance #1

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

- Class 1 felony – death if the person convicted was 18 years of age or older at the time of the offense and is not determined to be mentally retarded and a fine of not more than \$100,000. If the person was under 18 years of age at the time of the offense or is determined to be mentally retarded, the punishment shall be imprisonment for life or imprisonment for life and a fine of not more than \$100,000.
- Class 2 felony – imprisonment for life or for any term not less than twenty years or imprisonment for life or for any term not less than twenty years and a fine of not more than \$100,000.
- Class 3 felony – a term of imprisonment of not less than five years nor more than twenty years or a term of imprisonment of not less than five years nor more than twenty years and a fine of not more than \$100,000.



- Class 4 felony – a term of imprisonment of not less than two years nor more than ten years or a term of imprisonment of not less than two years nor more than ten years and a fine of not more than \$100,000.
- Class 5 felony – a term of imprisonment of not less than one year nor more than ten years, or in the discretion of the jury or the court trying the case without a jury, confinement in jail for not more than twelve months and a fine of not more than \$2,500, either or both.
- Class 6 felony – a term of imprisonment of not less than one year nor more than five years, or in the discretion of the jury or the court trying the case without a jury, confinement in jail for not more than twelve months and a fine of not more than \$2,500, either or both.

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

In this circumstance, the Commonwealth’s Attorney’s office makes a formal request to the judge of the juvenile court for the juvenile to be transferred to the circuit court. The juvenile court holds a transfer hearing and may retain jurisdiction or transfer the juvenile to the appropriate circuit court for criminal proceedings. Any transfer to the circuit court is subject to the following conditions: (1) notice; (2) probable cause to believe that the juvenile committed the alleged delinquent act or a lesser included delinquent act; (3) the juvenile is competent to stand trial; and, (4) the juvenile is not a proper person to remain within the jurisdiction of the juvenile court.

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

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

Circumstance #2

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

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



Circumstance #3

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

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

If a juvenile is transferred for prosecution as an adult on one offense, what happens if he or she has also been charged with other offenses?

If any one charge is transferred, all other charges of delinquency arising out of the same act will be transferred. (§ 16.1-269.6 of the Code of Virginia)

Does the transfer impact subsequent alleged criminal offenses?

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

What happens when an adult is sentenced for a crime he or she committed as a juvenile?

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

What can happen if a juvenile is tried as an adult?

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

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



ROLES AND RESPONSIBILITIES

School board members, school personnel, parents, and students share the responsibility to create and maintain a school environment that is safe and conducive to learning. It is the responsibility of the School Board to adopt policies and regulations. The superintendent has responsibility to issue standards of student conduct including a list of corrective disciplinary actions for violation of the standards. The school principal has responsibility to enforce the student conduct standards using reasonable judgment. Each parent has a duty to assist the school in enforcing the standards of student conduct and compulsory school attendance. Students are expected to attend school regularly and to demonstrate good citizenship, enjoying the rights and fulfilling responsibilities set forth in the student conduct standards.

Standards of Quality

Section 22.1-253.13:7.D.3. of the Code of Virginia (part of the section of the Code known as the Standards of Quality) requires local school boards to maintain and follow an up-to-date policy manual that includes “standards of student conduct and attendance and enforcement procedures designed to provide that public education be conducted in an atmosphere free of disruption and threat to persons or property and supportive of individual rights.” Local school boards must give consideration to the views of teachers, parents, and other concerned citizens in the development of policies.

School Board Regulations

- Section 22.1-78. of the Code authorizes local school boards to adopt bylaws and regulations “for its own government, for the management of its official business and for the supervision of schools, including but not limited to the proper discipline of students, including their conduct going to and returning from school.”
- Section 22.1-279.6.B. of the Code requires local school boards to adopt and revise regulations on codes of student conduct that are consistent with, but may be more stringent than, the guidelines of the Board. School boards are required to include procedures for suspension, expulsion, and exclusion decisions, to biennially review student conduct code guidelines, and to include prohibitions against hazing and profane or obscene language or conduct. School boards are authorized to regulate certain communications devices and, at their discretion, require or encourage drug testing.
- Section 22.1-279.9. of the Code requires school boards, in cooperation with the local law enforcement agencies, juvenile and domestic relations court judges and personnel, parents, and the community-at-large, to develop programs to prevent violence and crime on school property and at school-sponsored events.

Removal, Suspension and Expulsion of Pupils

- Section 22.1-276.2. of the Code gives teachers initial authority to remove a student from a class for disruptive behavior and requires all school boards to establish the criteria for teachers to remove disruptive students, requirements for reporting incidents of disruptive behavior, procedures for written notification to a student and the student’s parents, guidelines for alternative assignment and instruction of such students, and procedures for the return of students to class and teacher participation in the decision.
- Section 22.1-277. of the Code authorizes the suspension or expulsion of pupils “for sufficient cause,” including acts off school property when the acts lead to an adjudication of delinquency, a conviction of certain offenses, or a charge that would be a felony if committed by an adult.
- Section 22.1-277.04. of the Code sets forth authorization for short-term suspensions (10 school days or less) and procedures for suspension and for readmission.
- Section 22.1- 277.05. of the Code sets forth authorization for long-term suspensions (more than 10 school days but less than 365 calendar days) and procedures for suspension and for readmission.



- Section 22.1-277.06 sets forth authorization for expulsion and procedures for expulsion and for readmission. Recommendations for expulsion for other than weapons and drug offenses are required to be based on consideration of factors specified in the Code, including the nature and seriousness of the violation and the student's disciplinary history.
- Section 22.1-277.07. of the Code requires school boards to expel students who bring a firearm or other destructive device (defined in the Section) onto school property or to a school-sponsored event in violation of the Gun-Free Schools Act of 1994. School boards are authorized to consider factors listed in § 22.1-277.06. in determining "special circumstances" in particular cases that would justify another disciplinary action.
- Section 22.1-277.08. of the Code requires school boards to expel students who bring a controlled substance, imitation controlled substance, or marijuana or synthetic cannabinoids onto school property or to a school-sponsored event. School boards are authorized to consider factors listed in § 22.1- 277.06. in determining "special circumstances" in particular cases that would justify another disciplinary action.

Alternative Educational and Intervention Programs

- Section 22.1-277.2:1. of the Code authorizes school boards to require any student to attend an alternative education program under prescribed circumstances. Procedures to be followed when requiring an alternative education program are also prescribed. It should be noted that alternative education programs are authorized but not required by the Code to be established.
- Section 22.1-254.2.A.6. and 7. In its 2006 Session, the General Assembly added to the list of persons who may participate in the GED testing program to include (i) persons 16 years of age or older who have been expelled from school and (ii) persons required by court order to participate in the testing program.
School boards may require any student who has been found in possession of, or under the influence of, drugs or alcohol on a school bus, on school property, or at a school-sponsored activity 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.

Legal Responsibilities of Others

Role of the Principal and School Administration

- The Virginia Standards of Accreditation (2000), Section 8 VAC 20-131-210.A., states that the principal "is recognized as the instructional leader of the school and is responsible for effective school management that promotes positive student achievement, a safe and secure environment in which to teach and learn, and efficient use of resources."
- Section B.2. specifies that the principal shall "ensure that the school division's student code of conduct is enforced and seek to maintain a safe and secure school environment."
- Section 8 VAC 20-131-260.C.3., requires a school administration to ensure "a written procedure, in accordance with guidelines established by the local board, for responding to violent, disruptive or illegal activities by students on school property or during a school-sponsored activity."

Parental Responsibility

- Section 22.1-279.3. of the Code of Virginia sets forth the duty of each parent of a student enrolled in a public school to assist the school in enforcing the standards of student conduct and compulsory school attendance. Procedures are set forth for notifying parents of their responsibilities, documenting the notification, and taking steps against parents for willful and unreasonable refusal to participate in efforts to improve their child's behavior or school attendance. Each parent of a student must



sign a statement acknowledging the receipt of the school board's standards of student conduct and return it to the school.

- Section 22.1-3.2.A.and B. of the Code of Virginia requires a parent or guardian to provide a public school, upon registration of a student, information concerning criminal convictions or delinquency adjudications for any offense listed in subsection G of § 16.1-260. These include homicide, felonious assault and bodily wounding, criminal sexual assault, manufacture, sale, or distribution of Schedule I or II controlled substances or marijuana or synthetic cannabinoids, arson, burglary and robbery, prohibited street gang activity, and recruitment for street gang activity. When the school registration results from foster care placement, the information is to be furnished by the local social services agency or licensed child-placing agency that made the foster care placement. This requirement was added by the 2006 General Assembly.

Responsibilities of Law Enforcement Agencies

- Section 22.1-279.3:1.B. of the Code of Virginia requires law enforcement agencies to notify a division superintendent, a principal, or a designee when a student in their school commits certain offenses that would be a felony if committed by an adult or a violation of the Drug Control Act, or an adult misdemeanor as listed in § 22.1-279.3:1.A. and whether the student is released to the custody of his parent or, if 18 years of age or more, is released on bond. It further requires that any school superintendent who receives notification that a juvenile has committed an act that would be a crime if committed by an adult pursuant to subsection § 16.1-260 to report the information to the principal of the school in which the juvenile is enrolled. Requirements for law enforcement agencies to report the release status of the student and for school superintendents to inform principals were added by the 2006 General Assembly.

Reports to Law Enforcement Agencies

Section 22.1-279.3:1.A. of the Code of Virginia lists certain offenses that school officials are required to report to local law-enforcement agencies. Listed below are categories of offenses that will be referred to law enforcement. These acts constitute a violation of the law.

- Alcohol and other drug use and/or possession (including tobacco and smokeless tobacco, and electronic cigarettes)
- Assault and battery
- Bomb threats
- Extortion
- Homicide
- Possession of weapons
- Property crimes (arson, burglary, theft, vandalism)
- Robbery
- Runaways
- Sex offenders (indecent exposure, obscene phone call, rape, sodomy, and child molestation)
- Threats to do bodily harm
- Trespassing
- Use of abusive or profane language

This list is not all-inclusive, as there are other violations that may be referred to law enforcement officers.



APPEALS AND APPEAL PROCEDURES

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

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

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

FEES, FINES, AND MEAL CHARGES

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

Generally

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

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

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

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



Textbooks

Each student is issued a textbook for each course free of charge. The textbook then becomes the responsibility of the student. The student to whom the textbook is issued must pay for lost or damaged textbooks.

Parking Permits

Due to limited number of parking spaces available on campus, consideration for parking permits is first given to students who are taking work-related technical courses and students required to stay after school for sports and activities.

- Permits are issued to students for a \$40.00 fee.
- The cost to replace a parking decal for any reason is \$40.00.

Driver's Education Fees

Fees for the behind-the-wheel portion of the driver's education program will be assessed in order to recover the program costs that exceed state funds.

Schedule of Student Fees

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

1. ELEMENTARY LEVEL

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

2. MIDDLE SCHOOL LEVEL

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



3. HIGH SCHOOL LEVEL

Possible Fees, Fines, and Charges	Amount	Purpose
Parking Fees	\$40.00 for parking decal \$40.00 for replacement decal	On Campus Parking
Graduation-related Fees	\$30.00	Graduation apparel (cap, gown, tassel), diploma and cover, etc.
Music-related Fees	Varies	Spring trip, Marching Band shoes and gloves
Sports-related Fees	Varies	Depends on sport, travel, etc.
Test-related Charges	\$92.00	AP test fee
Physical Education Fees	\$14.00	P.E. Uniform (optional)
Road and Range Charges	\$45.00-\$75.00	Behind the Wheel training
Class Dues	\$20.00-\$40.00	Senior Class activity fee
Club Fees	\$5.00 - \$25.00	Activity-related fee
Lab Fees	\$25.00	AP/Dual Enrollment science lab fees
Student Transcripts, Immunization Records, Birth Certificate Fees	\$3.00 per copy after the first one (which is free)	Cost of paper, printing and postage
Library Fines	Not to exceed replacement value	Overdue or lost books
Textbook Fee	Not to exceed replacement value	Damaged or replacement book
Yearbook Charge	\$55.00-\$70.00	Purchase price of the annual (optional)
Special Class Fees	25% of actual fees	Va. Western Comm. College Regional Academy classes
Special Class Fees	15% of actual fees	Va. Western Comm. College Dual Enrollment classes

Meal Charges

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

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

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

Students who have money to pay for a reduced-price or full price meal at the time of service must be provided a meal. If the student intended to use the money for that day's meal, the School Foodservice Authority (SFA) will not use the money to repay a negative balance or other unpaid meal charge debt. Students are allowed to charge three meals.



After that, K-8 students will receive a peanut butter & jelly or cheese sandwich and a milk until they bring in money or their bill is paid. Students will not be allowed to purchase or charge a-la-carte items if there is a negative account balance. This includes milk and ice cream.

9-12 students will need to bring money to purchase a meal. Students will not be allowed to purchase or charge a-la-carte items if there is a negative account balance. This includes milk and ice cream.

The SFA will notify households of low or negative balances. This will be done by letters via US mail, email, letters sent home with student, phone calls and text messages. The student's household will be notified after three days before repayment request.

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

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

ASSISTANCE TO HOUSEHOLDS

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

COLLECTION PROCEDURES FOR DELINQUENT AND BAD DEBT-ADVERSE ACTION

When a household has reached threshold of three meals, collection procedures will be initiated. Household will receive a Notification/Notice of Adverse Action stating collection procedures have begun.

TRANSPORTATION

Bus transportation is provided for students in all areas of the county; however, riding the school bus is a privilege, not a right. Bus rules and regulations are vital to the safe transportation of students to and from schools.

The decision to close schools due to bad weather conditions is usually made before 6:30 a.m. In borderline cases, schools will open exactly one (1) or two (2) hours late with afternoon dismissal at the regular time, weather permitting. If bad weather conditions occur while buses are enroute to the schools in the morning, students will go to school and then be dismissed.

In case of emergency closing, all children should know where they are to go if parents are working or not at home. Parents are encouraged to instruct their children in what to do if they arrive home and no one is there.

LEAVING SCHOOL GROUNDS/EARLY DISMISSAL

Leaving School Grounds

No students, after arrival, may leave school grounds without approval of the principal or a designee.

Early Dismissal

Students shall not be permitted to leave school prior to dismissal at the request of or in company of anyone other than a school employee or a parent or guardian, unless the express permission



of the parent or guardian is first secured. All students shall remain on the school premises until the appointed hour of school closing except in cases of illness or emergency or at the specific, personal request of the parent or guardian. In such cases, students may leave only with the consent of the principal or a designee.

Every precaution is to be taken to make sure that a telephone request for a student to be sent home is made by a responsible person before the student is permitted to leave school.

In the case of marital difficulty where one parent provides evidence of legal custody granted by the court and has requested that the student not be permitted to leave with the other parent, the request is to be honored.

STANDARDS OF STUDENT CONDUCT

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

Students are subject to corrective action for any misconduct that occurs

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

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

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

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

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



- suspension from school-sponsored activities or events prior to, during, or after the regular school day
- referral to in-school intervention, mediation, or community service programs
- in-school suspension
- out-of-school suspension
- referral to an alternative education program
- notification of legal authority where appropriate
- mandatory recommendation for expulsion for bringing a firearm onto school property or to a school-sponsored activity; or use or possession of a controlled substance, imitation controlled substance or marijuana or synthetic cannabinoids, as defined in Chapter 34 or Title 54.1 and §18.2-247 of the *Code of Virginia* on school property or at a school-sponsored activity
- evaluation for alcohol or drug abuse
- participation in a drug, alcohol or violence intervention, prevention or treatment program

Acceptable Use of the Internet

Students shall abide by the Franklin County Public School Division's Acceptable Computer System Use Policy and Regulation. See pages 37-46 of this handbook and Policy Sections GAB and GAB-R on the division website: <http://www.frco.k12.va.us/>

Alcohol and Other Drugs

A student may not possess, use, give, sell, or distribute alcohol, tobacco and/or tobacco products, or other drugs on school grounds, on school buses, or during school activities, on or off school property. This includes, but may not be limited to, smokeless tobacco, anabolic steroids, look-alike drugs, and drug paraphernalia, and includes anything that a student represents to be a restricted substance, or which a student believes is a restricted substance, or any prescription or non-prescription drug if not taken according to the prescription or the directions on the package. In addition to any other consequence 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 competition if the school principal and the division 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.

Assault

The following violations shall result in disciplinary action and may require mandatory sanctions:

- Verbally or physically assaulting another student or another person (other than a staff member) who has reason to be at school, whether or not causing injury, shall result in disciplinary measures up to and including a 10-day suspension and a recommendation for expulsion.
- Verbally or physically assaulting a school staff member shall result in suspension from school for up to 10 days, and the principal may recommend expulsion. In the event of injury to the staff member, expulsion shall be recommended.
- Voluntary fighting resulting in physical injury to another person shall be considered assault and battery.
- A student assisting or encouraging others to fight will be considered equally as guilty and will be punished in accordance with the regulation.
- Claims of self defense do not constitute a valid defense for physically assaulting another student.

Attendance and Tardiness

All students are expected to attend school regularly and to be on time for classes in order to benefit maximally from the instructional program and to develop habits of punctuality, self-



discipline, and responsibility. There is a direct relationship between poor attendance and class failure. Students who have good attendance generally achieve higher grades, enjoy school more, and are much more employable after leaving high school.

RELIGIOUS HOLIDAYS

Students shall be excused for the observance of traditional religious holidays. The parent is responsible for notifying the child's school of the religious holiday(s) to be observed, and should prearrange absences. Notes from parents shall specify:

1. the date(s) of the absence(s);
2. the name of the religious holiday; and
3. a statement that the absence is due to the exercise of the student's bona fide religious beliefs.

If the parent is unable to prearrange the absence, a request for exemption must be received no later than the second (2nd) day after the student's return to school from the absence occasioned by the religious observance. Students are responsible for contacting teachers for missed work within three (3) days of absence(s).

SCHOOL PROCEDURES

1. Student absences will be recorded on a daily basis in each class.
2. A written note along with the official documentation shown in Table 1 (below) should be sent to school no later than the third (3rd) day after the student's return to school from absence.
 - a. For elementary students, the note should be sent by the parent or guardian to the teacher, office or appropriate school personnel whenever a student is absent or tardy.
 - b. For middle school students, the note should be sent by the parent or guardian to the student's guidance counselor whenever a student is absent or tardy.
 - c. For high school students, the note should be sent by the parent or guardian to the student's first period teacher or guidance counselor whenever a student is absent or tardy.

The contents of the parent's note must include the following:

- a. the student's full name;
- b. the date(s) of the absence(s);
- c. the specific, verifiable reason for the absence, tardiness or early dismissal;
- d. the signature of the parent; and
- e. a daytime phone number where a parent can be reached to verify the note.

Table 1 - Official Documentation Needed for an Absence To Be Considered EXCUSED	
Absences	Documentation Required
a. Personal illness or exposure to a contagious disease	Statement from attending physician
b. Medical/therapist appointment	Statement from attending professional
c. Severe illness in the immediate family	Statement from attending physician or parent note
d. Death in the immediate family	Memorial from funeral or parent note
e. Religious observance	Prearranged - contact school administrator
f. Pre-arranged college visits (maximum of 2	Verification letter on college letterhead



per semester for Juniors and Seniors only)	
g. Student court appearance	Subpoena with student's name
h. Other extenuating circumstances	Prearranged - contact school administrator
<i>Any evidence that the reason offered for an absence is untruthful or misleading renders the absence unexcused. Disciplinary action will be taken.</i>	

3. Franklin County Public Schools will accept in each semester (i.e., two nine (9) week grading periods) up to five (5) days of medical absences that are justified by a parent note. After the fifth absence, official documentation will be required (see Table 1).
4. Attendance in school for the full number of hours each day is expected and required by the Code of Virginia. Because of this requirement,
 - a. for K-8 students, five (5) unexcused tardies and/or early check-outs will be equivalent to one (1) unexcused absence. Parents/guardians should provide the same documentation as listed in Table 1 in order for the tardy/early check-out to be considered excused.
 - b. for grades 9-12, three (3) unexcused early check-outs in the same class will be equivalent to one (1) unexcused absence. Parents/guardians should provide the same documentation as listed in Table 1 in order for the early check-out to be considered excused.
5. Students who are absent from school may not participate in any extracurricular activities of the school which occur on that same day without written permission of the administration. An elementary student must be present for fifty percent (50%) of the school day, and a secondary student must attend a minimum of two (2) classes in order to be counted present for the day and eligible to participate in any extracurricular activities.
6. Absences from classes due to school sponsored activities (e.g., field trips and athletics) are excused since students are considered present in school when participating in these activities. Classes missed due to high school exam exemptions are also excused.
7. In the case of short-term suspensions (1-10 days), fifty percent (50%) of the days will be counted as unexcused as applied to the attendance policy.
8. For Franklin County High School and Benjamin Franklin Middle School students, consequences for unexcused absences will be:
 - Day 1: "No Note" recorded and parent notified through the Call-Out System
 - Day 2: "No Note" recorded, parent notified through the Call-Out System, and conference with student
 - Days 3-5: Discipline referrals including Lunch Detention, PM Detention, ISS, and/or Referral for Truancy.

Additionally, absences without official documentation (Table 1) will be considered unexcused. After five (5) unexcused absences, a school social worker, administrator, or counselor will begin the Compulsory School Attendance procedure, which may include the parent and student meeting with school personnel to develop and sign an attendance contract, or meeting with the Franklin County Truancy Multidisciplinary Team pursuant to VAC 22.1-258. In severe cases or cases with a history of attendance concerns and interventions, charges may be pursued against the parent



in accordance with VAC 22.1-258.

9. In addition to the requirements of the Compulsory School Attendance law,
 - a. K-8 students who accumulate more than twenty (20) excused or unexcused absences may be retained or be required to attend summer school. Discipline, grades, completion of make-up work, and extenuating circumstances will be considered when reviewing such cases.
 - b. FCHS students who accumulate **more than ten (10) absences (excused or unexcused) through the course of the semester must file for a waiver with the associate principal in order to retain credit for the course.** Prior to submitting the waiver application, the student must have completed all make-up work. Discipline, attendance documentation, grades and extenuating circumstances will be considered for credit retention.

If the waiver is denied, the student may appeal to the Attendance Review Board. The Attendance Review Board will consist of the student's guidance counselor, a principal, school social worker, central office representative, and three school board members. The Attendance Review Board will examine the student's absentee record and documentation submitted in accordance with this regulation and will then notify the student and parent/guardian by mail as to the student's credit status for the class(es) in question. The decision of the Attendance Review Board shall be final.

10. In order to keep parents informed of absences and the Compulsory School Attendance law, the attendance office will notify the parent or guardian throughout the school year when the student has accumulated five (5) days of excused or unexcused absences in a nine (9) week grading period.

PERFECT ATTENDANCE AWARDS

1. Elementary students must be present for at least fifty percent (50%) of the instructional day (as defined by the school's arrival and dismissal bell schedule) in order to be counted present for that day and thus eligible for perfect attendance recognition. Students who are tardy or have early dismissal for more than five (5) days cannot be considered for perfect attendance recognition.
2. Middle school students must be present for fifty percent (50%) of the instructional day in order to be counted present for that day and thus eligible for perfect attendance. Students in 8th grade must be present two (2) periods and students in grades 6/7 must be present three (3) periods. Students who are tardy or have early dismissal for more than five (5) days cannot be considered for perfect attendance recognition.
3. High school students are eligible for a perfect attendance award in their senior year when the following criteria are met:
 - a. The student did not accumulate more than a total of three (3) period absences over the course of their four (4) years at Franklin County High School.
 - b. Franklin County High School does not generate a list of students qualified for perfect attendance recognition; it is the student's responsibility to complete and submit the application in order to be considered for perfect attendance recognition.

TARDY TO SCHOOL

Any student who reports to school after the bell to begin school will be considered tardy and will be admitted on an excused or unexcused basis. Students who are late because of late buses or other school actions will be given admission slips and counted present. Other excused tardies are:



- Required court appearance with documentation
- Medical or dental appointments with documentation
- Sudden or traumatic disruptions (fire, flood, serious domestic disputes, etc.) of a student's life style
- Personal illness documented by a note signed by a parent or guardian (five-note limit before a doctor's note will be required)
- A tardy not covered by the above reasons, but considered by the administration to be beyond the control of the student and seen as valid. Appropriate documentation and a conference may be required.

Oversleeping, riding with another student, and automobile problems are unexcused tardies. Students who drive to school must accept the responsibilities of being on time, or they will be subject to losing their parking permits.

ADDITIONAL NOTES

This regulation will not affect existing disciplinary procedures. Any student who cuts a class or skips school will still be disciplined in accordance with disciplinary policies.

It is important that students and parents realize and understand that the tolerance of ten (10) days per semester is not to be considered as legitimate or approved days to miss class, but rather they should be used only if necessary and as indicated by this regulation.

Except going to and from classes, students are not to leave campus during the day without permission. Students who have permission to leave school for necessary appointments, participation in co-op programs and other authorized functions must have proper permission slips or parental written requests approved by the administration and must sign out in the office.

Bomb or School Threats

Students shall not engage in any illegal conduct involving firebombs, explosive or incendiary materials or devices, or hoax explosive devices, or chemical bombs as defined in the *Code of Virginia*. Moreover, students shall not make any threats or false threats to harm other students, school personnel or property.

Bullying/Harassment

Students, either individually or as part of a group, shall not harass or bully another student or any school employee, volunteer, student teacher, or any other person present in school facilities or at school functions, either in person or by the use of any communication technology including computer systems, telephones, pagers, or instant messaging systems. The following conduct is illustrative of bullying:

- Physical, verbal, or written intimidation, taunting, name calling, and insults
- Comments (verbal or written) regarding the race, gender, religion, physical abilities or characteristics of associates of the targeted person
- Falsifying statements about other persons
- Use of technology such as e-mail, text messages, pictures, videos, or Web sites to defame or harm others.

Bus-Related Conduct

Students are required to conduct themselves on school buses in a manner consistent with



established standards for classroom behavior. Students who become disciplinary problems on school buses shall be reported to the principal by the driver and may have their riding privileges suspended. Students are also subject to the same disciplinary action as would be prescribed had the behavior occurred at school. See pages 32-36 of this handbook or Policy Sections JFCC and JFCC-R on the division website: <http://www.frco.k12.va.us/>

Cheating

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

- Cheating on a test or assigned work by giving, receiving, offering, and/or soliciting information
- Plagiarizing by copying the language, structure, idea, and/or thoughts of another
- Falsifying statements on any assigned schoolwork, tests, or other school documents

Communication Devices

Any portable communication devices, including any beeper, cellular phone, smart phone, tablet, or other communication device, including any device capable of receiving or transmitting text messages, must be out of sight and turned off during the day unless the teacher permits usage for instructional purposes at the direction of the student's teacher. At no time may any device be used with an unfiltered connection to the Internet. Repeated infractions will be considered insubordination and the consequence may include but is not limited to suspension.

Display of Affection or Sexual Abuse

No outward display of affection beyond the holding of hands is allowed at school. Holding hands is the key to the regulation. Any and all body contact beyond the holding of hands is not permitted. Public displays of affection are offensive to students, staff and parents or guardian. There is a time and place for such affection and it does not include the school day.

Disruptive Behavior

Students are entitled to a learning environment free of unnecessary disruption. Any physical or verbal disturbance within the school setting or during related activities which interrupts or interferes with teaching and orderly conduct of school activities is prohibited.

Disruptive demonstrations or protests are not appropriate methods for students to use in communicating their wishes pursuant to matters affecting policy, rules, and regulations dealing with the operation of public schools.

Students participating, whether involved directly or indirectly, in the planning or execution of any disruptive demonstrations or protests may be disciplined according to policies and regulations of the school board, State Board of Education, or Virginia School Laws.

Dress Code

All students are expected to dress appropriately for a K-12 educational environment. Any clothing that interferes with or disrupts the educational environment is unacceptable.

- A. The following clothing with messages may not be worn:
 - clothing with words or pictures that are obscene, vulgar, or sexually explicit and/or suggestive clothing that conveys a message that is confrontational, insulting, offensive, or "puts down" others



- clothing that promotes gang-related activities (such as insignias, bandanas, colored clothing worn for the purpose of gang identification, etc.)
 - clothing whose primary message is to promote alcohol, tobacco, and drugs
 - clothing carrying profane, sexually suggestive, or violent messages (such as slogans, symbols, pictures, etc.)
- B. Clothing torn or with openings above the knee that exposes undergarments and/or reveals skin inappropriately may not be worn.
- C. Unnecessary/disruptive outer-wear (coat, etc.) which is not in accordance with the weather:
- long or bulky jackets worn in the classroom anytime
 - long or bulky jackets worn outside the classroom but inappropriate due to climate conditions
- D. The following items of clothing must meet the stated criteria:
- Pants are to be worn at the waist, and are not to drag the ground, causing a safety concern, and are not to be extremely tight and revealing. Pants with straps or suspenders must be accompanied by a top meeting the dress code. The crotch of pants should not sag to the knees. The waistband of the pants should not be rolled down.
 - Shorts/skirts/dresses (hems/slits) may not be more than three inches above the top of the knee while standing, as measured by a 3x5 index card.
 - no shorts/skirts/dresses which are extremely tight and revealing
 - no brief shorts
 - Shirts/tops/blouses, etc. must meet the following criteria:
 - Shirt/top must touch pants/skirt top without being stretched by the hand. No skin or undergarments may show between top and bottom of garments at any time.
 - Straps of tops must cover up required undergarment straps.
 - No tube tops are allowed.
 - All shirts worn by males must have sleeves to the end of shoulders
 - All shirts worn by females must have sleeves to the end of shoulders and show no cleavage or any part of the breasts.
 - Tops must have backs, straps, and appropriate undergarments. Backs must be entirely covered.
 - Clothing must be thick enough to not show skin or required undergarments and must not be excessively tight and revealing.
 - Chains/jewelry
 - No long chains (i.e., pants, book bags, etc.)
 - No jewelry or cosmetic accessories that can reasonably be used as a weapon (i.e., spiked rings, etc.)
 - Headcoverings/hats
 - Grades K-8 and Gereau Center: no hats worn inside buildings
 - Grades 9-12: no hats worn inside classrooms, offices, assemblies, etc.
 - Shoes
 - Shoestrings must be tied so as not to cause a safety hazard.
 - Shoes deemed unsafe shall be handled on an individual basis.
 - No bedroom slippers

Electronic Cigarettes

Students shall not possess electronic cigarettes on school premises, on school busses, or at school-sponsored activities.



Extortion

No student may obtain or attempt to obtain anything of value from another by using a threat of any kind

Fighting

Exchanging mutual physical contact between two or more persons by pushing, shoving, or hitting with or without injury is prohibited.

Gambling

A student shall not bet money or other things of value, or knowingly play or participate in any game involving a bet on school property or during any school-sponsored activity.

Gang-Related Activity

Gang-related activity will not be tolerated. Symbols of gang membership are expressly prohibited (i.e., clothing that symbolizes association, rituals associated with, or activities by an identified group of students).

Harassment

A student shall not harass another student or any school employee, volunteer, student teacher, or any other person present in school facilities or at school functions.

Hazing

No student shall engage in hazing. Hazing means to recklessly and 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 activity. Hazing is a Class 1 misdemeanor which may be punished by confinement in jail for up to 12 months and a fine of up to \$2,500, or both, in addition to any disciplinary consequences which may be imposed. In addition, any person receiving bodily injury by hazing has a right to sue, civilly, the person or persons guilty thereof, whether adults or minors. The principal of any school at which hazing causes bodily injury shall report the hazing to the local Commonwealth Attorney.

Laser Pointers

Students shall not have in their possession laser pointers.

Profane, Obscene or Abusive Language

Students shall not use vulgar, profane, or obscene language, or gestures, or engage in conduct that is vulgar, profane, or obscene, or disrupts the teaching and learning environment.

Property Offenses

The following violations shall result in disciplinary action at the discretion of the principal and may require a report to local law enforcement authorities:

- Willful causing or attempting to cause damage to school property
- Theft of, taking, or trying to take another person's property or money by force, fear, or other means
- Vandalism, arson, or any threat or false threat to bomb, burn, damage, or destroy in



any manner a school building or school property

A student (or the student's parent) shall be required to reimburse the school board for any actual loss of, breakage or, destruction of, or failure to return property owned by or under the control of the school board which is caused or committed by such student.

Stalking

Students shall not engage in a pattern of behavior that places another person in fear of serious harm.

Student Vehicles

Driving to school is one of the privileges of a high school student, and as a privilege, it can be removed. Under the following guidelines, the high school principal shall establish regulations to control student vehicular traffic:

- All passengers, including the driver, must present a signed statement from a parent granting permission to let them ride to and from school.
- Students are expected to observe all laws when driving a car to and from school.
- Students shall not be allowed in cars during school hours unless they have permission from the principal or designee.
- On grounds owned or controlled by the Franklin County School Board, school bus traffic shall have priority of movement over student vehicles.

Please read Franklin County High School Student Handbook.

Threats/Intimidation

Students shall not make any verbal, written or physical threat of bodily injury or use of force directed toward another person for the purpose of extortion or for any other reason.

Trespassing

A student shall not trespass on school property or use school facilities without proper authority or permission, or during a period of suspension or expulsion. All visitors to a school or its grounds shall report to the main office immediately. Persons who fail to do so may be considered trespassers and subject to legal action, and student visitors who fail to do so also may be subject to disciplinary action as well as legal action. Any person whose presence or action interferes with or disrupts the operation of the school, its students, or school activities shall be prohibited from entering school or remaining on school property or remaining at a school-sponsored activity, wherever located.

Water Guns and Snow Balls

The possession or use of any liquid dispensing equipment, usually referred to as water guns or bottles, is forbidden in the buildings or on the school grounds. It is also forbidden for students to throw snow or snowballs on school grounds, on buses, or at buses.

Weapons or Other Dangerous Articles

Students shall not have in their possession any type of unauthorized firearm or other article which may be used as a weapon, regardless of whether it is commonly accepted as such.

Other Conduct

In addition to those specific standards, students shall not engage in any conduct which materially and substantially disrupts the ongoing educational process or which is otherwise in violation of federal, state, or local law.



SCHOOL BUS RULES AND REGULATIONS

The *Code of Virginia* permits school boards to provide transportation for students, but does not require them to do so. Riding the school bus is a privilege, not a right.

The Franklin County School System endeavors to provide the best possible education for all of its students. Our transportation department is a vital part of the educational program. Safety is our most important consideration.

The school bus driver carries an awesome burden of responsibility and it is essential that all students cooperate by observing certain rules and regulations. Your full support is necessary if your child is to benefit from the safest possible transportation.

The school bus is considered to be an extension of the school and the classroom. All policies, rules and regulations which apply to students in school also apply while they are being transported. The school system is not responsible for any lost or stolen items.

Parents or guardians or their designee(s) of elementary students must be at the bus stop in the morning and afternoon.

The following regulations are vital to the safe transportation of your children to and from schools. Parents should read this list in its entirety.

Required Behavior While Waiting for the Bus

- Be on time. It is recommended that students be at their bus stop at least five minutes before the regular pickup time, but not earlier than ten minutes before this time.
- Wait in a safe, designated place a minimum of 10 feet from the road.
- Do not run towards or alongside a moving bus.
- Wait until the bus has stopped, then walk up to the front door. If it is necessary to cross the highway, do so at the front of the bus and at least ten feet in front of the bus. Do not cross the highway until the driver has signaled that it is safe to do so.

Required Behavior While Boarding the Bus

- Line up in a single file to board the bus.
- Board quickly and in an orderly manner.
- Proceed to a seat immediately.
- Be seated before the bus is in motion.

Required Behavior While on the Bus

- Weapons (including look-alike weapons) of any type are not permitted on a school bus. Violators will be dealt with according to Franklin County School Board policy.
- Distribution, possession, consumption or use of any type of alcohol, drug or tobacco product is prohibited. Drug paraphernalia is also prohibited.
- Firecrackers or other explosive devices are prohibited.
- Do not bring matches, lighters, etc. on the bus.
- Do not throw objects inside the bus, or outside the bus windows or doors.
- Do not put any part of your body out of the bus window.
- Do not transport objects that are too large to be held on a student's lap or to be placed on the floor in front of the student's seat (such as drums, instruments, band corps flags, skateboards assembled or not).
- Glass containers or glass objects are not allowed on a bus.



- Use of cell phones is prohibited (including but not limited to the following: taking pictures, recording videos, showing pictures, playing loud music). Bluetooth or other speakers are prohibited.
- Identify yourself upon the request of the driver or authorized school personnel.
- All trash must be deposited in the trash can.
- Do not open the emergency door except in the case of an emergency.
- No animals are allowed on a bus.
- Keep aisle clear of feet, arms and other objects.
- Keep noise to a minimum.
- Sit facing forward and do not change seats without the driver's permission. Remain seated while the bus is in motion.
- No outward display of affection beyond the holding of hands is allowed while at the bus stop or while on bus.
- The use and/or spraying of scented products, colognes, lotions, perfumes, deer urine, etc. is strictly prohibited.

Required Behavior While Unloading from the Bus

- Remain seated until the bus comes to a complete stop.
- Unload in a single file and in an orderly manner.
- Leave the bus areas, when safety permits, as soon as you are discharged from the bus. Cross the highway, if it is necessary to do so, at the front of the bus and at least ten feet in front of the bus. Do not cross the highway until the driver has signaled that it is safe to do so.

Rules and Regulations Pertaining to Discipline

- Vandalizing a school bus is punishable by any or all of the following:
 1. payment of damage
 2. loss of bus riding privileges
 3. suspension from school
 4. legal prosecution
- Unauthorized persons are not allowed to board.
- Students who plan to use transportation other than their regular bus, or load or unload at a stop other than their regular stop, must have written parental permission and prior written approval from the appropriate school official.
- Profanity, abusive language and obscene gestures will not be tolerated.
- Disrespectful actions toward the driver, other students, or the general public will not be tolerated.
- Fighting, while waiting for, loading, riding, or unloading from the bus will not be tolerated.
- Students riding buses for field trips and extra-curricular activities are under the same regulations as during a regular day schedule.

Violations and Consequences

When a student violates a rule, he/she will be reported to the administrator of his/her school. The administrator will determine whether the violation is minor, serious or severe and take the appropriate action based on that determination. The school principal may suspend or revoke the riding privileges of students and/or take other disciplinary actions for students who are disciplinary problems on the bus. Parents (or guardians) of children whose behavior and misconduct on school buses violates the Student Code of Conduct or otherwise endangers the health, safety and welfare of other riders shall be notified that their child/children face the loss of school bus riding privileges and/or other disciplinary actions.

Below you will find a list of violations that are categorized as minor, serious or severe. Please note that some infractions are included in more than one list. If so, the administrator will determine which category to use in order to apply the consequence for the infraction. In addition, should a violation not be listed in any category the administration shall determine the category to use when applying the consequence. Below each list you will find the consequence(s)



associated with the categorized violations.
In addition, any violation may be shifted from one category to another if the situation warrants.

Minor Violations

- Being too loud
- Body parts outside the bus
- Changing clothes on the bus
- Excessive mischief (horseplay, etc.)
- Getting off at the wrong stop
- Inappropriate behavior (in accordance with standard practices and procedures)
- Inappropriate dress
- Inappropriate language
- Jumping over seats
- Legs in aisle
- Littering on the bus
- Lying down in the seat
- Making threats of any kind
- Not being at the bus stop on time
- Not following directions
- Playing loud music/speakers
- Riding the wrong bus
- Showing affection
- Standing up while the bus is in motion
- Throwing objects
- Turning around in the seat
- Using cell phone on the bus
- Verbal confrontation with student
- Writing on the bus seat(s)

Consequences for Minor Violations

- | | |
|---------------------------|--|
| 1 st Referral: | 1 – 3 day bus suspension |
| 2 nd Referral: | 4 – 6 day bus suspension |
| 3 rd Referral: | 7 – 10 day bus suspension, mandatory parental conference prior to student return from suspension |
| 4 or More Referrals: | 20 or more day bus suspension |

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

Serious Violations

- Abusive language, profanity or obscene gestures
- Assault (hitting, spitting, etc.)
- Bullying
- Changing clothes on the bus
- Disrespectful behavior toward the driver
- Fighting
- Inappropriate actions toward motorists
- Insubordination
- Making threats of any kind
- Opening emergency door
- Possession and/or consumption of alcohol
- Possession and/or use of tobacco products or electronic cigarettes
- Possession of drugs or drug paraphernalia
- Sexual misconduct
- Shooting projectile
- Spraying aerosols
- Stealing
- Striking or having matches or lighter
- Throwing objects on the bus
- Throwing objects outside the bus
- Use of laser pointer or reflective device
- Use of pepper spray
- Vandalism
- Verbal confrontation with student
- Verbally threatening student

Consequences for Serious Violations

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

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



Severe Violations

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

Consequences for Severe Violations

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

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



PLEASE KEEP THE COPY OF THE BUS RULES AND REGULATIONS

RETURN THIS FORM ONLY

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

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

FOR PARENT OR GUARDIAN OF ALL STUDENTS

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

SIGNATURE OF PARENT OR GUARDIAN

BUS NUMBER

DATE

FOR STUDENTS

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

SIGNATURE OF STUDENT

SCHOOL

GRADE

DATE



ACCEPTABLE COMPUTER SYSTEM USE POLICY



FRANKLIN COUNTY PUBLIC SCHOOLS

OFFICE OF THE SUPERINTENDENT

25 Bernard Road ♦ Rocky Mount, VA 24151-6614
540-483-5138 ♦ FAX 540-483-5806

Dear Stakeholder:

Franklin County Public Schools (FCPS) offers your student, the faculty, staff and administration the use of electronic communications through the FCPS Division's computer network system. All users will be able to communicate with other schools, colleges, organizations and individuals around the world through the Internet and other electronic information systems/networks.

Part of the Division's responsibility in preparing students for the 21st century is to provide them access to the tools they will use as adults. Equally, the division takes the responsibility for providing tools to faculty, staff and administration to help in the delivery of an extensive education package to children. The Internet is one of these tools. Through the Division's computer network, students and faculty will have access to databases, libraries, and computer services from all over the world. We accept the responsibility of teaching your student about his/her role as a "network" citizen and the code of ethics involved with this new community.

With this educational opportunity and with the access to these resources comes a responsibility on the part of the student and other end users who have been given access to our network. We have the expectation that your child will adhere to the guidelines of our policies for acceptable use of the division's network and Internet services. We also hold our employees accountable to be role models to all students through their practices on the network and Internet as they teach children and carry out tasks associated with the operation of the school and school division. The Division takes precautions to prevent access to inappropriate material. However, it is impossible to control access to all material; therefore, a user may access inappropriate material. It is important that parents, students, faculty, staff and administration read and discuss the enclosed division policy, administrative regulations, and agreement form on Internet use and safety.

In order for those given the responsibility to take advantage of this educational opportunity, your authorization is needed. Attached to this letter are the Division Internet Safety program guidelines, the Acceptable Computer System Use Policy and Regulation (GAB/IIBEA) and the Acceptable Computer System Use Agreement which both you and your student must sign before the student may use the computer system. Equally, all faculty, staff and administration users must sign the agreement as well. Please review these materials carefully before signing the required agreement.

If you have any questions please feel free to contact the Director of Technology at 540.483.5128.



ACCEPTABLE COMPUTER SYSTEM USE (File: GAB/IIBEA)

The School Board provides a computer system, including the Internet, to promote 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, tape drives, servers, mainframe and personal computers, the Internet and other internal or external networks.

All use of the Division's computer system must be (1) in support of education and/or research, or (2) for legitimate school business. Use of the computer system is a privilege, not a right. Any communication or material used, stored or transmitted on the computer system, including electronic mail or other files deleted from a user's account, may be monitored or read by school officials. The Division Superintendent shall establish administrative procedures, for the School Board's approval, containing the appropriate uses, ethics and protocol for the computer system.

The procedures shall include:

- ▶ a prohibition against use by division employees and students of the Division's computer equipment and communications services for sending, receiving, viewing or downloading illegal material via the Internet;
- ▶ provisions, including the selection and operation of a technology protection measure for the Division's computers having Internet access to filter or block Internet access through such computers, that seek to prevent access to
 - child pornography as set out in Va. Code § 18.2-374.1:1 et seq. or as defined in 18 U.S.C. § 2256;
 - obscenity as defined by Va. Code § 18.2-372 et seq. or 18 U.S.C. § 1460; and
 - material that the School Division deems to be harmful to juveniles as defined in Va. Code § 18.2-390 et seq., material that is harmful to minors as defined in 47 U.S.C. § 254(h)(7)(G), and material that is otherwise inappropriate for minors
- ▶ provisions establishing that the technology protection measure is enforced during any use of the Division's computers by minors;
- ▶ provisions establishing that the online activities of minors will be monitored;
- ▶ provisions designed to educate students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response;
- ▶ provisions designed to prevent unauthorized online access by minors, including "hacking" and other unlawful activities by minors online;
- ▶ provisions prohibiting the unauthorized disclosure, use, and dissemination of personal information regarding minors;
- ▶ a component on Internet safety for students that is integrated in the Division's instructional program.

Use of the School Division's computer system shall be consistent with the educational or instructional mission or administrative function of the Division as well as the varied instructional needs, learning styles, abilities and developmental levels of students. The Division's computer system is not a public forum.

Each teacher, administrator, student and parent/guardian of each student shall sign the Acceptable Computer System Use Agreement, GAB-E1/IIBEA-E2, before using the Division's computer system. The failure of any student, teacher or administrator to follow the terms of the Agreement, this policy or accompanying regulation may result in loss of computer system privileges, disciplinary action, and/or appropriate legal action.

The School Board is not responsible for any information that may be lost, damaged or unavailable when using the computer system or for any information retrieved via the Internet. Furthermore, the School Board will not be responsible for any unauthorized charges or fees resulting from access to the computer system.

The School Board will review, amend if necessary, and approve this policy every two years.

Legal Refs: 18 U.S.C. §§ 1460, 2256. 47 U.S.C. § 254. Code of Virginia, 1950, as amended, §§ 18.2-372, 18.2-374.1:1, 18.2-390, 22.1-70.2, and 22.1-78.

Cross References: GCPD (Professional Staff Members: Contract Status and Discipline), GDPD (Support Staff Members: Contract Status and Discipline), JFC (Student Conduct), JFC-R (Standards of Student Conduct)



FRANKLIN COUNTY PUBLIC SCHOOLS
Acceptable Use Policy
Revised May 2015

This policy shall apply to all students, faculty, staff, and users of any of the electronic network, hardware, and software provided by Franklin County Public Schools.

Acceptable Use Policy Introduction/Vision

Franklin County Public Schools recognizes that access to technology in school gives students greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. We are committed to helping students develop 21st Century technology and communication skills. Technology is an integrated component in the lives and education of the students and staff. It is also in a state of constant change.

Along with providing a plethora of information, the explosive growth and use of the Internet has made possible entirely new forms of social interaction, activities, and organizations. Young people who are drawn to these new forms of socialization easily adapt to the new technologies; however, unfortunately, they do not always have the experience or knowledge to understand the potential risks.

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

Those risks are identified as follows:

- Inappropriate Contact - Students need to know how to recognize and protect themselves against contact with cyberbullies, hackers, phishers, and predators. People are not always who they say they are.
- Inappropriate Content - This includes both content that is viewed and content that is uploaded by users. Students need to understand that the Internet is *forever*. Everything they post online is tracked and stored and will follow them to college entrance interviews and future job interviews.
- Inappropriate Conduct - Because the web environment can feel anonymous, some youth act with diminished social inhibitions. Students need to understand that the Internet is a public forum: anonymity is a myth. They always need help to be the good person online that they are when they are offline.

Applications and hardware are continually developing. It is the school's responsibility to give access to technology, teach students how to use technology and access information responsibly, protect students from inappropriate content, and assure students responsibly use technology. As an educational system, Franklin County Public Schools will prepare our students to effectively and responsibly use the technology that they use (or will use) in their daily lives.

To that end, we must balance the need to understand and use technology while protecting our students from inappropriate content. We will allow the use of the technology, but we will restrict the content. We will provide access to the technology tools such as e-mail, social networking sites, videos archives, music sites, and animation. We must ensure students understand how to use them in an acceptable and safe manner.



Internet Ethics

An old adage tells us "Character is what you do when no one is watching." Online, people can feel invisible and capable of doing things they normally would not do in person or in public - things that they know might be wrong. As the Internet becomes an indispensable tool for everyday life, it is more important than ever to dust off the concept of "citizenship" and apply it to the online world.

Relatively new terms, "cybercitizenship", "cyber ethics", and "netiquette" refer to responsible cyber social behavior. These terms refer to what people do online when no one else is looking. As people go online in increasing numbers, cyber ethics is critical. Poor e-habits can start at an early age. Unfortunately, we are learning all too well that people armed with computers can be dangerous and cause serious damage and harm, regardless of whether they are being mischievous or trying to intentionally commit cybercrimes.

Ethical behavior in use of information:

- respects the principles of intellectual freedom,
- respects intellectual property rights,
- uses information technology responsibly,

Technologies Covered

Franklin County Public Schools may provide Internet access, desktop computers, mobile computers or devices, videoconferencing capabilities, online collaboration capabilities, message boards, email, and more.

As new technologies emerge, Franklin County Public Schools will attempt to provide access to them. The policies outlined in this document are intended to cover *all* available technologies, not just those specifically listed.

Acceptable and Unacceptable Use

Access to the Division's computer system and technologies provided by the Division are intended for the purposes of education or research, and are to be consistent with the educational objectives or for legitimate school business. Each user is responsible for his or her actions on the computer system.

Examples of Acceptable Use

I will:

- properly use and care for the hardware and software which I have been trained to use and refrain from using technology for which I have not received training;
- use school technologies for school-related activities;
- follow the same guidelines for respectful, responsible behavior online that I am expected to follow offline;
- treat school resources carefully and alert a teacher, administrator, supervisor, and/or the Technology Services staff if there are any problems with operations;
- encourage positive, constructive discussion if allowed to use communicative or collaborative technologies;
- alert a teacher, administrator, supervisor, and/or the Technology Services staff member if I see threatening, inappropriate, or harmful content (images, messages, posts) online;
- use school technologies at appropriate times, in approved places, for educational pursuits;
- use school technologies for educational, administrative, and/or professional development;
- recognize that use of school technologies is a privilege and treat it as such;
- be cautious to protect the safety of myself and others;
- help to protect the security of school resources;



Examples of Unacceptable Use

Prohibited conduct includes but is not limited to the following. I will not:

- use the network for any illegal or unauthorized activity, including violation of copyright or contracts, or transmitting any material in violation of any federal, state, or local law;
- attempt to find inappropriate images or content;
- engage in cyberbullying, harassment, or disrespectful conduct toward others;
- try to find ways to circumvent the school's safety measures and filtering tools;
- use school technologies to send spam or chain mail;
- plagiarize content I find online;
- post personally-identifying information, about myself or others;
- agree to meet someone I meet online in person;
- use inappropriate or unacceptable language online;
- use school technologies for illegal activities or to pursue information on such activities;
- attempt to hack or access sites, servers, or content that is not intended for my use;
- submit, post, publish, or display any obscene, profane, threatening, illegal, or other inappropriate material;
- use a cell phone, portable device or other similar electronic device to distribute pictures or videos of sexually explicit images, referred to as "sexting."

This is not intended to be an exhaustive list. Users should exercise sound judgment when using school technologies.

Vandalism

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

Web Access

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

Users are expected to respect that the web filter is a safety precaution and should not try to circumvent it when browsing the Web. If a site is blocked and a user believes it should not be, the user should follow district protocol to alert a Technology Services staff member or submit the site for review.

Electronic Mail

Franklin County Public Schools may provide users with email accounts for the purpose of school-related communication. Availability and use may be restricted based on the Division's policies. If users are provided with email accounts, the accounts should be used with care. Users should not send personal information or attempt to open files or follow links from unknown or untrusted origin. Users should use appropriate language and only communicate with other people as allowed by the district policy.

If it becomes necessary to carry out personal communication during the school day, users are expected to use their personal email accounts. Although the correspondence may be personal, if it is transmitted across the division's network, it is still subject to the same AUP rules and guidelines. Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. All division electronic mail usage will be monitored and archived. Electronic mail may be accessed by the Division.



Unauthorized access to an electronic mail account by any student or employee is prohibited. Users shall be held personally liable for the content of any electronic message they create. Downloading any file attached to an electronic message is prohibited unless the user is certain of that message's authenticity and the nature of the file.

Social/Web 2.0/Collaborative Content

Recognizing the benefits collaboration brings to education, Franklin County Public Schools may provide users with access to web sites or tools that allow communication, collaboration, sharing, and messaging among users.

Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Posts, chats, sharing, and messaging may be monitored. Users should be careful not to share personally-identifying information online.

Mobile Devices

Franklin County Public Schools may provide users with mobile computers or other devices to promote learning outside of the classroom. Users should abide by the same acceptable use policies when using school devices off the school network as on the school network.

Users are expected to treat these devices with extreme care and caution; these are expensive devices that the school is entrusting to the user's care. Users should report any loss, damage, or malfunction to the Technology Services staff immediately. Users may be financially accountable for any damage resulting from negligence or misuse.

Use of school-issued mobile devices off the school network will be monitored.

Personally-Owned Devices

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

1. Before bringing his/her own device, the student and his/her parent must read, sign, and complete the Franklin County Public Schools *Personally-Owned Electronic Device Permission Form*.
2. Students are responsible for registering their device(s) and using their login and password to connect to FCPS network resources.
3. Personal devices should have antivirus software installed.
4. The student takes full responsibility for his/her device and will keep it on his/her person at all times. The school division is not responsible for lost, damaged, or stolen devices.
5. Students must connect to the school's wireless network when using a device at their school. Students should not use personal MiFi devices. No personally owned devices may be connected to the network via a network cable.
6. Only the student who owns the device will have access to it while it is on the school network.
7. All activities involving personally-owned devices must be only at the direction of the classroom teacher, and their use must not be disruptive to the class.
8. The scope of the usage of personal devices within an instructional setting will be determined by the classroom teacher. Students who go beyond that established scope (for example, taking



photographs when the established scope is Internet usage only) are subject to disciplinary action.

9. Personally-owned devices are allowed at school under the direction of the classroom teacher for the purpose of working on projects or school assignments. The administration or the classroom teacher has the right at any time to discontinue permission for students to use personally-owned devices in the classroom.

10. Franklin County Public Schools administration reserves the right to search or confiscate a privately owned electronic device in accordance with the FCPS Acceptable Use Policy if the student is using the device without permission or if there is reasonable suspicion that the student has violated school board or school policies.

11. Students who violate any component of the Franklin County Public Schools' Acceptable Use Policy may lose the right to use any personal device or school device in the instructional setting and/or face disciplinary action.

Any personal device brought to school will be subject to monitoring by the Technical Services staff and a security device will be added.

A separate channel for Internet access may be provided for non-Franklin County Public Schools devices used by visiting vendors, reporters and a number of other individuals conducting business with Franklin County Schools.

Examples of Acceptable Personally-Owned Devices (any others must be pre-approved by an administrator):

- iPads
- laptops
- smart phones
- iPod Touches
- Chromebooks
- Kindles
- Nooks and other tablets

Examples of Unacceptable Personally-Owned Devices (not limited to the list below):

- MiFi devices
- Nintendo DS, Nintendo DSi, Nintendo 3D
- Playstation PSP
- Gameboy
- iPod Nano

Security

Computer system security is a high priority for the School Division. If any user identifies a security problem, the user shall notify a teacher, administrator, supervisor, and/or the Technology Services staff immediately. All users shall keep their passwords confidential and shall follow computer virus protection procedures. Users are expected to take reasonable safeguards against the transmission of security threats over the school network. This includes not opening or distributing infected files or programs and not opening files or programs of unknown or untrusted origin. All users are expected to abide by the Acceptable Use Policy

If a user believes a computer or mobile device he or she is using might be infected with a virus, the user should alert the Technology Services staff. The user should not attempt to remove the virus or download any programs to help remove the virus.



Downloads

Users should not download or attempt to download or run .exe programs over the school network or onto school resources without express permission from the Technology Services staff. Users may be able to download other file types, such as images or videos. For the security of our network, download such files only from reputable sites, and only for education purposes.

Users should not download secure or confidential information to personal devices. Nor should they download, access, or share inappropriate images, apps, or other content

Netiquette

Users should always use the Internet, network resources, and online sites in a courteous and respectful manner. They are expected to follow the same rules for good behavior and respectful conduct online as offline. Users shall not forge, intercept or interfere with electronic mail messages. Users should also recognize that among the valuable content online is unverified, incorrect, or inappropriate content. Users should use trusted sources when conducting research via the Internet.

Users should never attempt to gain access to FCPS or other personal resources using another person's credentials.

Plagiarism

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

Personal Safety

Users should never share personal information, including a phone number, address, social security number, birthday, or financial information, over the Internet without adult permission. Users should recognize that communicating over the Internet brings anonymity and associated risks, and should carefully safeguard the personal information of themselves and others. Users should never agree to meet someone they meet online in real life without parental permission.

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

Users should not post anything online that they would not want others to see. Once something is online, it is out there and can be shared and spread in ways the user never intended. Some Internet activities are not only dangerous but illegal. Parents, students, and employees should be aware of relevant laws.

Cyberbullying

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



Limitation of Liability

Franklin County Public Schools makes no warranties for the computer system it provides. FCPS makes a reasonable effort to ensure users' safety and security online, but will not be held accountable for any harm or damages that result from use of school technologies. Franklin County Public Schools shall not be responsible for any damages to the user from use of the computer system, including loss of data, non-delivery or missed delivery of information or service interruptions.

The 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.

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

Franklin County Public Schools will not be responsible, financially or otherwise, for unauthorized transactions conducted over the school network and will not be responsible for any personal devices. The school division is not responsible for troubleshooting or support of any kind for personal devices. FCPS will not provide accessories to charge or to provide power to student devices.

User Privileges

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

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

Violations of this Acceptable Use Policy

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

- Suspension of network, technology, or computer privileges
- Notification to parents, supervisors, and/or appropriate authorities
- Detention or suspension from school and school-related activities
- Legal action and/or prosecution under state, federal or international law



FRANKLIN COUNTY PUBLIC SCHOOLS
PERSONALLY-OWNED ELECTRONIC DEVICES
PERMISSION FORM

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

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

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

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

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

Parent/Guardian Name (printed)	Parent/Guardian Signature	Date
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Parent/Guardian Telephone/Cell Numbers	Parent/Guardian Email address
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I have read and understood the *Acceptable Computer System Use* regulations, including the *Personally-Owned Devices* section, and I agree to abide by the regulations and guidelines. I understand that any violation will result in the loss of my network and/or device privileges, as well as other disciplinary action.

Student Name (printed)	Student Signature	Date
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**FRANKLIN COUNTY PUBLIC SCHOOLS
ACCEPTABLE COMPUTER SYSTEM USE
AGREEMENT FOR STUDENTS AND PARENTS**

Definition

The use of technology in the Franklin County Public Schools is a service extended to students, staff, and volunteer members to enhance learning and educational information exchange. For the purpose of this policy, technology includes, but not limited to TV/DVD players, video equipment, the technology lab software and equipment, the library media center/LMC lab software and equipment, office software and equipment, and classroom software and equipment. Each user of technology shall read this document and sign the User's Responsibility Declaration form. The intent of this policy is to recognize and comply with existing federal requirements for privacy and Internet Safety, The Children's Internet Protection Act, and to ensure safe and responsible use of district technology within the school.

Educational Staff Responsibilities:

- Staff will monitor students while they are using computers and other technology.
- Staff will ensure that the students are using technology with educational purpose.
- Staff will guide research.
- Staff will remind students of the Acceptable Use Policy (AUP).

When **parents or guardians** sign that they understand the Acceptable Use Policy of Franklin County Public Schools, they are agreeing that they:

- understand that Internet access is designed for educational purposes.
- recognize that it is impossible for schools to restrict access to all controversial material even with Franklin County Public Schools personnel staff members monitoring students' access.
- will not hold Franklin County Public Schools responsible for materials acquired on the network.
- give the student permission to access the Internet services at school.
- understand that this privilege may be revoked if the student violates the Acceptable Use Policy.
- understand that violations of laws regarding the Internet may result in criminal prosecution as determined by law enforcement officials.
- authorize Franklin County Public Schools to use photographs or videos of students (pictures or names, not both) for educational purposes for online media to include but not limited to Franklin County Public Schools websites.

I have read and I understand this Acceptable Use Policy and agree to abide by it:

Student Name (printed)

Student Signature

Date

I have read and I understand and agree to abide by the parent or guardian section above, and have discussed this Acceptable Use Policy with my child/student:

Parent/Guardian Name (printed)

Parent/Guardian Signature

Date



NOTICE FOR DIRECTORY INFORMATION

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

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

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

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

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

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



NOTIFICATION OF RIGHTS UNDER FERPA FOR ELEMENTARY AND SECONDARY SCHOOLS

Model Notification of Rights under FERPA for Elementary and Secondary Schools

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

1. The right to inspect and review the student's education records within 45 days after the day the school receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records which the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the school to amend a record should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service 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 has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

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

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



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

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

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

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

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

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

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

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



**NOTIFICATION OF RIGHT
TO REQUEST INFORMATION ON TEACHER QUALIFICATION**

On January 8, 2002, the *No Child Left behind Act of 2001 (NCLB)* was signed into law. Section 1111(h)(6)(A) states that the parent/guardian of a student in Franklin County Public School Division in a school receiving Title I funds, has the right to know the professional qualifications of the classroom teachers instructing his/her child. Federal law requires the school division to provide this information to parents in a timely manner if they request it. Specifically, parents/guardians have the right to request the following information about each of their child's classroom teachers:

- Whether the teacher meets the state qualifications and licensing criteria for the grades and subjects he or she teaches;
- Whether the teacher is teaching under emergency or provisional status because of special circumstances;
- The teacher's college major, whether the teacher has any advanced degrees, and the field of discipline of the certification or degree;
- Whether paraprofessionals provide services to your child and, if so, their qualifications.



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

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

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

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

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

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



**BURNT CHIMNEY
ELEMENTARY SCHOOL**

**Student/Parent
Handbook**

2018-2019



Principal's Message
August 2018

Burnt Chimney Student, Parents and Caregivers:

Where has time gone? The older I get the faster time seems to move. Last year was an exciting year as I transitioned to a new school and spent time learning students' names and family connections. I look forward to our journey together as we educate the children, develop relationships with families and prepare our children for the future.

Whether this is your first experience at Burnt Chimney Elementary School or if you have a long history here, we welcome you to our school community. Burnt Chimney has a history of high achievement with high expectations for academics, social and behavioral outcomes. Our goal is to continue this level of excellence.

I look forward to meeting and working together with each family as we prepare our children for the future.

Jason Guilliams
Principal
Burnt Chimney Elementary

**GENERAL INFORMATION
BURNT CHIMNEY ELEMENTARY SCHOOL**

Burnt Chimney Elementary is the one of largest of the twelve elementary schools in the division and serves a diverse population. Approximately 310 students are served in preschool, kindergarten, and grades 1-5.

All primary classes are self-contained and heterogeneously grouped to enhance the education of each child. Grades 3, 4, and 5 are departmentalized which means that your child will have more than one teacher for core subject instruction. Support personnel provide special services including library, guidance, physical education, speech, art, music, computers, gifted education, and special services. Faculty, staff, and administration incorporate a teamwork approach in assisting each child in his/her educational development.

BURNT CHIMNEY ELEMENTARY SCHOOL STAFF

OFFICE STAFF

Principal	Mr. Jason Guilliams
Administrative Secretary/Bookkeeper	Ms. Darnell Brown
Secretary	Ms. Heather Basham
School Nurse	Mrs. Dana Shelburne
Franklin County Nurse Coordinator	Mrs. Teresa Brown

INSTRUCTIONAL STAFF

Pre-School	Ms. Stephanie Whitt
Kindergarten	Ms. Layne Altice Ms. Kim Davis
Grade 1	Ms. Amy Morrow Ms. Debbie Hall Ms. Valerie Lynch
Grade 2	Ms. Kim Lester Ms. Sarah Dillon
Grade 3	Ms. Jennifer Walker Ms. Jenna Mason Ms. Janice Via
Grade 4	Ms. Patti Conner Mr. Jeff Short
Grade 5	Ms. Kim Stubbs Ms. Jann Shorter
ECSE	Ms. Bianca Falke

Special Education	Ms. Julie Realmuto Ms. Julie Hall Mr. Mike Waddy Ms. Chinah Jewell Ms. Heather Reger (Lead Teacher)	
Intervention Specialist	Ms. Melinda Prillaman	
Instructional Coach	Ms. Vicki Craighead	
Speech & Language	Ms. Kristen Riley	
Guidance Counselor	Ms. Katie Fralin	
Student Assistance Specialist	Ms. Erica Jackson	
Librarian	Ms. Michelle Dudley	
Music	Ms. Heather Bucher	
Physical Education	Mr. Chris Rill	
Art	Ms. Maria Murray	
PALS Tutor	Ms. Shari Olsson	
Tutor	Ms. Sandy Cooper	
Lab Manager	Mrs. Kathy Teeter	
Teacher Assistants	Mrs. Laurie Agee Ms. Pam Perdue Mrs. Debbie Pierz Ms. Virginia Turner Ms. Bonnie Kinderman	Ms. Delsie Spear Ms. Sherri Long Ms. Michelle Taylor

SUPPORT STAFF

Head Custodian	Mr. Wayne Blankenship
Custodians	Mr. Larry “Willie” Mitchell, Mr. Jonathan Mills
Cafeteria Manager	Mrs. Connie Wray
Cafeteria Staff	Mrs. Carolyn Brown, Ms. Lauren Wilmer
Cafeteria Monitors	Mrs. Elaine Bousman Mrs. Mary Greer

PTO

Burnt Chimney School has an active Parent-Teacher Organization that supports our school in many ways. The PTO is governed by elected officers and an executive committee that meet regularly to make recommendations to the full membership. These full membership meetings are open to all members.

The PTO will hold regular meetings throughout the school year. Parents of children in the school are encouraged to attend. Information about membership, meeting dates, and opportunities to serve our school through the PTO will be made available throughout the year.

2018-2019 PTO OFFICERS AND CLASS REPRESENTATIVES

President:	Casey Blankenship/Nicole Caron
Treasurer:	Kim Walker
Secretary:	TBA
Teacher Representative:	Valerie Lynch

We will also be asking for grade level representatives to serve as a liaison between the PTO Board and the grade levels. If you are interested please contact the school or the PTO President.

VOLUNTEER PROGRAM

Burnt Chimney School has an excellent volunteer program. Volunteers help our teachers and students to enhance the quality of instruction and serve to strengthen our school community relations. The school program is organized and carried out through the Franklin County School Volunteer Program.

Volunteer Coordinator: Jennifer Walker

FRANKLIN COUNTY SCHOOL BOARD

25 Bernard Rd., Rocky Mount, VA 24151

Phone: 483-5138

Blackwater District

Charles Jamison

charles.jamison@frco.k12.va.us

Blue Ridge District

Julie M. Nix

julie.nix@frco.k12.va.us

Boone District

Donna Kosmato

donna.kosmato@frco.k12.va.us

Gills Creek District

Karen Hiltz

karen.hiltz@frco.k12.va.us

Rocky Mount District

Jeff Worley

Jeff.worley@frco.k12.va.us

Snow Creek District

G. B. (Gordon) Washburn, Jr., Chair

gb.washburn@frco.k12.va.us

Union Hall District

P. D. (Perry) Hambrick

pd.hambrick@frco.k12.va.us

Member at Large

Penny E. Blue

penny.blue@frco.k12.va.us

ADDRESSES AND TELEPHONE NUMBERS

You will note that our registration form asks for four emergency telephone numbers. That request is based on experience in trying to locate someone in case of an emergency. When you give us emergency numbers, please be sure to notify the people whose numbers you give.

If your address or telephone number changes during the year, please let us know.

ILLNESS OR INJURIES NOTIFICATION

In cases of emergency (accident or illness), the school will first try to call parents. If we are unsuccessful, the emergency telephone numbers will be called. A school nurse is at our school five days per week.

ATTENDANCE/TARDINESS/EARLY DISMISSAL

STUDENT ATTENDANCE

The state requires a minimum of 5½ hours of instructional time daily. Classroom schedules are made to comply with this regulation.

If your child must be absent from school, call the school between 8:00 a.m. and 9:00 a.m. that day to notify us officially. **A written excuse signed and dated by parent/guardian stating the reason for a student's absence is required when the student returns to school.**

When your child has a doctor's appointment that requires him/her to miss school, please provide a copy of the doctor's note so that your child's attendance file will be accurate. If the doctor advises that your child remain out of school for a period of time, please provide the school with a copy of the doctor's order.

According to the law in the state of Virginia all children must attend school. The law also requires that the Franklin County School System track student attendance and account for each student absence. This attendance policy supports the compulsory school attendance law and will be enforced as written below:

ELEMENTARY SCHOOL ATTENDANCE POLICY

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

All out-of-school suspensions will be counted as absences against the 180 days.

Parents should notify the school with the reason for every student absence. A phone call on the day of the absence is required. A written note to the school on the day that the student returns is also required.

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

Please Note: Repeated checking in late or leaving early from school can affect a student's achievement as much as poor school attendance. For every five times a student checks in late and/or leaves early, the attendance file will be noted. This noted instance would be viewed as the equivalent of one day's absence for purposes of enacting our school attendance monitoring procedure. Students who are tardy or have early dismissal for five (5) days cannot be considered for perfect attendance.

In addition to the school board policy, the Code of Virginia (22.1-258) states that whenever any pupil fails to report to school a total of five days, one or more of the following interventions may be initiated. These interventions are intended to prevent a student from reaching the 20-day limit.

Interventions:

1. Telephone calls to parents/guardians
2. Letters to parents/guardians addressing student attendance on days 5,7,11
3. Parent/school conference
4. Home visits
5. Referral to the Franklin County Truancy Response Team (TRT)
 - a. The Truancy Response Team is an interdisciplinary group of school personnel and other professionals from community agencies who meet to discuss and recommend resources, options, and opportunities to help children stay in school and be successful.
 - b. Another function of the Truancy Response Team is to make referrals to Franklin County Juvenile and Domestic Relations Court. These referrals can be made in the form of either a CHINS (Children in Need of Services) or a warrant issued against the parent(s) for failure to send the child to school.
 - c. The Truancy Response Team will consider the following as EXCUSED ABSENCES:
 - i) Personal illness with a signed doctor's excuse
 - ii) Death in the immediate family (mother, father, brother, sister, aunt, uncle, grandmother, grandfather)
 - iii) Subpoenaed court appearance
 - iv) Representative for school at a school-related activity
 - v) Authorized field trips and school-sponsored activities

WE VALUE THE TIME WE SPEND WITH YOUR CHILDREN! SUPPORT YOUR CHILD'S ATTENDANCE AT BURNT CHIMNEY SCHOOL!!

SCHOOL HOURS

8:25 AM – 3:00 PM

MORNING INFORMATION

Do not drop children off at school before 8:05 a.m. unless your child/children are enrolled in the YMCA childcare program. Supervision is not available prior to 8:05.

Breakfast begins at 8:05 a.m. If your child is eating breakfast, he/she needs to go to the cafeteria upon entering the school. All children should be in their classrooms by 8:25 a.m.

School officially starts at 8:25 a.m. If your child arrives at school after 8:25 a.m., he/she must report to the office to check in and get a tardy slip to take to the classroom teacher.

AFTERNOON INFORMATION

Buses depart from Burnt Chimney Elementary School at 3:05 p.m. If your child rides the bus, the dismissal bell rings at 3:00 p.m. for the PK through fifth-graders.

Safety is a primary issue in the mornings and afternoons with all of our Burnt Chimney children. To insure their safety, we are asking for your continued help and cooperation. If any of the following apply to you and your child, we ask that you work with us on these issues:

1. Please send a **written note** for school staff, when there is a change in your child's afternoon transportation arrangements. Also, please discuss the arrangements with your child prior to leaving home in the mornings, not knowing is unsettling for children. We realize that occasionally changes occur during the day. Emergencies arise and we can notify your child of an occasional change. If changes are called in **please do so before 2:30**.
2. Bus-riding children who must get off at another bus stop or who need to ride a different bus must have a signed and dated note anytime this occurs. The note will be sent to the school office and a bus pass will be issued. This will ensure that the bus driver can safely deliver your child to the correct location each day. Without a note that has been approved by the school office, students will be dropped off at their regular bus stop.
3. If you pick up your child at school occasionally, please send a note with your child so that the office can issue a car rider pass for the day. You will then be able to pick your child up at the car rider pick up area. Your child will be dismissed at 3:00 p.m. to go to the car rider waiting area in the cafeteria. When your vehicle enters the student loading area, your child will be escorted to the loading area. **NO CARS ARE ALLOWED IN THE FRONT OF THE BUILDING FROM 8 a.m. to 8:30 and 2:30 -3:10.**
4. If your child is a car rider each afternoon, please obtain a **Daily Pick-up Form** in the office. Sign this form stating your intentions to pick up your child each afternoon. This needs to be done only once. Your child will automatically be sent to the car rider loading area. You will pick up him/her each day at this location. No further signing out is necessary.
5. It is also important to note that if anyone other than the person who signs the Daily Pick-up Form comes to pick up your child, they must sign your child out in the office. Also, they must be listed on the designated Pick-up Card you completed in order for them to pick up your child in the car rider loading area. This procedure is designed for the safety of our children.

WEATHER-RELATED SCHOOL CLOSINGS/ EARLY DISMISSAL FROM SCHOOL

In case of early dismissal from school due to inclement weather conditions or any other emergency, students will follow regularly scheduled bus routes unless otherwise pre-arranged. The BEFORE AND AFTER SCHOOL PROGRAM is **not** available after school on days of early dismissal. Parents should make sure registration forms are filled out to include an emergency destination for their children in case of early dismissal.

In most cases, the superintendent will announce by 6:30 a.m. whether schools will be closed for the day because of inclement weather.

There are multiple ways to monitor school closings or delays:

1. You may visit the FCPS website to access the current closing or delay status:
<http://frco.k12.va.us/>
2. Local media will also announce closings or delays.

EMERGENCY PLANS

Burnt Chimney has an active Emergency Plan that covers fire, storm and other emergencies. All students are trained for participating in drills for fire, storms and other emergencies. State law requires that we perform fire drills once a week for the first month of each school year, once a month thereafter, and that we practice our emergency plan a minimum of once per semester. Should it become necessary to evacuate Burnt Chimney Elementary School, our students would be transported by school bus to Dudley Elementary.

FIELD TRIPS

Most students will take a field trip during the school year. Parents may be asked to help chaperone these trips to provide better supervision, therefore **additional children cannot accompany the class**. Chaperones are expected to read the guidelines and sign the chaperone form to acknowledge the expectations of the chaperones. All parents will be required to sign a student permission form for each field trip. Students are expected to conduct themselves appropriately at school and on the trip. Field trips are enrichment activities; therefore the school reserves the right to revoke field trip privileges for students that do not adhere to the policies set forth by the school.

A background check is required for any chaperone for an overnight fieldtrip. This can be obtained by attending a volunteer training provided by the school system (free) or by seeing the principal or secretary at the school (\$25). For more information contact the office.

CLASSROOM VISITS

Our school security and safety procedures require all parents and visitors to sign in at the office and get a Visitors Pass before entering the instructional halls at any time.

To protect our valuable instructional time with our students, visitors are not to go to classrooms during instructional hours, 8:25am – 3:00pm, unless the visit has been pre-arranged with the teacher and administrator. **Parents who wish to acknowledge their child's birthday at school must contact the teacher to make arrangements. Due to possible food allergies, only purchased snacks in the original packaging with the ingredients clearly listed can be brought for class parties.**

CAFETERIA PROCEDURES

1. Students will eat with their classes at designated tables. A "silent table" will be available for students who misbehave in the cafeteria.
2. Students should put all trash of any kind on their trays and dump it in the available garbage cans. Students will clean off and wash tables, and other students will be designated to pick up and sweep under their table.
3. Soft drinks are not allowed for student lunches.
4. Rules for student behavior:
 - a. Students are to remain seated throughout the lunch period and are to leave only when they are instructed to leave.
 - b. Students may talk to those next to them or across from them, but not at another table. Use an "inside" voice.
 - c. Food is to be eaten--not to be played with or thrown. A possible consequence for this is cleaning up the cafeteria tables and floor in place of the students who would normally do this chore.
 - d. Cafeteria monitors are responsible for the behavior of students during lunch and will have authority to assign silent lunch as necessary.
 - e. Student cafeteria conduct and consequences for inappropriate behavior in the cafeteria will be reviewed with each student at the beginning of the school year.

BREAKFAST / LUNCH PROGRAM

Our school will be offering a breakfast/lunch program. Students eligible for free or reduced price lunches will be eligible for breakfast under the same conditions. Ice cream is sold on Wednesdays and Fridays. Parents are asked to cooperate in seeing that children have money to take care of meals. Once each month students are given copies of the **school's lunch/breakfast menu**. Prices are as follows:

Regular Breakfast	\$ 1.50	Reduced Breakfast	\$.30
Regular Lunch	\$ 2.30	Reduced Lunch	\$.40
Adult Breakfast	\$ 2.00	Adult Lunch	\$ 3.10

******Students are allowed to charge three meals. After that they will receive a peanut butter & jelly or cheese sandwich and a milk until they bring in money or their bill is paid. Students will not be allowed to purchase or charge a-la-carte items if there is a negative account balance. This includes milk and ice cream.

FREE AND REDUCED MEALS

Free and reduced price meals are available to children whose families qualify under certain economic guidelines. Parents may apply through the office. Students who received free or reduced meals last year may receive the same services for the first ten days of this school year. All new applications will have been processed by that time.

Breakfast will be served from 8:05-8:25 a.m.

BOOK BAGS

Students need some kind of binder or backpack for carrying books and other belongings. This is to help with safety as well as to carry items to and from school. **Book bags with rollers will not be permitted to roll on the tile floor inside the building.** This is due to safety.

MEDICINE

Whenever possible, any necessary medication should be given at home before or after school. However, if it is necessary for your child to take **prescription** medicine at school this procedure must be followed:

1. Have your doctor complete and sign the medication form found in the appendix along with parent or guardian signature.
2. Bring the **prescription** medicine in the original container along with the completed form to the office clinic. Please note: Parents must bring medications to the nurse. Under no circumstances can a child bring any medications on the bus.
3. If changes are made to the medication dosage at any time, a new form must be completed.

Children may not bring medicine to school at any time. (This includes cough drops, aspirin, calamine lotion, etc.)

Non-Prescription Medications

Employees of Franklin County School Board may give non-prescription medication to students only with doctor's orders and the written permission of the parent or guardian. Such permission shall include the name of the medication, the required dosage of the medication, and the time the medicine is to be given. Such medicine must be in the original container and delivered to the principal, school nurse or school division designee by the parent or guardian of the student.

PARENT/TEACHER COMMUNICATION

We make every effort to provide parents with information about our school, its policies and its activities. We use several methods to do this:

1. Notes and Telephone Calls: Teachers and administrators will use notes, letters, phone calls, etc. to give you information and/or ask for your assistance in dealing with certain situations.
2. Conferences: Parents are encouraged to request conferences with teachers and/or administrators. If you have a concern, please contact your child's teacher first. If the teacher is unable to answer the question, he/she can direct you to the appropriate person. *Teachers will schedule conferences with all parents at the end of the first and third nine weeks.* Additional conferences will be held throughout the school year.
3. E-mail: Teachers can also use e-mail to communicate with parents about student performance and progress.

POLICY: INSTRUCTION

PROMOTION AND RETENTION

We strive to maintain communication with parent(s), especially concerning children's academic progress. If there is a possibility that a child might be retained, the teacher will discuss this with parent(s) as early as the beginning of the second semester. Such a procedure will often help in improving student performance.

REPORT CARDS/PROGRESS REPORTS/HONOR ROLL/AWARDS

Report cards are issued every nine weeks. Parent conferences will be held at the end of the first and third nine weeks so that parents may discuss their children's progress with individual teachers. Additional conferences may be requested by the teacher or parents during the year.

Progress reports are emailed home during the *fifth week of each nine-week grading period*. These reports will be helpful to communicate your child's academic progress. Please feel free to respond to these reports.

The division's **honor roll policy** is as follows:

1. The Principal's List consists of 4th and 5th graders with A's in all subjects, not counting art and music.
2. The Honor Roll consists of 4th and 5th grade students who have an A/B average in the same subjects.
3. Students who are on the Honor Roll or Principal's List all four marking periods will be honored at the school's awards program at the end of the year.

At the end of school year, there will be an **awards assembly** to recognize students in the school for individual achievements such as perfect attendance, Principal's Honor Roll, Good Citizen award, and Presidential Academic Fitness Award.

Perfect Attendance:

The division has adopted a new policy for perfect attendance for both elementary and secondary schools. The policy for elementary school states that:

- 1) Students must be present for ½ day to be counted as present for purposes of perfect attendance.
- 2) Students with 5 total check in/outs will be marked as a day absence for attendance policy requirements and will not be considered for perfect attendance. The late check-in and early check-out policy is not time dependent. These criteria will exist from the time of the beginning of the day bell to end of the day bell.

PERMANENT RECORDS

Permanent records of all students are kept in the office according to teacher rosters. These records are available only to school personnel and the student's parents. Personal data is updated yearly, including all standardized test scores.

The Freedom of Information Act prohibits the release of student information without a signed release from a parent. School policy prohibits the release of student lists and addresses to commercial or other agencies.

HOMEWORK POLICY FOR ELEMENTARY SCHOOLS

DEFINITION AND PURPOSES OF HOMEWORK

Homework is any assignment a pupil is given to do at home, which is expected to strengthen or support learning in the classroom. Such assignments are made and justified on the following basis:

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

Homework assignments should not be made, nor can they be justified, on the following basis:

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

Homework guidelines

Grades K-3: Maximum of 30 minutes for written work

Grades 4-5: Maximum of 60 minutes for written work

Grades 6-8: Approximately 20 minutes per core subject recommended. Pre-AP may require additional time

Grades 9-12: Approximately 30-45 minutes per subject. Upper level and AP may require additional time

HELPFUL HOMEWORK HINTS

You as a parent can be a great source of encouragement to your child where homework is concerned. You can help by doing the following:

1. Provide your child with a quiet place to study, well lighted, away from the television or stereo.
2. Keep the proper materials on hand, such as paper, pencils, ruler, etc.
3. Attempt to schedule a regular time for homework. Do not allow your child to stay up too late doing homework, or he will be exhausted the next day at school.
4. Encourage the child to do his best and form good study habits.

HOMEWORK AND GRADING

Often questions arise as to the grading of homework. Some teachers and parents feel that anything assigned as homework must be given a grade. Some feel that homework, if graded, should not affect the classroom grade. Due to the many varied opinions regarding homework, the school division has established the following homework and grading policy:

1. Completed homework should always be checked by, or at the direction of the teacher.
2. The nature or the importance of the homework assignment, not policy, should determine whether or not a teacher gives it a grade, and whether or not the teacher enters a homework grade in the grade book for projects.
3. It is performance in the classroom, not homework that is the predominant factor for student evaluation, promotion or retention.

TESTING PROGRAM

Franklin County participates in various standardized testing programs throughout the school year.

Standards of Learning Tests:

The State of Virginia requires that all students take Standards of Learning tests in grades third, fourth and fifth. Third grade will be assessed in Reading and Math, fourth grade will be tested in Reading, Math and Virginia Studies, and fifth grade will test in Reading, Math, Science and Virginia Studies.

Other standardized tests may be administered under certain circumstances. Parents will be notified when they are scheduled.

BUS PROCEDURE

The Franklin County School Board has developed a policy for students who ride the school buses. Burnt Chimney School will follow the school board bus policy. **PLEASE DISCUSS IT WITH YOUR CHILD (REN).**

STANDARDS OF CONDUCT

All students in Franklin County Public Schools are governed by the Handbook on Standards of Conduct for Parents and Students that is given to parents within the first days of school. Below are a few of the rules specified in the Handbook. Please emphasize these rules with your child.

1. Fighting is not permitted at school at any time. Most fights are playground inspired. We try to use these instances to teach about cooperation, consideration and consequences. The consequences of fighting (depending on the severity) may include loss of play time, being required to do a good deed for the other person in the fight, in-school suspension or suspension out of school. In most instances, parents will be notified, and the student will need to present a plan for handling a similar situation if it should happen again.
2. Students are not to cheat.
3. A student shall not misuse, damage, destroy or steal on school or private property.
4. Weapons, including look-alike toy weapons and knives of any kind, and/or explosives of any kind are not allowed on school property.
5. No form of sexual abuse, misconduct, threats, or harassment, including inappropriate touching or displays will be tolerated.
6. Students are expected to demonstrate proper respect for teachers, staff, and fellow students.
7. Students shall not possess, use, sell, or distribute or be under the influence of any drug not prescribed. The use of tobacco products is not allowed.
8. Cellular phones, iPods, electronic games and other items of this nature are not allowed at school.

Please refer to the Handbook on Standards of Conduct for Parents and Students for more specific rules and consequences.

IN-SCHOOL SUSPENSION

In-school suspension is used for students who indicate by their behavior that they need to be isolated from the rest of the students for a period of time, usually one to three days. It is used instead of suspension to the student's home, because the student can keep up assignments while at school and he/she will not be spending idle time at home where he/she might prefer to be.

When in-school suspension is imposed, the student is removed from the class and all class activities; he/she is completely isolated from classmates. He/she will be under the supervision of the principal or designee and will be given assignments by the regular teacher.

SUSPENSION

Authority to suspend a student is vested in the administration of each school. Suspension is the formal act that denies a student access to the school premises without removing his/her name from the school register. Each school principal, assistant principal, or designee is delegated authority to suspend a student when, in their judgment, this action is required. In the exercise of this authority, the principal (or a designee) is subject to all provisions of law and this policy. *(Please see the Handbook on Standards of Conduct for Parents and Students for more information about suspension, Part I of this handbook.)*