

ROCKINGHAM COUNTY PUBLIC SCHOOLS

**2022-2023 Parent-Student Handbook of Selected Policies
and Administrative Procedures for Grades K-12**



Relationships * Community * Purposeful Learning * Scholarship



Table of Contents

CIVIL RIGHTS CERTIFICATE.....	6
FOREWARD	7
SCHOOL QUALITY PROFILES	7
EMERGENCY CLOSINGS AND DELAYS.....	7
PUBLIC COMPLAINT ABOUT CURRICULUM OR INSTRUCTIONAL MATERIALS	8
SCHOOL YEAR/SCHOOL DAY	9
MOMENT OF SILENCE	10
ANNUAL NOTICE (SPECIAL EDUCATION).....	11
CHALLENGE PROGRAM DESCRIPTION.....	12
ADVANCED/ALTERNATIVE COURSES FOR CREDIT	12
COLLEGE CREDIT OPTIONS	13
STUDENT ORGANIZATIONS.....	14
ACCEPTABLE USE POLICY FOR ELECTRONIC INFORMATION SERVICES AND NETWORKS	17
SOCIAL MEDIA GUIDELINES	18
SCHOOL COUNSELING PROGRAM	19
STUDENT ASSISTANCE SERVICES	20
HOMEWORK.....	21
THE VIRGINIA ASSESSMENT PROGRAM AND GRADUATION REQUIREMENTS	23
RETAKE SOL ASSESSMENTS.....	25
GRADING, PROMOTION, AND REPORTING STUDENT PROGRESS.....	25
ALTERNATIVE PATHS TO ATTAINING STANDARD UNITS OF CREDIT.....	28
EQUAL EDUCATIONAL OPPORTUNITIES	31
CLASSROOM ASSIGNMENTS FOR TWINS.....	32
COMPULSORY ATTENDANCE	33
SCHOOL ADMISSION	34
ENROLLMENTS/SCREENINGS	38
SCHOLIOSIS SCREENING.....	39
ADMISSION OF HOMELESS CHILDREN.....	39
HOME INSTRUCTION.....	43

STUDENT ABSENCES/EXCUSES/DISMISSALS 44

STUDENT CONDUCT 51

REGULATIONS FOR PUPILS RIDING SCHOOL BUSES 60

BUS SAFETY AND DISCIPLINE 65

SPORTSMANSHIP, ETHICS, AND INTEGRITY 65

WEAPONS IN SCHOOL 65

ALCOHOL AND DRUGS IN SCHOOLS 66

TOBACCO PRODUCTS AND NICOTINE VAPOR PRODUCTS 72

STUDENT DRESS CODE 73

STUDENT SEARCH AND SEIZURE 76

NONDISCRIMINATION..... 79

PROHIBITION AGAINST HARRASSMENT AND EDUCATION..... 79

MAINTAINING PROFESSIONAL STAFF/STUDENT BOUNDARIES..... 92

STUDENT IMMUNIZATIONS..... 96

PROCEDURE FOR HEAD LICE CONTROL 97

PROCEDURE FOR BED BUG CONTROL..... 98

ADMINISTERING MEDICINES TO STUDENTS 98

CHILD ABUSE AND NEGLECT REPORTING 100

STUDENT-ATHLETE CONCUSSIONS DURING EXTRACURRICULAR ACTIVITIES..... 101

FUNDRAISING AND SOLICITATION 104

TEXTBOOKS, FEES, AND OTHER CHARGES 104

STUDENT FEES, FINES AND CHARGES..... 105

STUDENT RECORDS..... 106

ROCKINGHAM COUNTY PUBLIC SCHOOLS ANNUAL NOTICE FOR STUDENT RECORDS 116

NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA) 117

NOTIFICATION OF RIGHTS FOR ELEMENTARY AND SECONDARY SCHOOLS (FERPA) 119

ACCESS TO STUDENTS AND STUDENT RECORDS 120

STUDENT TRANSCRIPTS..... 121

STUDENT PUBLICATIONS 121

PROSECUTION OF JUVENILES AS ADULTS FOR CERTAIN CRIMES..... 122

USE OF STUDENT-OWNED ELECTRONIC DEVICES..... 123

CELL PHONES AND SOL TESTING 124

USE OF CAMERAS ON SCHOOL PROPERTY 124

VIDEOTAPING OF STUDENTS 124

HAZARDOUS MATERIAL 125

ASBESTOS STATEMENT FOR SCHOOLS..... 125

ANIMALS/PETS 125

THERAPY DOGS 126

FOOD AND NUTRITION SERVICES 127

SCHOOL MEALS AND SNACKS 129

STUDENT WELLNESS 131

DISTRIBUTION OF NON-SCHOOL RELATED/SPECIAL INTEREST MATERIALS 135

SCHOOL VISITORS..... 136

SEX OFFENDER AND CRIMES AGAINST MINORS REGISTRY INFORMATION 137

PARENTAL RIGHTS AND RESPONSIBILITES..... 138

REQUEST FOR DIRECTORY INFORMATION FROM HIGH SCHOOLS 139

Petición para Información del Directorio Estudiantil de Escuelas Secundarias 140

LETTER AND PERMISSION FOR PUPILS RIDING SCHOOL BUSES..... 141

Carta y Formulario de Permiso Para Los Alumnos que Son Pasajeros(as) de los Autobuses Escolares 142

PARENT AFFIRMATION REGARDING PREVIOUS STUDENT SUSPENSION/EXPULSION..... 143

Afirmación Parental Sobre La Suspensión o Expulsión Anterior del Alumno 144

MEDIA RELEASE FORM..... 145

Formulario de Permiso de Medios de Comunicación..... 146

PARENT AUTHORIZATION FOR THE ADMINISTRATION OF MEDICATION 147

Autorización de Padres para la Administración de Medicamentos – Primaria 148

PARENT AUTHORIZATION FOR THE ADMINISTRATION OF MEDICATION – SECONDARY 149

Autorización de Padres para la Administración de Medicamentos - Secundaria 150

PARENT AND STUDENT HANDBOOK SIGNATURE PAGE FOR 2022-2023 151

ESCUELAS PÚBLICAS DEL CONDADO DE ROCKINGHAM 151

EQUAL EMPLOYMENT OPPORTUNITY/NON-DISCRIMINATION

It is the policy of the Rockingham County School Board to comply with all applicable state and federal laws regarding non-discrimination in employment and educational programs and services. It is an equal opportunity employer and educational agency.

The Rockingham County School Board will not discriminate in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment or in educational programs and services on the basis of race, color, national origin, religion, sex (including pregnancy), gender, marital or economic status, age, disability, genetics, or veteran status and prohibits retaliation against anyone who files a complaint of discrimination, participates in such a proceeding, or otherwise opposes discrimination.



100 Mt. Clinton Pike
Harrisonburg, VA 22802

Dear Parent:

We are looking forward to another great school year in Rockingham County. Our goal is to provide an excellent and innovative education to all students in a safe and engaging environment. This is truly a community effort, and our success of educating our students for the world of tomorrow depends on a strong partnership between home and school.

Excellent education requires a safe and positive environment, effective instruction, and proper supervision to ensure our children's academic and personal growth. This booklet contains important information related to policies and procedures for parents and students. We request that you read the material and discuss it with your child. If you have any questions, please contact your school principal or me at any time. We are committed to ongoing communication with our students, parents, and community.

I hope your child will have a wonderful and positive school year, and I promise to work with you to help him or her grow both academically and personally.

Sincerely,

A handwritten signature in cursive script that reads "Oskar Scheikl".

Oskar Scheikl, Ph.D.

Division Superintendent

CIVIL RIGHTS CERTIFICATE

ASSURANCE OF COMPLIANCE WITH TITLE VI OF THE CIVIL RIGHTS ACT OF 1964, SECTION 504 OF THE REHABILITATION ACT OF 1973, TITLE IX OF THE EDUCATION AMENDMENTS OF 1972, AND THE AGE DISCRIMINATION ACT OF 1975

The applicant provides this assurance in consideration of and for the purpose of obtaining Federal grants, loans, contracts (except contracts of insurance of guaranty), property, discounts or other Federal financial assistance to education programs or activities from the Department of Education.

The applicant assures that it will comply with:

1. Title VI of the Civil Rights Act of 1964, as amended, 42 U.S.C. 200d et seq, which prohibits discrimination on the basis of race, color, or national origin in programs and activities receiving Federal financial assistance.
2. Section 504 of the Rehabilitation Act of 1973, as amended, 29 U.S.C. 794, which prohibits discrimination on the basis of handicap in programs and activities receiving Federal financial assistance.
3. Title IX of the Education Amendments of 1972, as amended, 20 U.S.C. 1681 et seq, which prohibits discrimination on the basis of sex in education programs and activities receiving Federal financial assistance.
4. The Age Discrimination Act of 1975, as amended, 42 U.S.C. 8101 et seq, which prohibits discrimination on the basis of age in programs or activities receiving Federal financial assistance.
5. All regulations, guidelines, and standards lawfully adopted under the above statutes by the United States Department of Education.

The applicant agrees that compliance with this Assurance constitutes a condition of continued receipt of Federal financial assistance, and that it is binding upon the applicant, its successors, transferees, and assignees for the period during which such assistance is provided. The applicant further assures that all contractors, subcontractors, sub grantees or others with whom it arranges to provide services or benefits to its students or employees in connection with its education programs or activities are not discriminating in violation of the above statutes, regulations, guidelines, and standards against those students or employees. In the event of failure to comply the applicant understands that assistance can be terminated and the applicant denied the right to receive further assistance. The applicant also understands that the Department of Education may at its discretion seek a court order requiring compliance with the terms of the Assurance or seek other appropriate judicial relief.

The person or persons whose signature(s) appear(s) below is/are authorized to sign this application, and to commit the applicant to the above provisions.

January 10, 2022
Date



Authorized Official(s)

Rockingham County Public Schools

Name of Applicant or Recipient
100 Mount Clinton Pike
Street

Harrisonburg, VA 22802
City, State, Zip Code

FOREWARD

This handbook contains selected policies or excerpts from policies that pertain to students in all Rockingham County Schools. These policies have been adopted by the Rockingham County School Board for supervision of the public schools in accordance with the Code of Virginia, Standards of Quality, and Standards for Accrediting Public Schools.

A complete copy of the school division's policy manual is available for review by employees, students, parents, and the public in the superintendent's office. The policy manual is available online at the internet address <https://go.boarddocs.com/va/rockingham/Board.nsf/Public>. See "Policies" tab for policy manual.

If the abbreviated policy statements in this handbook raise any question on the part of the reader, the complete policy is available online.

SCHOOL QUALITY PROFILES

For detailed information about the school division and about each Rockingham County School's SOL test scores, attendance rates, accreditation status, safe school status, teacher qualifications and other related information, go to the Virginia Department of Education website: schoolquality.virginia.gov. If you need assistance gaining this information, or want a printed copy, contact your school's principal.

EMERGENCY CLOSINGS AND DELAYS

When conditions require "short notice" changes in the school schedule, announcements will be made over the following radio stations:

VerStanding Broadcasting	WINA/WQMZ – Radio	WVIR – Channel 29 Starts Program
WBTX - Radio 1470 AM	WBOP/WSIG	
WHSV-TV 3	WTON 1240 AM	
WMRA – JMU 90.7 FM	WMXH/WRAA	
WKCY- 104.3 /WACL 98.5	WAZT TV-Channel 14 Cable	

A text message and email will be sent to communicate schedule changes. Also, see our webpage at www.rcps.net for weather-related announcements.

Parents and students should not call schools, school officials, or radio stations to find out if schools are being closed. Telephone lines must be kept open to enable schools and radio stations to receive notification of school closings.

PUBLIC COMPLAINT ABOUT CURRICULUM OR INSTRUCTIONAL MATERIALS

The Virginia Board of Education places with local School Boards the responsibility for the selection, approval, and use of instructional materials. Despite the care taken in selecting suitable instructional materials, and despite the qualifications and expertise of persons involved in that selection process, it is recognized that occasional objections to materials will be made by the public. It is, therefore, the policy of the School Board to provide channels of communication and a fair procedure for citizens to follow in expressing and resolving concerns about instructional materials used in teaching the curriculum.

Complaints about instructional materials shall be presented in writing using the “Media Complaint Form,” which may be obtained from the principal or the central office. The standard and procedure for review shall be consistently applied in recognition of the respective rights and responsibilities of all concerned. Materials shall be considered for their educational suitability and shall not be proscribed or removed because of partisan or doctrinal disapproval. Challenges which are not resolved at the building level shall be submitted to the superintendent or his/her designee. The decision of the superintendent may be appealed to the School Board or reviewed at the Board’s request. The decision of the Board will be final.

Procedure

- A. A parent or guardian of a student, with whom specific instructional materials are being employed; who challenges the use of such material in a school should be given an explanation of the following procedure for challenged materials.
1. The complainant should be invited to have a conference with the principal and the professional person on the staff responsible for the use of the challenged material to see if the matter can be resolved to the satisfaction of all parties. (If the objection involves more than one school, all steps of the procedure delegated to the principal will be handled by the Assistant Superintendent of Innovation and Learning.)
 2. If an agreement cannot be reached, the principal should assist the complainant in filing a formal complaint by using the “Media Complaint Form.” The staff person should fill out the “Media Complaint Response Form.”
 3. Once the formal complaint has been filed, the principal shall convene and chair a committee including two patrons and three staff members to review the material in question to see if it conforms to the County textbook/materials selection policies. If this committee can agree on a recommendation acceptable to all parties as to the disposition of the challenged materials, the principal will carry out the recommendation of the committee. The principal shall also file a written report of the committee findings with the Superintendent.
 4. If the complaint cannot be resolved to the satisfaction of the complainant, principal or staff person, all relevant materials must be forwarded to the Superintendent. A division level committee composed of patrons and staff members shall be convened by the Superintendent or his/her designee to review the materials and the school committee report, and make a recommendation to the Superintendent. This committee shall include (1) one member of the superintendent’s parent advisory committee, (2) one parent teacher organization officer, (3) school parent advisory committee member, (4) the principal of the school involved, (5) the Assistant Superintendent of Innovation and Learning, (6) the supervisor of media services, (7) a member from librarians association.

5. The Superintendent, after reviewing the report of the division committee, may propose a solution to the problem. If resolution is not reached at this point, the Superintendent will make a recommendation for action to the school board.
6. The school board will make the final decision by instructing the principal to retain, modify, or withdraw the challenged materials.
7. None of these provisions in any respect diminishes the managerial responsibility and authority of the principal/designee to act as the instructional decision making leader of the school and the responsibility and authority of the Superintendent/designee to act as the instructional decision making leader of the division, subject to the ultimate and final authority of the School Board over all curriculum-related matters.
8. At their option, even if this policy is deemed by the principal/designee or Superintendent/designee not to apply to a particular situation in question, the principal/designee or the Superintendent/ designee may utilize the processes outlined in this policy.

Media Complaint Response Form

See Rockingham County Public Schools Handbook of Administrative Directives: Forms for Challenged Materials Policy, AD-IIAC.

SCHOOL YEAR/SCHOOL DAY

A. School Year

The length of the school year is at least 180 teaching days or 990 teaching hours. Days on which a school or schools or all the schools in the division are closed due to severe weather or other emergencies are made up as provided below if necessary to meet these requirements.

Students are provided a minimum of 680 hours of instructional time in elementary school, except for students in half-day kindergarten, in the four academic disciplines of English, mathematics, science, and history and social science and a minimum of 375 hours of instructional time in half-day kindergarten in the four academic disciplines of English, mathematics, science, and history and social science.

Unstructured recreational time that is intended to develop teamwork, social skills, and overall physical fitness may be included in the calculation of total instructional time or teaching hours for elementary school, provided that such unstructured recreational time does not exceed 15 percent of total instructional time or teaching hours.

B. School Calendar

The School Board establishes the division's calendar in accordance with state law. The School Board establishes teaching contracts in accordance with applicable regulations of the Board of Education to include contingencies for making up teaching days and teaching hours missed for emergency situations.

An advisory committee composed of teachers, parents and school administration may be utilized to recommend a proposed calendar to the superintendent. The recommendation of this committee is advisory.

C. School Day

The standard school day for students in grades 1 through 12 averages at least 5-1/2 instructional hours excluding breaks for meals. The standard school day for kindergarten is a minimum of three instructional hours.

All students in grades 1 through 12 maintain a full day schedule of classes (5-1/2 hours) unless a waiver is granted in accordance with policies defined by the School Board.

Each elementary school provides students with a daily recess during the regular school year, as determined appropriate by the school.

The secondary school class schedule contains a minimum of 140 clock hours for each unit of credit. When credit is awarded in less than whole units, the increment awarded is no greater than the fractional part of the 140 hours of instruction provided.

The time for opening and closing schools is established by the School Board upon recommendation of the superintendent, provided that the daily program for students in grades 1 through 12 averages at least 5 ½ hours, not including meal intermissions. If the required program length is maintained, the School Board may approve occasional shortened days for staff development, conferences, planning and other activities designed to improve the instructional program, provided that no more than one day in each five-day week may be shortened to no less than four hours. The daily program for kindergarten is at least three hours, not including meal intermissions.

When exceptions in the length of the daily program are necessary for special education, alternative education, double shifts and scheduling or other unusual situations, the Board requests approval by the Superintendent of Public Instruction of the exceptions by August 1 preceding the school year for which they are requested.

The length of the work day for employees is determined by the School Board. It is of sufficient length to allow for the daily program for students and additional time as may be necessary for such activities as planning, preparation, meetings, workshops, conferences, meal intermissions or other contractual obligations.

D. Certification

The superintendent and School Board chair certify the total number of teaching days and teaching hours each year as part of the annual report to the Board of Education.

MOMENT OF SILENCE

One minute of silence is observed in each classroom in the division every day.

During such period of silence, the teacher responsible for each classroom takes care that all pupils remain seated and silent and make no distracting display so that each pupil may, in the exercise of individual choice, meditate, pray, or engage in any other silent activity which does not interfere with, distract, or impeded other pupils in the like exercise of individual choice.

ANNUAL NOTICE (SPECIAL EDUCATION)

All residents of Rockingham County from the ages of two to twenty-one, inclusive, who have a disability and are in need of special education services, shall receive a free and appropriate public education (FAPE) within the least restrictive environment. Students otherwise eligible must have attained age two and not have exceeded age twenty-one by September 30. FAPE is provided to all identified persons with disabilities who live in Rockingham County or who have been placed by their parents in a private school located within the Rockingham County jurisdiction.

Programs and services are provided to persons identified as having autism, deaf-blindness, developmental delay, hearing impairment, intellectual disabilities, multiple disabilities, orthopedic impairment, other health impairment, emotional disabilities, specific learning disabilities, speech or language impairment, traumatic brain injury, or a visual impairment.

Because special education services attempt to prepare students with disabilities to live and work in society, such students are educated with their peers to the maximum extent appropriate. Effort is made to place the student in the least restrictive environment. In determining the most appropriate setting, each student is considered on an individual basis. The Rockingham County Public School system provides a continuum of alternative placement options and services to meet the varying needs of disabled students.

A Special Education Advisory Committee (SEAC) advises the county school board on the needs of special education in Rockingham County. Members of the Special Education Advisory Committee are available to assist those seeking information concerning special education.

The advisory meetings are held at the John H. Kidd Administrative Offices Building (100 Mt. Clinton Pike, Harrisonburg, Virginia) in the Hulvey Conference Room. The advisory meetings for the 2022-2023 school year will be held on the following dates:

September 8, 2022 at 7:00 p.m.
November 10, 2022 at 9:00 a.m.
January 12, 2023 at 7:00 p.m.
March 9, 2023 at 9:00 a.m.
May 11, 2023 at 7:00 p.m.

If you would like to be contacted for future meetings or have any questions, please contact Amber Ham via phone (540-908-5649) or email (SEAC@rockingham.k12.va.us) or Jason Longcor via phone (540-383-8828).

Persons interested in more information about special education or in making referrals should contact the Director of Pupil Personnel Services, Rockingham County Public Schools, at 540-564-3228. Public comment is welcomed and encouraged.

CHALLENGE PROGRAM DESCRIPTION

Rockingham County Public Schools gifted program, called Challenge, is integrated into the total school environment. The program serves students identified as having unusually high general intellectual ability, and provides identified students in grades kindergarten through twelve appropriate educational experiences that stimulate achievement.

Each school has a coordinator that provides appropriate experiences for students in addition to service as a resource for classroom teachers. We seek to ensure that the needs of gifted students are met through differentiation of curriculum and instruction. Teachers receive assistance in understanding and recognizing behaviors associated with giftedness and the implications for curriculum design.

The components of the program include pullout and in-class assistance. Every effort is made to coordinate the activities of the gifted resource teacher with the activities of the classroom teacher. In addition to resource instruction, the school division provides numerous experiences after school, and during the summer to help meet the needs of gifted students.

The K-5 program is primarily provided through direct instruction by the Challenge teacher. The curriculum is challenging, differentiated, and problem-solving based.

At grades 6-8, the Challenge teacher matches services, classes, differentiation, and independent study appropriate to the student's strengths. These students and their parents are informed of and encouraged to select elective classes which are specifically taught by the Challenge teacher, and are designed for Challenge students. Challenge teachers also provide collaborative instruction in general education classrooms, for Challenge students.

For grades 9-12, the Challenge teacher provides/coordinates summer enrichment programs and student placement in the Regional Governor's School.

Our district subscribes to the philosophy that intellectually gifted students possess talents and abilities that differ from those of their peers to such a degree that they require special educational services beyond the general curriculum to meet their educational needs. Without a program of services that differs from what is available in the regular educational program, the superior talents and abilities of many intellectually gifted students will remain undeveloped or underdeveloped.

ADVANCED/ALTERNATIVE COURSES FOR CREDIT

The Rockingham County School Board has an agreement for postsecondary degree attainment with a community college in the Commonwealth specifying the options for students to complete an associate's degree or a one-year Uniform Certificate of General Studies from the community college concurrent with a high school diploma. The agreement will specify the credit available for dual enrollment courses and Advanced Placement courses with qualifying exam scores of three or higher.

The Rockingham County School Board may enter into agreements for postsecondary credential, certification or license attainment with community colleges or other public institutions of higher education or educational institutions established pursuant to Title 23.1 of the Code of Virginia that offer a career and technical education curriculum. Such agreements shall specify (i) the options for students to take courses as part of the career and technical education curriculum that lead to an industry-recognized credential, certification or license concurrent with a high school diploma and (ii) the credentials, certifications or licenses available for such courses.

Beginning in the middle school years, students are counseled on opportunities for beginning postsecondary education and opportunities for obtaining industry certifications, occupational competency credentials, or professional licenses in a career and technical education field prior to high school graduation. Such opportunities include access to at least three Advanced Placement (AP), International Baccalaureate (IB), or Cambridge courses or three college-level courses for degree credit. Students taking advantage of such opportunities are not denied participation in school activities for which they are otherwise eligible. Wherever possible, students are encouraged and afforded opportunities to take college courses simultaneously for high school graduation and college degree credit (dual enrollment), under the following conditions:

- Written approval of the high school principal prior to participation in dual enrollment must be obtained.
- The college must accept the student for admission to the course or courses.
- The course or courses must be given by the college for degree credits (no remedial courses will be accepted).

COLLEGE CREDIT OPTIONS

Rockingham County Schools encourages college-bound students to explore the variety of options to acquire college credits while still in high school. In most cases, these options will be exercised by students in grades 11 and 12. Interested students should carefully examine and plan their course of study with school counselors as early as 9th and 10th grade. There are a number of requirements that must be met before credit can be earned through any higher education institution. Students wishing to take college courses must have prior approval from the principal. Students and parents may consider these options:

Advanced Placement. Students may earn college credit by meeting minimum score requirements on advanced placement tests. Students should consult entrance requirements from the respective college or university for more information.

Distance Learning. Students may take college-level courses by computer offered by many colleges and universities. If a student chooses to regularly work on an online course during an assigned period at school, supervised computer access will be available during that period. Typically, colleges require a grade of "C" or better for credits to be transferable to a college or university. If a student intends to petition for high school credit for a distance learning course, he/she must submit a course syllabus to the principal for evaluation prior to enrolling for the course.

Dual Enrollment. DE Classes may be offered as a part of the high school curriculum, which will result in both high school and college credit. Information about these courses will be made available at the time of high school course registration. Typically, colleges require a grade of "C" or better for credits to be transferable to a college or university.

Concurrent Enrollment. Opportunities also exist for students to earn credits for courses taught on college campuses, either during the school day or after school. Students are encouraged to explore college-level courses at local higher education institutions. Some students may wish to obtain both high school and college credit for a course taken at Bridgewater College, Blue Ridge Community College, Eastern Mennonite University, James Madison University, or other nearby colleges or universities. One high school credit will be awarded for 6 or 8 (lab class) college credits. College courses for high school credit require prior principal approval.

Career Pathways Academy. The Blue Ridge Community College Career Pathways consortium provides full tuition scholarships for senior students to take up to four BRCC courses at no cost (one academic class, one occupational class) during the fall and spring sessions. Scholarship recipients are selected through an application process. Rising seniors must be recommended by their school principal and counselor and meet the admission requirements for BRCC, including demonstrating academic proficiency through the College Preparedness test. Students are responsible for purchasing textbooks for classes. In all cases, access to college courses is based upon course availability and upon any eligibility requirements by the college.

*Please note that the granting of credit or the acceptance/designation of earned credits (via distance learning, dual enrollment, or concurrent enrollment) is solely at the discretion of the college or university in which a student chooses to enroll after high school.

*Students who choose to take college level courses for college credit only, should carefully consider the college's suggested and required prerequisites. Discussions with school counselors are strongly recommended before any course registration. Prior principal approval is needed for college credit only courses if the student is requesting release time during regular school hours.

**In accordance with House Bill 1184, Rockingham County Public Schools and Blue Ridge Community College have developed an agreement specifying the options for students to complete an associate's degree or a one-year Uniform Certificate of General Studies concurrent with a high school diploma. Dual enrollment and concurrent coursework is required. Interested students should see their respective school counselor for more information.

STUDENT ORGANIZATIONS

Policy Statement

It is the policy of the school division to permit the establishment and operation of student organizations in the secondary schools and to permit such organizations to meet on school premises during school sponsored activity periods or non-instructional time. The purpose of this policy is to establish criteria and procedures governing the operation of secondary school student organizations.

Curriculum-related Student Organizations

Curriculum-related student organizations serve as an extension of the regular school curriculum. Their function is to enhance the participants' educational experience and supplement the course materials, studies, or discussion within the educational program of the schools. The activities of these organizations should bear a direct relationship to the regular curriculum and be an extension, enhancement or reinforcement of the curriculum or classroom program or activities in a meaningful way. Student organizations meeting these criteria and approved by the principal shall be deemed to be officially recognized, school-sponsored student organizations. These organizations generally may meet during school-sponsored activity periods during the school day but may meet before and after the school day during non-instructional time.

Curriculum-related student organizations shall be sponsored and supervised by not more than two full-time members of the school faculty and approved by the principal. Faculty sponsors shall participate in the supervision and direction of all activities of the organization and shall attend the entire time of all meetings or activities whether conducted on school-controlled property or at another location. Absent such faculty presence, no meeting shall be held.

Non-Curriculum-related Organizations

Under the management of the principal or designee, secondary school student groups may use school facilities in accordance with the Federal Equal Access Act and other applicable law. For purposes of this policy, the school division adopts an approach for secondary schools so that non-curriculum-related student groups may use school facilities before and after the school day during non-instructional time.

Secondary school students are permitted to organize and conduct meetings of a non-curriculum-related nature to pursue activities outside of the school curriculum, subject to the provisions of this policy. Such organizations must be student initiated and directed, and school personnel, parents and any other persons who are not students enrolled in the school are prohibited from directing, controlling, conducting or regularly attending the meetings of such organizations, except that the designated and agreed full-time faculty supervisor(s) must attend the entire time of all meetings. Non-curriculum-related student organizations that are student-initiated shall not be deemed to be school sponsored or endorsed. The fact that such organizations are permitted to conduct meetings under this policy shall not constitute an expression of school division support for the purposes of such organizations or the content of any meetings. These organizations may meet during non-instructional time before and after the school day as approved by the principal or designee upon review of each application.

No non-curriculum-related student organization shall be denied equal access to meet at school facilities during the designated meeting times on the basis of the religious, political, philosophical or other content of the speech at the meetings of such organization. No public funding or support shall be extended to any non-curriculum-related student organization other than the opportunity to meet on school premises during non-instructional time before or after the school day pursuant to this policy.

Non-curriculum-related student organizations that are student-initiated shall not have a faculty sponsor. However, the designated and agreed faculty supervisor(s) shall attend the entire time of every meeting or activity of such organizations in a non-participatory capacity for purposes of general supervision. The organization shall be responsible to assure the presence of such faculty for its meetings. Absent such faculty presence, no meeting shall be held.

No faculty member shall be compelled to attend a meeting of any non-curriculum-related student organization if the content of such meeting is contrary to the beliefs of that faculty member. School employees present at any meeting of a non-curriculum-related student organization which may include, but not be limited to, religious worship, prayer or practice or is identified as having a religious purpose shall attend in a non-participatory capacity only.

Membership

Membership in all student organizations is voluntary and shall be open to and limited to all students currently enrolled in the school. These student organizations may establish academic qualifications for membership when necessarily related to the purposes of the organization. No student shall be denied membership or participation on the basis of race, sex, color, national origin, disability or religion.

Application

Student organizations wishing to conduct meetings under this policy must make application to the principal or designee prior to the first meeting. Curriculum-related groups must apply annually no later than September 15 of each school year. Non-curriculum-related groups must apply at least twenty (20) school days before the first anticipated meeting date requested for use of school facilities. The applicant may appeal the principal's or designee's decision by filing within five (5) school days a detailed written statement of appeal, along with a copy of the application, with the division superintendent or designee.

Parent Permission

No student shall be a member of or attend the meeting of a non-curriculum-related student organization without the prior express written permission of a parent or legal guardian being filed with the school. The written permission shall clearly evidence that the parent or legal guardian has given informed consent as to the particular student organization.

Meetings and Responsible Use of Facilities

The principal of each school is responsible for scheduling meetings of student organizations and setting the times and rules related to the availability or use of facilities for such meetings.

All meetings of any student organizations at school facilities may be permitted by the principal on a space-available basis. At no time shall a meeting of any student organization interfere with the safe and orderly operation of the school, jeopardize the welfare of students, or cause the incurrence of additional expense to the school or school division. At all times, the principal or designee retains authority and discretion to maintain order and discipline to protect the well-being of students and faculty.

Definitions

For purposes of this policy the following definitions will be used:

1. "Informed Consent" means approval given by a parent or legal guardian upon a full understanding of the student organization or group's mission, focus, membership requirements, programs and the organization's direct or indirect affiliation or link to any other organization or group.
2. "Non-curriculum-related student organization or group" means any student group whose subject matter actually is not taught or soon will not be taught in a regularly-offered course; whose subject matter does not concern the body of courses as a whole; whose subject matter does not directly relate to a segment of an entire course of study; when participation in the group is not required for a particular course; and when participation in the group does not result in academic credit.
3. "Non-instructional time" is the time set aside by the school immediately before actual classroom instruction begins or after actual classroom instruction ends.
4. "School day" means the span of time, designated by a school, for the regular, mandatory attendance of students during a day.
5. "Secondary school" is one which includes grades 9 -12.

Compliance with Law and Policy

Student organizations shall not engage in any activity which is contrary to law, division policy, or school rules; which disrupts or clearly threatens to disrupt the orderly operation of the school; which is contrary to the curriculum; or which would adversely affect the health, safety or welfare of any students or staff members. Failure to comply with these provisions shall be for revocation of permission to use school facilities and/or disciplinary action.

ACCEPTABLE USE POLICY FOR ELECTRONIC INFORMATION SERVICES AND NETWORKS

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, but is not limited to, hardware, software, data, communication lines and devices, terminals, display devices, printers, CD, DVD and other media devices, tape or flash drives, storage devices, servers, mainframe and personal computers, tablets, laptops, telephones, cameras, projectors, multimedia devices, workstations, the internet and other electronic services and internal or external networks. This includes any device that may be connected to or used to connect to the school division's network or electronically stored division material.

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. Inappropriate use may result in cancellation of those privileges, disciplinary action, and/or legal action. Any communication or material generated using the computer system, including electronic mail, social media posts, instant or text messages, tweets, and other files, including communications and materials deleted from a user's account, may be monitored, read, and/or archived by division staff.

This policy applies to all users of the division's computer system. By using or accessing the computer system, the user agrees to abide by this policy and the Technology Guidelines established by the superintendent.

The superintendent is responsible for establishing Technology Use Guidelines, containing the appropriate uses, ethics and protocols for use of the computer system. The superintendent is also responsible for reviewing and updating, as necessary, the Guidelines at least every two years. It is the user's responsibility to know and follow this policy and the Technology Use Guidelines.

The Guidelines include:

1. 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;
2. 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:
 - a. child pornography as set out in Va. Code § 18.2-374.1:1 or as defined in 18 U.S.C. § 2256;
 - b. obscenity as defined by Va. Code § 18.2-372 or 18 U.S.C. § 1460; and
 - c. material that the school division deems to be harmful to juveniles as defined in Va. Code § 18.2-390, 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;
3. provisions establishing that the technology protection measure is enforced during any use of the division's computers;

4. provisions establishing that all usage of the computer system may be monitored;
5. provisions designed to educate students and employees about appropriate online behavior, including interacting with students and other individuals on social networking websites, blogs, in chat rooms, and cyberbullying awareness and response’
6. provisions designed to prevent unauthorized online access by minors, including “hacking” and other unlawful online activities.;
7. provisions requiring every user to protect the security of information necessary to access the computer system, such as usernames and passwords, and prohibiting the sharing of passwords;
8. provisions prohibiting the unauthorized disclosure, use, and dissemination of photographs and/or personal information of or regarding minors; and
9. a component of internet safety for students that is integrated in the division’s instructional program.

Use of the school division’s computer system must 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.

Users of the division’s computer system have no expectation of privacy for use of the division’s resources or electronic devices including non-division owned devices while connected to division networks or computer resources.

Software and/or services may not be installed or downloaded on the division’s computer system without the prior approval of the superintendent or superintendent’s designee.

The failure of any user to follow the terms of the Agreement, this policy or the Technology Use Guidelines 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 is not responsible for any unauthorized charges or fees resulting from access to the computer system.

The School Board reviews and amends, if necessary, this policy every two years.

SOCIAL MEDIA GUIDELINES

The use of social media in Rockingham County Public Schools, VA (RCPS) is intended to promote constructive and effective communication with stakeholders in the school division, our schools, and the community.

The purposes of social media communication may include posts to announce, to inform, to educate, to recognize, to celebrate, to build awareness and understanding, to clarify, to entertain, and to share and promote the mission, vision, goals, programs, and initiatives of RCPS. Discourse and communication on RCPS social media should be professional, respectful, and pertaining to these goals.

Posts and comments on RCPS social media will be monitored by division staff. Communication of the following kinds will be prohibited:

1. Profane, vulgar, or obscene
2. Libelous, defamatory, derogatory, or name-calling
3. Discriminatory, hateful, or racist
4. Threatening or harassing
5. Commercial endorsements, conducting private commercial transactions or engaging in private business activities
6. Promoting partisan political views or endorsing political campaigns or candidates
7. Confidential information about students or staff
8. Personally naming students without parent permission
9. Copyright violations
10. Information that could reasonably compromise individual or public safety

Rockingham County Public Schools reserves the right to remove any posts or comments that violate these guidelines.

SCHOOL COUNSELING PROGRAM

A. School Counseling Services

Each school provides the following counseling services to all students:

1. Academic counseling which assists students and their parents to acquire knowledge of the curricula choices available to students, to plan a program of studies, to arrange and interpret academic testing and to seek post-secondary academic opportunities.
2. Career counseling which helps students to acquire information and plan action about work, jobs, apprenticeships and post-secondary educational and career opportunities.
3. Personal/social counseling which assists a student to develop an understanding of themselves, the rights and needs of others, how to resolve conflict and to define individual goals, reflecting their interests, abilities and aptitudes. Information and records of personal/social counseling will be kept confidential and separate from a student's educational records and not disclosed to third parties without prior parental consent or as otherwise provided by law. Such counseling may be provided either (i) in groups in which generic issues of social development are addressed or (ii) through structured individual or small group multi-session counseling which focuses on the specific concerns of the participant(s). Parents may elect, by notifying their child's school in writing, to have their child not participate in personal/social counseling.

For the purposes of this policy, the following definitions apply:

Character Education - Advice and lessons to assist students in developing strong character traits, including citizenship, responsibility, caring, respect, trustworthiness, and fairness, and which emphasize the prevention of bullying and objectives outlined in the Virginia Standards of Learning for school counselors.

Grades K-5 Classroom lessons emphasize the six character traits. Grades 4 and 5 also experience a developmentally appropriate bullying prevention program.

Grades 6-8: Students will experience a developmentally appropriate bullying prevention program. The school counselors support school-wide efforts to enhance character development. Students will explore careers and develop an academic and career plans.

Grades 9-12 Character education program is led by an assigned school administrator and team of staff members. Various activities and recognition events for students are held throughout the school year. The school counselors support school-wide efforts to enhance character development.

No student is required to participate in any counseling program to which the student's parents object.

The school counseling program does not include the use of counseling techniques which are beyond the scope of the professional certification or training of counselors, including hypnosis, or other psychotherapeutic techniques that are normally employed in medical or clinical settings and focus on mental illness or psychopathology.

Parents are notified annually about the counseling programs which are available to their children. The notification will include the purpose and general description of the programs, information regarding ways parents may review materials to be used in guidance and counseling programs at their child's school and information about the procedures by which parents may limit their child's participation in such programs.

B. Employment Counseling and Placement Services

The School Board provides to secondary students employment counseling and placement services to furnish information relating to the employment opportunities available to students graduating from or leaving the schools in the school division. Such information includes all types of employment opportunities, including, but not limited to, apprenticeships, the military, career education schools and the teaching profession. In providing such services, the School Board consults and cooperates with the Virginia Employment Commission, the Department of Labor and Industry, local business and labor organizations and career schools.

If the School Board provides access to one or more of its high schools and contact with such high school's student body or other contact with its high school students during a school or school division-sponsored activity to persons or groups for occupational, professional or educational recruitment, it provides equal access on the same basis to official recruiting representatives of the military forces of the Commonwealth and the United States.

STUDENT ASSISTANCE SERVICES

Student Assistance Services is a program of early identification, intervention and support designed to assist students, parents and school personnel to identify issues which are barriers to the student's learning and school success. Student assistance is not a treatment program; rather, it is designed as a program that utilizes strategies that not only enhance a student's personal success in school but also works toward improving the overall school climate. The RCPS Student Assistance Services approach is to partner with parents, students and school personnel, and community agencies when the presenting concerns are beyond the scope of the school.

HOMEWORK

The Rockingham County School Board endorses homework as an extension of the school's program. The objective of homework is to assist and improve learning and to strengthen skills and understandings gained in the classroom. Homework reinforces and supplements students' learning experiences and fosters initiative, independence, study habits, creativity, and responsibility. RCPS acknowledges that teachers should consider the whole child when assigning homework and recognizes that our students need to have a balance between school, family, extracurricular activities, and community engagement. The types of homework should include practice to reinforce newly-acquired skills, preparation to obtain background knowledge for new classroom information, and extension activities that compel the application of knowledge in creative ways. Homework should be structured so it promotes a positive learning experience for students. Homework assignments that require excessive time to complete are discouraged. It is noted that rigor does not imply an increase in the quantity of work, but can be obtained from the quality of the work. Also, homework should be avoided during scheduled school breaks such as Thanksgiving break, winter break, and spring break.

Homework is most beneficial when it is a cooperative effort among teachers, students, and parents. The responsibility lies in three areas.

- A. It is the teacher's responsibility to ensure that homework is:
 - 1. purposeful
 - 2. relevant
 - 3. reasonable in length and follows guidelines
 - 4. directly related to the curriculum
 - 5. allotted an adequate completion time
 - 6. understood by the students
 - 7. reviewed by the student and teacher, with appropriate feedback, and
 - 8. positive in nature
- B. It is the student's responsibility to complete homework neatly, correctly and on time.
- C. It is the parent's responsibility to support this portion of the educational program by encouragement and involvement with the student and teacher. If a parent or guardian has concerns about the quality or quantity of homework assigned; he/she should discuss his/her concerns with the student's teacher. If the problem is not resolved, then he/she should speak with the school administration.

On-going communication among teacher, student, and parent is essential for the success of this important part of the school's program.

The types and length of homework assignments should vary according to the students' level and abilities. Homework should include one or more of the following:

- 1. Practice to reinforce learning
- 2. Preparation to obtain background knowledge for upcoming instruction
- 3. Application of knowledge in creative ways

The following guidelines are adopted for Rockingham County Public Schools:

A. KINDERGARTEN

1. Student should read or be read to at home daily.

B. ELEMENTARY GRADES 1-5

1. Homework should be connected to the student's educational program and be purposeful.
2. Long-term assignments may be given which will assist the student in learning and in developing planning skills and responsibility.
3. A large part of homework should be reading text of student's choice.
4. If assigned, the table below details the maximum homework allowed per day:

Grade Level	First	Second	Third	Fourth	Fifth
Minutes	10	20	30	40	50

C. MIDDLE SCHOOL GRADES 6-8

1. Homework should be connected to the student's educational program and be purposeful.
2. Homework provides opportunities for research, inquiry, and creativity.
3. Coordination and cooperation among departments and teachers are encouraged to help students balance their homework load.
4. If assigned, the table below details the maximum homework allowed per day:

Grade Level	Sixth	Seventh	Eighth
Minutes	60	70	80

D. HIGH SCHOOL GRADES 9-12

1. Homework should be connected to the student's educational program and be purposeful.
2. Homework provides opportunities for research, inquiry, and creativity.
3. Coordination and cooperation among departments and teachers are encouraged to help students balance their homework load.
4. Homework consists of both short-term and long-term activities.
5. If assigned, the table below details the maximum homework allowed per day:

Grade Level	Ninth	Tenth	Eleventh	Twelfth
Minutes	90	100	110	120

6. Students in Advanced Placement and Dual Enrollment courses may expect an hour of homework daily per course, as these classes contain college-level content. For example, a student choosing to take four AP classes could expect up to four additional hours of homework per day.

D. There are two exceptions to the homework policy expectations:

1. Unfinished classwork, where students were provided ample time to complete the assignment in class, should not be considered part of the allotted homework time, but should be completed by the student at home.
2. Make-up work resulting from student absence from class will need to be completed at home, but it may require additional time than the maximum allowed.

THE VIRGINIA ASSESSMENT PROGRAM AND GRADUATION REQUIREMENTS

Generally

The Board of Education has established educational objectives known as the Standards of Learning (SOLs), which form the core of Virginia's educational program, and other education objectives, which together are designed to ensure the development of the skills that are necessary for success in school and in preparation for life in the years beyond.

The Rockingham County School Board has developed and implemented a program of instruction that is aligned to the Standards of Learning and that meets or exceeds the requirements of the Board of Education. It awards diplomas to all secondary school students, including students who transfer from nonpublic schools or from home instruction, who meet the requirements prescribed by the Board of Education and meet such other requirements as are prescribed by the School Board and approved by the Board of Education.

The Rockingham County School Board awards diplomas and certificates in accordance with state laws and regulations. The requirements for a student to earn a diploma and graduate from high school are those in effect when the student enters ninth grade for the first time.

Virginia Assessment Program

In kindergarten through eighth grade, where the administration of Virginia Assessment Program tests are required by the Board of Education, each student is expected to take the tests following instruction. Students who are accelerated take the test aligned with the highest grade level, following instruction in the content. No student takes more than one test in any content area in each year, except in the case of expedited retakes as provided for in 8 VAC 20-131-30. Schools use the test results in kindergarten through eighth grade as part of a set of multiple criteria for determining the promotion or retention of students.

Each student in middle and secondary school takes all applicable end-of-course SOL tests following course instruction. The superintendent certifies to the Department of Education that the division's policy for dropping courses ensures that students' course schedules are not changed to avoid end-of-course SOL tests. Students who achieve a passing score on an end-of-course SOL test will be awarded a verified unit of credit in that course in accordance with 8 VAC 20-131-110. Students may earn verified credits in any courses for which end-of-course SOL tests are available. Students are not required to take an end-of-course SOL test in an academic subject after they have earned the number of verified credits required for that academic content area for graduation unless such test is necessary in order for the school to meet federal accountability requirements. Middle and secondary schools may consider the student's end-of-course SOL test score in determining the student's final course grade.

Participation in the Virginia Assessment Program by students with disabilities is prescribed by provisions of their Individualized Education Program (IEP) or 504 Plan. All students with disabilities are assessed with appropriate accommodations and alternate assessments where necessary.

Any student identified as an English Learner (EL) participates in the Virginia Assessment Program. A school-based committee convenes and makes determinations regarding the participation level of EL students in the Virginia Assessment Program. In kindergarten through eighth grade, EL students may be granted a one-time exemption from SOL testing in the areas of writing, and history and social science.

Definitions

A. Authentic Performance Assessment

An “Authentic Performance Assessment” is a test that complies with guidelines adopted by the Board of Education that requires students to perform a task or create a product that is typically scored using a rubric.

B. Standard Unit of Credit

A “standard unit of credit” or “standard credit” is a credit awarded for a course in which the student successfully completes 140 clock hours of instruction and the requirements of the course. A standard unit of credit may be awarded based on a waiver of the 140 clock hour requirement as provided in Policy IKFD Alternative Paths to Attaining Standard Units of Credit.

C. Verified Unit of Credit

A “verified unit of credit” or “verified credit” is a credit awarded for a course in which a student earns a standard unit of credit and completes one of the following:

1. Achieves a passing score on a corresponding end-of-course SOL test.
2. Achieves a passing score on an additional test, as defined in 8 VAC 20-131-5, as a part of the Virginia Assessment Program.
3. Meets the criteria for the receipt of a locally awarded verified credit when the student has not passed a corresponding SOL test.
4. Meets the criteria for the receipt of a verified credit in history and social science by demonstrating mastery of the content of the associated course on an authentic performance assessment that complies with guidelines adopted by the Board of Education.
5. Meets the criteria for the receipt of a verified credit for English (writing) by demonstrating mastery of the content of the associated course on an authentic performance assessment that complies with guidelines adopted by the Board of Education.

Students may also earn verified credits by taking alternative tests to the SOL assessment. Such tests may only be those approved by the Virginia Board of Education, and the student may earn verified credits only by achieving that score established by the Board of Education.

D. Virginia Assessment Program

The “Virginia Assessment Program” is a system used to evaluate student achievement that includes SOL tests and additional tests that may be approved from time to time by the Board of Education.

RETAKE SOL ASSESSMENTS

Students in kindergarten through grade 8 are not required to retake Standards of Learning (SOL) tests unless they are retained in grade and have not previously passed the test or they are placed in a remediation recovery program developed by the School Board. Students in high school are not required to retake end-of-course SOL tests unless the student previously failed the course and the test, or the student needs to earn verified credit for graduation.

With such funds as are appropriated by the General Assembly, the Board of Education will provide opportunities for students who meet criteria adopted by that Board to have an expedited retake of a SOL test to earn verified credit. Students in grades 3-8 who meet the criteria will be offered the opportunity to retake a failed SOL test during the same administration.

A. Under the criteria established by the State Board, the student must

1. need the test for verified credit; and/or
2. have passed the course associated with the test, and have met one of the following
 - a. failed the test by a narrow margin, or
 - b. failed the test by any margin and have extenuating circumstances that would warrant retesting, or
 - c. did not sit for the regularly scheduled test for legitimate reasons.

B. In addition for grades 3-8, the following conditions shall apply:

1. Parents of eligible students shall be notified:
 - a. of the opportunity to retake the test(s);
 - b. that a decision not to retake any or all of the test(s) will not impact their child's grade or academic record; and
2. Prior to any additional testing, school divisions shall obtain and thereafter maintain documentation (e.g. written permission, phone logs, and emails) of affirmative parental consent and permission for their child to take an expedited retake (opt-in).

For purposes of these criteria, "narrow margin" means a scaled score of 375-399. The division superintendent will be responsible for making the determination of what constitutes "extenuating circumstances" and "legitimate reasons" for purposes of establishing eligibility for an expedited retest of grades 3-8 and end-of-course SOL assessment.

GRADING, PROMOTION, AND REPORTING STUDENT PROGRESS

A. Philosophy

Evaluation is an integral part of learning and teaching. The process used must be understood by teachers, parents, and pupils. It must convey in specific terms the status of progress, or the lack thereof, and provide direction for further teaching and learning.

Of primary importance in student evaluation is the attainment of the stated competencies of a particular subject. However, the components which make up the evaluation should be many and varied; homework, teacher-made, local, and state test results, constructive class participation, earnest desire to learn, attempts to complete assignments, initiative, capability, regular attendance at school, promptness, and respect for the dignity and the rights of others should be considered.

The evaluation process encompasses the above components with an effort to enhance the student's self-esteem and promote regular progress. A teacher must recognize differences in curricula, classes, and individuals when determining expectations and when evaluating students. At times, the grading of students with letter grades may not be practical, i.e. limited English proficient students. With the written permission of the principal, a teacher may use a narrative report to evaluate student progress when encountering extenuating circumstances.

B. Pupil Reporting

1. Regular formal progress reports will be made on a nine-week basis for all grades.
2. While these regular formal reports are very important, many other methods of communicating with parents regarding the progress of their child are essential. Some of the following should be used as additional methods of reporting:
 - a. Conferences
 - b. Folders of the student's work
 - c. Written narratives (for example: communications to parents in the form of letters, comments on the report cards)
 - d. Reports on Standards of Learning progress, scores on local and state tests, information from student's reading card
 - e. Interim reports
3. Report cards – the following symbols will be used:

Kindergarten

S = Satisfactory
 P = Progressing
 N = Needs to Improve

Grade 1

Core Subjects:
 O = Outstanding
 S = Satisfactory
 P = Progressing
 N = Needs Improvement
 Other Subjects:
 Same as above

Grade 2

Core Subjects:
 A = Outstanding
 B = Above Average
 C = Average
 N = Needs Improvement
 Other Subjects:
 O, S, P, N

Grades 3-5

Core Subjects:
 A = Outstanding
 B = Above Average
 C = Average Work
 D = Below Average Work
 F = Progress too slow for successful completion of subject requirements
 Other subjects: O, S, P, N

Grades 6 through 12

A = Outstanding Work
 B = Above Average Work
 C = Average Work
 D = Below Average Work
 F = Progress too slow for successful completion of course requirements

4. Many of the components in the evaluation of student work cited in the “philosophy” section of this policy cannot be given a numerical equivalent. Where a numerical equivalent is appropriate, the county standard is:
- a. A = 90 - 100
 B = 80 - 89
 C = 70 - 79
 D = 60 - 69
 F = 59 and below

b. To determine grade point average (GPA) for high school courses, the scale shall be:

<u>Regular</u>	<u>Honors</u>	<u>Advanced Placement and College Courses (weighted)</u>
A = 4	A = 4.5	A = 5
B = 3	B = 3.5	B = 4
C = 2	C = 2.5	C = 3
D = 1	D = 1.5	D = 2

- c. Plus (+) or minus (-) may be used at the discretion of the teacher.
- d. Examinations – First semester examinations for year-long courses, at teacher discretion, may be given beginning at the eighth grade level for high school credit courses. These exams will count as 14% of the semester grade.
- e. A student in courses for high school credit shall be exempt from the final examination providing that the student maintains a grade of 90% or higher through the last grading period of the course. The Superintendent may, at his/her discretion, administratively exempt other students from the examination requirement, i.e. as part of an attendance-incentive procedure.
- f. Courses eligible for Honors designation are the following courses: U.S. History, Government, Chemistry, Physics, Biology II, Chemistry II, Foreign Language(s) IV and V, Analysis, Calculus, English 11 and 12, Research and Inquiry, and courses offered through Massanutten Governor’s School that do not carry college credit. Summer assignments are controlled by the principal.
- g. Weighted grades will be awarded for courses passed from an accredited college including dual enrollment courses offered through Massanutten Governor’s School or Massanutten Technical Center (MTC). Eligible courses taken for high school credit must have prior principal approval.
- h. Courses to be graded on a pass/fail basis include peer tutoring, business/industry mentorship, and teaching mentorship.
- i. Students pursuing an IEP diploma are measured on meeting the goals and objectives of their individualized education plan (IEP). Since these goals may include life skills, daily functioning, and some limited academic concepts, students may be graded on a pass/fail basis.

C. Promotion

It is the purpose of the schools of Rockingham County to meet the educational needs of all students. It is recognized that each child is unique and that all students in a class will progress at a different rate.

When necessary, children should be retained in a grade when it is determined by the teacher, principal and parent that retention is in the best interest of the child. When a disagreement arises about a student's retention, the principal shall make the final decision about promotion/retention of student.

D. Middle School Promotion Requirements

Middle school students in sixth and seventh grade must pass five (5) out of seven (7) courses. Within the courses passed, four (4) core subjects must be passed. The core subjects are social studies, science, reading, English and mathematics.

Middle school students in eighth grade must pass six (6) courses for promotion. Within the courses passed, four (4) core subjects must be passed. The core subjects are social studies, science, English, mathematics, and computer literacy/technology.

Failure to pass the required number of courses will result in the student being required to attend a middle school summer program. Failure to successfully complete summer school requirements will result in the student being retained by the principal.

E. High School Promotion Requirements

Students earning the following number of "standard" credits will be classified as:

Freshman (9th grader):	under 5 credits
Sophomore (10th grader):	5 to 9 credits
Junior (11th grader):	10 to 14 credits
Senior (12th grader):	15 or more credits

Verified credits needed for graduation will be earned as students pass state end-of-course SOL tests.

ALTERNATIVE PATHS TO ATTAINING STANDARD UNITS OF CREDIT

Students who enroll in high school as freshmen before July 1, 2018, as sophomores before July 1, 2019, as juniors before July 1, 2020 or as seniors before July 1, 2021 are required to earn standard and verified units of credit as specified in the regulations of the Board of Education. A "standard unit of credit" or "standard credit" is a credit awarded for a course in which the student successfully completes 140 hours of instruction and the requirements of the course. The Rockingham County School Board recognizes that instruction, learning and outcomes equivalent to those achieved in 140 clock hours of instruction can be attained in a variety of ways. Therefore, the School Board waives the requirement that a student receive 140 clock hours of instruction to earn a standard unit of credit as provided below. The total number of standard credits that can be achieved via the waiver option is 26. Students may earn fractional credits via waiver.

Waivers are available for all secondary courses including Board of Education approved courses, Career and Technical education courses, and local elective courses. Elective courses must be approved by the School Board, be explicitly described in the division's secondary course of study, and have clearly defined and publicly available learning objectives commensurate in scope and detail with state learning standards and competencies.

In order to attain a standard unit of credit by means of a waiver of the 140 clock hour requirement

- the outcomes of the work for which standard credit is awarded must be equal to progress and learning achieved in 140 clock hours of instruction;
- upon completion of the assigned work for the course, a student must have demonstrated mastery by meeting specific objectives and performance requirements of the course that match or exceed the expectations of students who have received 140 clock hours of instruction with similar standards, competencies or objectives; and
- the evidence of mastery of the pertinent content and skills for a student receiving a waiver must be fully documented, retained securely by the school division and available for review by the Virginia Department of Education (VDOE) on request.

A. Procedures

Criteria for awarding a waiver of the 140 clock hour requirement for the course must be clear, objective and clearly communicated to the student and the student's parents prior to a student embarking on the effort.

The consequences of standard credits achieved by waiver with regard to class rank, grade point average and extracurricular eligibility must also be clearly defined and communicated to students and parents before a student embarks on the effort.

A student must receive approval from the school principal before pursuing the work, task or assessment that is required to meet the waiver criteria.

B. Miscellaneous

The superintendent will identify a process for developing accommodations for students with limited English proficiency.

Pursuit of credit by waiver by students with disabilities will be prescribed by the student's Individualized Education Program (IEP) or 504 Plan.

Students who attain credit by waiver of the 140 clock hour requirement will receive a grade for the course.

The fact that a student has received credit via waiver will not be reflected on the student's transcript.

A student who is pursuing credit via waiver is enrolled in the relevant course for purposes of determining eligibility for extracurricular activities.

C. Waiver Pathway Options

Waivers are available by three pathways.

1. Courses that award a standard credit and have less than 140-clock hours of instruction

For students attaining standard units of credit by this waiver method, the school division maintains documentation based on this policy that defines its rationale for the reduction of instructional time and substantive evidence that it provides equivalent instruction with equivalent outcomes in the reduced clock hours.

2. Independent study, work sample portfolio, demonstrated performance, and locally developed or Standards of Learning assessment

Evidence of the student's learning must encompass a comprehensive assemblage of media products, artifacts, and performance that demonstrates the student has mastered academically rigorous material and meets or exceeds approved learning standards, competencies, or objectives for the course.

The required content and evaluative criteria for the products must be defined prior to the advent of student work and based on the same objectives as the standard course.

The assemblage of evidence and overall process must be managed by a licensed and endorsed teacher in the area of the coursework with a series of program checkpoints throughout a specified timeline for the study. The checkpoints and timeline must be clearly articulated and communicated to the student.

The managing teacher must determine whether the work is of commensurate depth and quality as work performed in the traditional secondary classroom and meets predefined evaluative criteria communicated to the student.

The student must meet a predefined performance level on a locally-developed assessment for the coursework. This may be an oral examination, performance (e.g., recital/concert), written test or some other objective tool or process developed by the school division. Applicable Standards of Learning assessments may also be used for this purpose.

3. Demonstrated achievement via national or international assessments

The assessment must:

- have a standardized administration;
- be determined to be valid and reliable by an external body;
- be used in other states or internationally; and
- be scored independently of the school division.

Before a waiver may be granted under this option, the division must have completed a rigorous review of the assessment, in accordance with this policy, and determined that it is aligned with the course objectives for which the waiver is being requested. The division determines a qualifying score for awarding a standard credit that equates with mastery of the course content and skills and communicates that score to the student.

The student must provide evidence to the school principal or the principal's designee through performance, product, interview and/or school staff professional judgment that the student has some command of the course content and should be allowed to demonstrate mastery-level performance for a standard credit.

The superintendent will develop a process for determining a qualifying score for awarding a standard credit that equates with mastery of the course content and skills.

A student may attempt to achieve the qualifying score two times per year.

If the division selects an assessment that has a monetary cost, it will ensure equitable access to this option for all students.

D. Appeal Process

The superintendent shall appoint a review panel comprised of at least three educators to resolve disputes regarding the attainment of standard units of credit via waivers in accordance with this policy. Different panels may be appointed for individual schools or groups of schools.

The panel may review whether a student was properly denied permission to seek a standard unit of credit via waiver and whether a student was properly denied a standard unit of credit after having been determined to be eligible to seek the standard unit of credit via waiver

Based on the evidence it reviews, the review panel may:

- award the standard credit
- deny the standard credit
- make additional assignments prior to determining whether to award the standard credit

The decision of the review panel may be appealed to the superintendent. Any appeal must be filed within three days of the decision of the review panel. The appeal will be decided within five days from the time it is filed.

E. Continuing Role of State Assessments

While the division may use the Standards of Learning assessments for awarding a standard credit as outlined above, the Standards of Learning assessments will continue to be used in their traditional role as determiners of awarding verified credits.

EQUAL EDUCATIONAL OPPORTUNITIES

Each student should be given the opportunity to achieve in a developmentally appropriate manner, being limited only by individual differences. Therefore, the division will foster an educational environment that provides equal educational opportunity for all students. Educational programs and services will be designed to meet the varying needs of all students and will not discriminate against any individual for reasons of race, color, national origin, religion, sex (including pregnancy), gender, marital or economic status, age, disability, genetics, or veteran status and retaliation against anyone who files a complaint of discrimination, participates in such a proceeding, or otherwise opposes discrimination.

Further, no student will, on the basis of gender, be excluded from participating in, denied the benefits of, or subjected to discrimination under any educational program or activity conducted by the division. The school division will treat its students without discrimination on the basis of gender as this pertains to course offerings, athletics, counseling, employment assistance, and extracurricular activities.

See: Civil Rights Act of 1964, as amended in 1972, Title VI, Title VII, Executive Order 11246, 1965, as amended by Executive Order 11375, Education Amendments of 1972, Title IX (P.L. 92-318) 45 CFR, Parts 81 86 (Federal Register June 4, 1975, August 11, 1975)

Student Complaints and Grievances - Title IX Complaint Procedure for Students

A. Purpose

The Board hereby establishes procedures for resolving complaints arising from alleged violations of Title IX of the Education Amendments of 1972 (PL 92-318) as amended (PL 93-568 and PL 94-482).

B. General

1. The Division Superintendent has designated the Title IX Coordinator to lead the efforts of the Rockingham County Schools to comply with and carry out its responsibilities for implementing the law, including investigation of any complaint of alleged non-compliance with the law or accompanying regulations.
2. The school system shall inform students, parents of student, and employees of the name, office address, and telephone number of the Title IX Coordinator, through the permanent and prominent communication channels such as school handbooks, Rockingham County Schools publications, etc.
3. Complaints about discrimination on the basis of sex in the treatment of students may be made by students, their parents, employees of the school system, or other citizens of Rockingham County acting on behalf of students. (Any such person shall be hereafter referred to as “the complainant.”)

Procedures for making and resolving such complaints shall follow those outlined in this policy.

C. Procedure

Complaints of prohibited discrimination will be investigated and decided using the compliance officer grievance procedure outlined in policy JFHA/GBA.

CLASSROOM ASSIGNMENTS FOR TWINS

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

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

COMPULSORY ATTENDANCE

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

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

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

The requirements of this policy apply to

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

The requirements of this policy do not apply to

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

Individual Student Alternative Education Plan

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

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

- d. successful completion of the course in economics and personal finance required to earn a Board of Education-approved high school diploma;
 - e. counseling on the economic impact of failing to complete high school; and
 - f. procedures for re-enrollment.
3. A student for whom such an individual student alternative education plan has been granted but who fails to comply with the conditions of the plan shall be in violation of the compulsory attendance laws, and the superintendent or attendance officer shall seek immediate compliance with such laws.

Alternative Education Programs

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

- 1. charged with an offense relating to the Commonwealth's laws, or with a violation of School Board policies, on weapons, alcohol or drugs, or intentional injury to another person;
- 2. found guilty or not innocent of a crime that resulted in or could have resulted in injury to others, or of an offense that is required to be disclosed to the superintendent of the school division pursuant to subsection G of Va. Code § 16.1-260;
- 3. suspended pursuant to Va. Code § 22.1-277.05; or
- 4. expelled from school attendance pursuant to Va. Code §§ 22.1-277.06, 22.1-277.07, or subsection C of § 22.1-277, require a student to attend an alternative education program as provided by Va. Code §§ 22.1-209.1:2 or 22.1-277.2:1.

Prior to requiring a student to attend an alternative education program, the Superintendent shall provide: (1) written notice to the student and his parent/guardian that the student will be required to attend an alternative education program and (2) written notice to the student and his parent/guardian of the right to a hearing before the superintendent or designee regarding the placement. The decision of the superintendent or his designee regarding such alternative education placement shall be final unless altered by the school board, upon timely written petition, as established in regulation, by the student or his parent, for a review of the record by the school board.

Whenever a court orders any pupil into an alternative education program, including a program of general educational development, offered in the public schools, the School Board shall determine the appropriate alternative education placement of the pupil regardless of whether the pupil attends the public schools it supervises or resides within its school division.

SCHOOL ADMISSION

A person of school age (i.e., a person who will have reached his or her fifth birthday on or before September 30 of the school year and who has not reached 20 years of age on or before August 1st of the school year) is eligible for admission on a non-tuition basis if residing in the Rockingham County School Division.

A. A person of school age shall be deemed to reside in the school division:

1. When the person is living with a natural parent, or a parent by legal adoption in the Rockingham County School Division;
2. When the parents of such person are deceased and the person is living with a person in loco parentis who actually resides within the school division;
3. When the parents of such person are unable to care for the person and the person is living, not solely for school purposes, with another person who resides in the school division and is either
 - a. the court-appointed guardian, or has legal custody of the person, or
 - b. acting in loco parentis pursuant to placement of the person for adoption by a person or entity authorized to do so under § 63.2-1200;
 - c. an adult relative providing temporary kinship care as that term is defined in Va. Code § 63.2-100. Both parents and the relative providing kinship care must Submit signed, notarized affidavits
 - (i) explaining why the parents are unable to care for the person,
 - (ii) detailing the kinship care arrangement, and
 - (iii) agreeing that the kinship care provider or a parent will notify the school within 30 days of when the kinship care arrangement ends.

The parent must also provide a power of attorney authorizing the adult relative to make educational decisions regarding the person. A parent or the kinship care provider must also obtain written verification from the department of social services where the parent or parents live, and the department of social services where the kinship provider lives, that the kinship arrangement serves a legitimate purpose that is in the best interest of the person other than school enrollment. If the kinship care arrangement lasts more than one year, the school division must receive continued verification directly from both departments of social services that the parents are unable to care for the person and that the kinship care arrangement serves a legitimate purpose other than school enrollment.

With written consent from the parent, parents, and/or kinship care provider, for the purpose of expediting enrollment, the school division may obtain such written verification directly from the applicable department of social services. The verification process shall be consistent with the confidentiality provisions required by law.

In the event that either parent and/or kinship care provider is unable to satisfy the above requirements, or in the event that the applicable department of social services is unable to verify the kinship care arrangement, the school division maintains discretion to determine and will determine on a case by case basis whether to enroll a person living with a relative under this provision.

4. When the person is living in the school division not solely for school purposes, as an emancipated minor;
5. When the person's custodial parent has been deployed outside the United States as a member of the Virginia National Guard or as a member of the United States Armed Forces; and such person's custodial parent has executed a Special Power of Attorney under Title 10, United States Code, § 1044b providing for the care of the person of school age by an individual who is defined as a parent in Va. Code § 22.1-1 during the time of his deployment outside the United States. The person of school age shall be allowed to attend a school in the school division in which the individual providing for his care, pursuant to the Special Power of Attorney resides. Furthermore, when practicable, such persons of school age may

continue to attend school in the Virginia school division they attended immediately prior to the deployment and shall not be charged tuition for attending such division.

6. When the person has been placed in a foster care placement within the school division by a local social services agency.

No person of school age who is the subject of a foster care placement will be charged tuition regardless of whether the child is attending the school in which he was enrolled prior to the most recent foster care placement or is attending a school in the receiving school division.

The sending and receiving school divisions will cooperate in facilitating the enrollment of any child placed in foster care across jurisdictional lines to enhance continuity of instruction. The child will be allowed to continue to attend the school in which he was enrolled prior to the most recent foster care placement, upon the joint determination of the placing social services agency and the school division that such attendance is in the best interest of the child. These provisions apply to any student who was in foster care upon reaching 18 years of age and has not reached 22 years of age.

Certain other students may be admitted into the public schools of the division and may be charged tuition in accordance with section 22.1-5 of the Code of Virginia and pursuant to Rockingham County School Board approval.

No child of a person on active military duty attending a school free of charge in accordance with this policy shall be charged tuition by the school division upon such child's relocation to military housing located in another school division in the Commonwealth, pursuant to orders received by such child's parent to relocate to base housing and forfeit his military housing allowance. Such children shall be allowed to continue attending school in the school division and shall not be charged tuition for attending such school. Such children shall be counted in the average daily membership of the school division in which they are enrolled. Further, the school division in which such children are enrolled subsequent to their relocation to base housing shall not be responsible for providing for their transportation to and from school.

B. Additional Admission Requirements

1. Except as otherwise provided below, no pupil shall be admitted for the first time to any public school in any school division in Virginia unless the person enrolling the pupil presents, upon admission, a certified copy of the pupil's birth record. The principal or his designee shall record the official state birth number from the pupil's birth record into the pupil's permanent school record and may retain a copy in the pupil's permanent school record. If a certified copy of the pupil's birth record cannot be obtained, the person so enrolling the pupil shall submit an affidavit setting forth the pupil's age and explaining the inability to present a certified copy of the birth record. If the school division cannot ascertain a child's age because of the lack of a birth certificate, the child shall nonetheless be admitted into the public schools if the division superintendent determines that the person submitting the affidavit presents information sufficient to estimate with reasonable certainty the age of such child.
2. If a certified copy of the birth record is not provided, the administration shall immediately notify the local law enforcement agency. The notice to the local law enforcement agency shall include copies of the submitted proof of the pupil's identity and age and the affidavit explaining the inability to produce a certified copy of the birth record.

3. After enrolling a transfer student, the administration shall request documentation that a certified copy of the pupil's birth record was presented when the pupil was enrolled in the former school.
4. The School Board assigns a unique student identification number, determined in accordance with a system developed by the Department of Education, to each student enrolled in the division. No student identification number includes or is derived from the student's social security number. Each student retains the student's identification number for as long as the student is enrolled in a public elementary or secondary school in Virginia.
5. Tuition rates are established each year in accordance with the provisions of Section 22.1-5 of the Code of Virginia.
6. Prior to admission to the Rockingham County school division, the parent, guardian, or other person having control or charge of the child shall provide, upon registration, (1) a sworn statement or affirmation indicating whether the student has been expelled from school attendance at a private school or in a public school division of the Commonwealth or another state for an offense in violation of School Board policies relating to weapons, destruction of school property or privately owned property located on school property, alcohol or drugs or for the willful infliction of injury to another person. The registration document shall be maintained as a part of the students' scholastic record; and (2) a sworn statement or affirmation indicating whether the student has been found guilty of or adjudicated delinquent for any offense listed in subsection G of Va. Code § 16.1-260 or any substantially similar offense under the laws of any state, the District of Columbia, or the United States or its territories. This document shall be maintained by the superintendent and by any others to whom he disseminates it, separately from all other records concerning the student. However, if the school administrators or the school board takes disciplinary action against a student based upon an incident which formed the basis for the adjudication of delinquency or conviction for an offense listed in subsection G of § 16.1-260, the notice shall become a part of the student's disciplinary record.

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

7. A student, who has been expelled or suspended for more than thirty days from attendance at school by a School Board or a private school in Virginia or in another state or for whom admission has been withdrawn by a private school in Virginia or another state for an offense in violation of School Board policies related to weapons, destruction of school property or privately-owned property while located on school property, alcohol or drugs, for the willful infliction of injury to another person, or upon finding that the student presents a danger to other students or staff, may be excluded from attendance in the Rockingham County school division regardless of whether such student has been admitted to another school division or private school in Virginia or in another state subsequent to such expulsion, suspension, or withdrawal of admission after (i) written notice to the student and his/her parent that the student may be subject to exclusion, including the reasons therefore, and notice of the opportunity for the student or his parent to participate in a hearing to be conducted by the Superintendent or his designee regarding such exclusion; and (ii) a hearing of the case has been conducted by the Superintendent or his/her designee; and the decision has been to exclude the student from attendance. The student may file a written petition with the School Board within 15 days of notice of the decision. If the School Board grants a review of the record, the decision of the Superintendent or his/her designee may be altered.

For the purposes of this section, the Superintendent's designee shall be a (i) trained hearing Officer or (ii) professional employee within the central administrative offices of the school division who reports directly to the Superintendent. Upon the expiration of the exclusion period, the student may petition the School Board for admission.

8. This policy does not preclude contractual arrangements between the Rockingham County School Board and agencies of the federal government or the School Board of another jurisdiction to permit students not otherwise eligible to attend Rockingham County Public Schools.
9. Prior to admission, the student must document compliance with, or eligibility for exemption from, the physical examination and immunization requirements contained in Sections 22.1-270, 22.1-271.2 and 32.1-46 of the Code of Virginia and policies JHCA and JHCB. If the person enrolling a child who has been placed in foster care by a local social services agency is unable to produce a report of a comprehensive physical examination and/or proof of immunization, the student shall be immediately enrolled; however, the person enrolling the child shall provide a written statement that, to the best of his knowledge, the student is in good health and is free from communicable or contagious disease. In addition, the placing social service agency shall obtain and produce the required documents or otherwise ensure compliance with the statutory requirements for the foster child within 30 days after the child's enrollment.

C. Grade Placement

Initial student placement in school is the responsibility of the building principal.

ENROLLMENTS/SCREENINGS

First time enrollees must present a birth certificate, residence address and highway number of the home in addition to post office box address when applicable, physical examination (when applicable) and required immunizations. Kindergarten serves only those children who will reach their fifth birthday on or before September 30 of the school year.

All students, within 60 (sixty) administrative working days of the beginning of a new school year or following initial enrollment in a public school, shall be screened in the areas of hearing, vision, fine and gross motor, and speech, voice and language. Additional screenings occur at periodic intervals (see table).

Area of Screening	Grades Assessed
Vision and Hearing	Kindergarten; grades 3, 7, and 10
Fine and Gross Motor	Kindergarten, initial enrollment in public school through grade 3
Speech, Voice, and Language	Kindergarten, initial enrollment in public school through grade 3

SCHOLIOSIS SCREENING

Parents of a student in grades 5 through 10 may request a scoliosis screening by the school nurse at any time. The purpose of scoliosis screenings is to detect signs of spinal curvature so that the need for treatment may be determined. Scoliosis, the most common spinal abnormality, is a side-to-side curve of the spine. It is usually detected in childhood or early adolescence. Most cases of spinal curvatures are mild and require only ongoing observation by a physician after the diagnosis has been made. Mild curvatures are often noticeable only to those trained in detecting spinal abnormalities. Others may become progressively more severe as the child continues to grow. Early treatment may prevent the development of a severe deformity which can later affect the health and appearance of the child.

ADMISSION OF HOMELESS CHILDREN

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

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

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

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

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

4. in the case of an unaccompanied youth, ensures that the division homeless liaison assists in placement or enrollment decisions, gives priority to the views of such unaccompanied youth and provides notice to such youth of the right to appeal.

A. Enrollment

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

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

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

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

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

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

B. Enrollment Disputes

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

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

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

C. Appeal Process

1. Oral Complaint

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

2. Written Complaint

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

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

D. Appeal to Superintendent

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

E. Comparable Services

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

1. transportation services;
2. educational services for which the student meets the eligibility criteria, such as services provided under Title I, educational programs for children with disabilities and educational programs for English learners;
3. programs in career and technical education;
4. programs for gifted and talented students; and
5. school nutrition programs.

F. Transportation

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

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

G. Definitions

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

1. children and youths, including unaccompanied youths who are not in the physical custody of their parents, who
 - a. are sharing the housing of other persons due to loss of housing, economic hardship or other causes; are living in motels, hotels, trailer parks or camping grounds due to the lack of alternative adequate accommodations or in emergency, congregate, temporary or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement;
 - b. are living in an institution that provides a temporary residence for individuals with mental illness or individuals intended to be institutionalized;
 - c. have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings; or
 - d. are living in parked cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations or similar settings; and
2. migratory children who qualify as homeless for the purposes of this policy because the children are living in circumstances described above.

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

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

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

HOME INSTRUCTION

The Rockingham County School Board recognizes that when the requirements of Va. Code § 22.1-254.1 are complied with instruction of children by their parents is an acceptable alternative form of education under the policy of the Commonwealth of Virginia. Any parent of any child who will have reached the fifth birthday on or before September 30 of any school year and who has not passed the eighteenth birthday may elect to provide home instruction in lieu of school attendance if the parent

1. holds a high school diploma;
2. is a teacher of qualifications prescribed by the Board of Education;
3. provides a program of study or curriculum which may be delivered through a correspondence course or distance learning program or in any other manner; or
4. provides evidence that the parent is able to provide an adequate education for the child.

Definition

For purposes of this policy, "parent" means any parent, guardian, legal custodian or other person having control or charge of a child.

Notification of Parents

Any parent who elects to provide home instruction in lieu of school attendance shall annually notify the superintendent no later than August 15 of the parent's intention to so instruct the child and provide a description of the curriculum, limited to a list of subjects to be studied during the coming year and evidence of having met one of the criteria for providing home instruction. Any parent who moves into a school division or begins home instruction after the school year has begun shall notify the superintendent of the parent's intention to provide home instruction as soon as practicable and shall comply with the requirements of this policy within thirty days of such notice. The superintendent shall notify the Superintendent of Public Instruction of the number of students in the school division receiving home instruction.

Evidence of Progress

A parent who elects to provide home instruction to a child who is over the age of six as of September 30 of the school year shall provide the superintendent by August 1 following the school year in which the child has received home instruction with either (i) evidence that the child has attained a composite score in or above the fourth stanine any nationally normed standardized achievement test or an equivalent score on the ACT, SAT or PSAT test or (ii) an evaluation or assessment which the superintendent determines to indicate that the child is achieving an adequate level of educational growth and progress, including but not limited to: (a) an evaluation letter from a person licensed to teach in any state, or a person with a master's degree or higher in an academic discipline, having knowledge of the child's academic progress, stating that the child is achieving an adequate level of educational growth and progress; or (b) a report card or transcript from a community college or college, college distance learning program or home-education correspondence school.

In the event that evidence of progress as required in this subsection is not provided by the parent, the home instruction program for that child may be placed on probation for one year. Parents shall file with the superintendent evidence of their ability to provide an adequate education for their child and a remediation plan for the probationary year which indicates their program is designed to address any educational deficiency. Upon

acceptance of such evidence and plan by the superintendent, the home instruction may continue for one probationary year. If the remediation plan and evidence are not accepted or the required evidence of progress is not provided by August 1 following the probationary year, home instruction shall cease and the parent shall make other arrangements for the education of the child which comply with Va. Code § 22.1-254.

Immunizations

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

Upon request by the superintendent, the parent shall submit to the superintendent documentary proof of immunization in compliance with Va. Code § 32.1-46.

No proof of immunization shall be required of any child upon submission of (i) an affidavit to the superintendent stating that the administration of immunizing agents conflicts with the parent's or guardian's religious tenets or practices or (ii) a written certification from a licensed physician, physician assistant, nurse practitioner, or local health department that one or more of the required immunizations may be detrimental to the child's health, indicating the specific nature of the medical condition or circumstance that contraindicates immunization.

Notification to Parents

Advanced Placement (AP), Preliminary SAT/National Merit Scholarship Qualifying Test (PSAT/NMSQT) and PreACT examinations are available to students receiving home instruction pursuant to Va. Code § 22.1-254.1. The superintendent establishes a schedule identifying the dates by which students receiving home instruction must register to participate in such examinations. The superintendent notifies students receiving home instruction and their parents of the registration deadlines and the availability of financial assistance to low-income and needy students to take such examinations.

Disclosure of Information

Neither the superintendent nor the School Board shall disclose to the Department of Education or any other person or entity outside of the local school division information that is provided by a parent or student to satisfy the requirements of this policy or subdivision B 1 of Va. Code § 22.1-254. Nothing in this policy prohibits the superintendent from notifying the Superintendent of Public Instruction of the number of students in the school division receiving home instruction.

STUDENT ABSENCES/EXCUSES/DISMISSALS

General

Students are expected to be in school all day, every day and make academic progress. Students are expected to be in school, in class and ready for instruction. School attendance is critical to academic achievement and preparing students for the world of work and personal success. A good attendance record is an indication that an individual is willing to accept responsibility, exert self-discipline, and develop good work habits necessary for success in school, at work, and in life. Regular attendance is the first step to academic success. Students who are frequently absent miss instruction in key concepts and skills. We ask that parents set

the tone for their child by encouraging good attendance and by communicating that school is their child's job and therefore, his or her responsibility every day.

As required under the provision of law, each parent/guardian ("parent") is responsible for regular and punctual attendance of any child in his or her charge within the compulsory age for school attendance. Emancipated students are responsible for their own regular and punctual attendance. Parents and emancipated students are expected to work cooperatively with school personnel to correct attendance problems, including meetings with teachers, counselors, attendance officers, or administrators. Nothing in this policy shall be construed to limit in any way the authority of any attendance officer or the Division Superintendent to seek immediate compliance with the compulsory school attendance law. Likewise, nothing in this policy shall be construed to limit in any way the authority of each school principal to create additional rules and procedures regarding attendance, as set forth in the applicable student handbook or as otherwise enforced by the principal.

A student is counted present for state reporting purposes if present for any portion of the day. Each member of a school's faculty is expected to avoid causing a student to be tardy or absent from a colleague's class. If a student is tardy or absent because of being detained by a faculty member, the student will be considered excused and the absence will not be included in the count for excessive absences.

Definitions

- A. "Attendance Conference" means a face-to-face meeting, or an interaction that is conducted through the use of communication technology, at a minimum, initiated after the seventh unexcused absence and held no later than 10 school days after the tenth unexcused absence. The attendance conference is held with among school staff, and may include parents, and the student. The conference may include community representatives to participate in resolving issues related to nonattendance and revisions to the current attendance plan if necessary.
- B. "Attendance Plan" means a plan developed jointly by a school representative, such as a school principal or his or her designee, parent; and the student to resolve the student's nonattendance and engage the student in regular school attendance. The plan shall identify reasons for nonattendance and academic, social, emotional, and familial barriers that impede daily attendance along with positive strategies to address such reasons and support regular attendance. This plan may include school-based activities or suggested referrals to community supports, or both.
- C. "Chronic Absence" means missing 15 or more days of school due to any reason.
All excused and unexcused absences will be included in computing excessive absences, except as follows:
 - 1. School-sponsored and school-related activities
 - 2. Recognized religious holidays
- D. "Court Referral" means filing a complaint to the Juvenile and Domestic Relations Court after the multidisciplinary school team has held an attendance conference and attempted interventions to address the student's continued nonattendance. Documentation of interventions regarding the student's unexcused absences, such as copies of the attendance plan and documentation of conference meetings, and compliance with § 22.1- 258 of the Code of Virginia will be provided to the intake worker.
- E. "Excused Absences" means an absence of an entire assigned instructional school day with a reason acceptable to the school administration that is provided by the parent. If circumstances permit, the parent should provide the school administration with the reason for the nonattendance prior to the absence. Examples of an excused absence may include, but are not limited to, the following reasons: funeral, illness (including mental health and substance abuse illnesses), injury, legal obligations, medical procedures,

suspensions, religious observances and military obligation. In this regard, the principal or designee will consider the nature of the specific request of the parent, number of prior excused and unexcused absences, past and current grades as well as the student's discipline record when making decisions about whether to excuse any prearranged absence. Suspended students continue to remain under the provisions of compulsory school attendance as described in § 22.1-254 of the Code of Virginia. An absence from school attendance resulting from a suspension shall be recorded in compliance with 8VAC20-730-30 for the period of the suspension.

- F. "Instructional School Day" means the length of a regularly scheduled school day or the length of the school day for an individual student as assigned by the school administration.
- G. "Multi-disciplinary team" means a school-based team that may be convened to review student records and to participate in prevention, early intervention, and provision of support services to address unexcused absences, including school-based case management. These services should address academic, social, emotional, and familial issues in order to improve regular school attendance. Team members may include, but are not limited to, the following: an administrator, school counselor, social worker or psychologist, student assistance specialist, special education and general education teacher, and may include the attendance officer and community representatives.
- H. "Parent" means the parent or parents, guardian or guardians, legal custodian or legal custodians, or other person or persons having legal control or charge of the student.
- I. "Truancy" means the act of accruing one or more unexcused or unverified absences.
- J. "Unexcused Absences" means an absence where the student misses his/her scheduled instructional school day in its entirety with and no indication has been received by school personnel within three five days of the absence indicating that the student's parent is aware and supports the absence, or the parent provides a reason for the absence that is unacceptable to the school administration. The school administration may change an unexcused absence to an excused absence when it has been determined that the parent has provided an acceptable reason meeting criteria for the student's absence or there are extenuating circumstances.

All other absences for reasons not included in the definition of an excused absence are unexcused. Examples of unexcused absences include: personal business, oversleeping, haircuts, shopping, failure to catch the school bus, vehicle issues, appointments for other family members and suspension.

- K. "Unverified Absence" means the student has been absence from school and the parent has made no contact with the school to provide the reason for the absence.

Elementary, Middle and High School Attendance Policy

All schools in Rockingham County shall record absences for all students. This record is part of each student's permanent school record. Absences are recorded for students absent for the entire school day, as well as for middle school and high school students who are absent for any specific class period.

If a student must be absent from school, a parent or guardian must contact their child's school by phone, email or note and state the reason for their child's absence. If word has not been received from the home concerning the absence, the school will make every attempt to contact the parent or guardian of each absent student by phone, email or any other electronic means to obtain an explanation. A documented attempt will be made to contact the parent if a student is absent without administrative approval or knowledge. Failure of the

parent or guardian to provide an explanation of the absence within 5 days of an absence will result in the absence being coded as “unexcused”. Early intervention with the student and parent or parents shall take place for repeated unexcused absences.

A. Notification Procedures and Consequences for Failure to Comply with this Policy

For all absences, the school will contact the student’s home each day the student is absent from school when there is no indication that the student’s parent is aware of and supports the absence.

1. All Unexcused/Unverified Absences (excluding suspensions) shall be recorded.

2. Third Unexcused or Unverified Absence

The school principal or designee shall contact the parent or guardian in written form via letter or electronically of the absences and inform the parent of the compulsory attendance policy.

3. Fifth Unexcused or Unverified Absence

When a student has received five unexcused absences, the school principal or designee shall make a reasonable effort to ensure that direct contact is made with the parent. The parent shall be contacted in a face-to-face conference, by telephone, or through the use of other communication devices. During the direct contact with the parent and the student (if appropriate), reasons for nonattendance shall be documented and the consequences of nonattendance explained. An attendance plan shall be made with the student and parent or parents to resolve the nonattendance issues. The student and parent may be referred to a school-based multi-disciplinary team for assistance implementing the attendance plan and case management.

4. Seventh Unexcused Absence

When the student receives the seventh unexcused absence, the school principal or designee shall schedule a face-to-face attendance conference, or an interaction that is conducted through the use of communication technology. The attendance conference must be held within 10 school days from the date of the tenth unexcused absence. The principal or principal’s designee shall make reasonable efforts to contact the student’s parent or parents to attend the attendance conference either in person or via communication technology. If the principal or principal’s designee, after reasonable efforts have been made, are unable to contact the student’s parent or parents, the conference shall be held regardless of whether the student’s parent approves of the conference. The conference shall incorporate a school-based multidisciplinary team that includes the principal or principal’s designee, and school personnel (which may be a representative or representatives from the multi-disciplinary team) and may include community service providers.

The school-based multi-disciplinary team shall monitor the student’s attendance and, as necessary, meet again to address concerns and plan additional interventions if the student’s attendance does not improve. If additional meetings are necessary the principal or principal’s designee should make reasonable efforts to contact the student’s parent or parents and schedule a face-to-face meeting, or an interaction that is conducted through the use of communication technology. If the principal or principal’s designee, after reasonable efforts have been made, are unable to contact the student’s parent or parents, the conference shall be held regardless of whether the student’s parent approves of the conference.

A record shall be maintained of each meeting that includes the attendance plan, the name of individuals in attendance at each conference meeting (including via telephone or electronic devices), the location and date of the conference, a summary of what occurred, and follow-up steps.

5. Intervention and Strategies may include the following:
 - a. School Based interventions such as; schedule change, after school tutoring to make up missed assignments, daily Check-in /Check-out with designated school staff, or requirement to ride the school bus to and from school.
 - b. Parent suggestions such as; scheduled bedtime and wake up time, curfew, limit use of electronics, gaming and phone at nighttime, required use of school transportation to and from school.
 - c. Parent may be required to provide proof of medical appointments scheduled during the school day
 - d. The student may be referred to the school counselor, Early Intervention Counselor, school social worker, Career Coach, Community Services Board, the Department of Social Services or other community agencies.

6. Chronic non-compliance with school attendance may result in consequences such as:
 - a. Suspension of driving privileges
 - b. After-school detention
 - c. Suspension of extra-curricular activities
 - d. Poor school standing
 - e. In-school suspension/BIP
 - f. Requirement to attend Saturday School
 - g. Return of an out of district student to their home high school
 - h. Referral to the Attendance Officer for a community based Interdisciplinary team meeting or a referral to the Juvenile and Domestic Relations Court

7. Additional Unexcused or Unverified Absence

Upon continued unexcused or unverified absences from school, or at the discretion of the principal or designee, a student may be referred to the attendance officer. The attendance officer shall enforce the compulsory attendance regulation by taking one or more of the following actions:

 - a. Meet individually with the parent/guardian and the student to discuss school based interventions and the barriers affecting improved attendance.
 - b. Hold a community based inter-disciplinary team meeting with the parent/guardian and student to discuss school based interventions and the barriers affecting improved attendance and develop a plan of action.
 - c. File a complaint with the juvenile and domestic relations court alleging the pupil is a child in need of supervision as defined in § 16.1-228 or (ii) instituting proceedings against the parent pursuant to § 18.2-371 or § 22.1-262. In filing a complaint against the student, the attendance officer shall provide written documentation of the efforts already undertaken to resolve the student's absence. If the student's parents have joint physical custody of the student and the school has notice of the custody arrangement, then both parents shall be notified at their last known addresses.

An attendance officer, or a division superintendent or the superintendent's designee when acting as an attendance officer pursuant to Va. Code § 22.1-258, may complete, sign, and file with the intake officer of the juvenile and domestic relations district court, on forms approved by the Supreme Court of Virginia, a petition for a violation of a school attendance order entered by the juvenile and domestic relations district court pursuant to Va. Code § 16.1-278.5 in response to the filing of a petition alleging the pupil is a child in need of supervision as defined in Va. Code § 16.1-228.

Parent Provided Transportation

If a parent chooses to provide transportation to and from school for their child who attends elementary, middle or high school, the parent is legally responsible for getting the student to school on time each day. If the student is chronically late to school, Rockingham County Public Schools may initiate an attendance improvement plan.

Early Dismissal

Students who leave school early are required to follow proper procedures and leave school property. Students are not permitted to leave school before their school day is completed unless they are approved in the office and have properly signed out. Students who expect to leave early must have their parent provide to the school by phone, email or written note the reason for the early dismissal, the time for dismissal, and the telephone number where the parent can be contacted. If transportation is by someone other than the parent, this should be included in the communication from the parent.

If the student is leaving early from school in a habitual manner and picked up from school by the parent or with the parent's permission, Rockingham County Public Schools may initiate an attendance improvement plan.

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

On School Grounds During an Absence

Students absent from school are not to be on school grounds without permission from school administration. Students who are absent from school and come onto school property during the school day without appropriate permission or without their parent or guardian may be subject to discipline.

Students Leaving School Property and/or Skipping Class

Once a student arrives on school property, he or she may not leave the school campus without permission from school administration prior to the end of the regularly scheduled school day. Students who leave school property without permission and/or fail to report to their assigned location during the school day will be referred to the school principal, assistant principal, or designee who may choose one or more of the following disciplinary actions:

1. Suspension of driving privileges.
2. After-school detention.
3. Suspension of extra-curricular activities.
4. Poor school standing.
5. In-school suspension.
6. Lunch detention.
7. Requirement to attend Saturday School.
8. Referral to the attendance officer.
9. Return of an out of district student to their home high school.

Student Illness

Students that become ill or injured and need to leave school should report to the school clinic. In this case, parents will be contacted before a student will be released early from school (also see serious illness or injury procedure in parent/student handbook).

Family Vacation

The school division recommends no more than five absences due to family vacation during regularly scheduled school days. The parent/guardian shall notify the principal or designee by email or note prior to the vacation indicating the dates of the vacation. It is the responsibility of the parent and the student to request assignments and ensure all assignments are completed. Any assignment not completed may result in the student receiving a zero grade for the assignment.

The principal has the discretion to count absences beyond five days as excused or unexcused based on the student's prior school absences, whether or not the student has a current attendance improvement plan and the academic standing of the student.

Parents are encouraged to consider scheduling vacations around school holidays and breaks.

Attendance Reporting

Student attendance shall be monitored and reported as required by state law and regulations. At the end of each school year, each public school principal shall report to the Superintendent the number of pupils by grade level for whom a conference was scheduled pursuant to Part II (B) above. The Superintendent shall compile this information and provide it annually to the Superintendent of Public Instruction.

Make-Up Work Needed Due to Absences

Any student absent from class is required to make up all work missed whether the absence is excused or unexcused. Students may choose to obtain all homework assignments prior to leaving the building on the day before a known or preplanned absence will occur. It is the responsibility of the student and the parent to request assignments for the day the student is out. A student and parent's failure to request make up work and to schedule make up work timeframes with his or her teacher for excused and unexcused absences can result in the student receiving a zero grade for the assignments not completed.

Extracurricular Activities on the Day of the Absence

Students must be in attendance, at a minimum, half of the school day in order to participate in any extracurricular activity that day. For over the weekend school activities, students must be in attendance for the last four hours of the school day on Friday. However, exceptions may be made if the specific absence has been discussed with and approved by the school principal or designee prior to the student missing any time in school.

Attendance Requirements by Class

Massanutten Technical Center, dual enrollment, and/or honors courses may have additional, more stringent attendance requirements than provided in this policy and under applicable law. Students attending such programs are expected to meet these additional requirements. For example, classes that lead to a nursing diploma or a certificate of completion in a technical area have attendance requirements that are set by teacher and school principal. In this regard, in many of these classes, there may be a specific number of seat time hours

required in addition to the completion of the actual class and homework. If these attendance hours are not met, students may not receive a passing grade or credit for the class.

Work Study

Students in approved work study programs may qualify for early dismissal or late arrival. Students enrolled in work study programs must arrive at and exit the school premises at the time designated. Remaining at school or on school grounds during the work study period is not permitted and any exceptions need to be approved by the administration. School administration and the work study coordinator must approve work study students for early release or late arrival. These students must have a work study agreement on file, and they must adhere to the terms of their contract.

STUDENT CONDUCT

Code of Responsible Student Conduct

The education provided through our local public schools must seek to enable all students to become lifelong learners and responsible, productive members of society. A successful educational process includes not only academic instruction but also student development of marketable job skills and positive behaviors and attitudes towards honesty, hard work, family, environment, modesty, civility, wellness, and country. We seek to instill and cultivate in each student “Pillars of Character” – respect, trustworthiness, responsibility, citizenship, caring and fairness. To these ends, throughout all schools in Rockingham County, students are expected to observe a Code of Responsible Student Conduct. This Code helps create and ensure a healthy, safe, and effective learning environment for everyone, promotes a school atmosphere of respect, pride, self-esteem and cohesiveness, reinforces community values and positive respect for authority and discipline, and assists in readying students for employment by advancing their mature transition from the world of school to the world of work.

Educators have three major responsibilities for children under their care; to instruct, to supervise, and to provide for student safety. Principals and teachers have the authority and discretion to interpret and apply this Code of Responsible Student Conduct to students under their care. The Code applies to all students in the Rockingham County Public Schools, while present on or using school or school-controlled property, going to or from school, attending school-related events or activities, or engaging in any activity which may or does have a relationship with or an impact upon any part of the schools’ learning environment or process.

As a student citizen of Rockingham County Public Schools, I recognize and accept responsibility to abide by the rules, regulation, and policies of this school division and strive to have my actions reflect, in everything I do, the Six Pillars of Character by:

-Demonstrating RESPECT for all persons and property.

- I will be fair, tolerant, gracious, and caring in thoughts, words, and actions as to all those persons involved in my school life – other students, faculty and staff, bus drivers, administrators, and parents. Threats to students and school staff are regarded as serious violations of the Code of Responsible Conduct.
- I will behave in a manner that ensures that uninterrupted learning takes place in my school and school-related activities.
- I will promptly follow the directions of those in authority.
- I will protect and safeguard the ownership and condition of the property of others, as well as books, equipment, and other school materials, returning it in the best state possible.

-Demonstrating TRUSTWORTHINESS towards all persons.

- I will be honest in all aspects of school-related activities.
- Without being asked to do so, I will volunteer fully accurate, reliable information to all persons at all times.
- In school-related work, I will use, accept, and give only help which is authorized and permitted by my teachers and other persons in authority.

-Demonstrating RESPONSIBILITY in everything I do.

- I will know and follow the letter and spirit of the Code of Responsible Student Conduct and other school rules and procedures, refraining from attempting to violate or circumvent them.
- I will regularly attend and be punctual for school, for class, and for school-related activities.
- For any absence from school, class or school-related activities, I will have obtained proper authorization and will document the authorization and reason for the absence.
- For any tardiness to school, class or school-related activities, I will have obtained proper authorization and will document the authorization and reason for tardiness.

-Demonstrating exemplary CITIZENSHIP at all times.

- I will remain drug, alcohol, and tobacco free, avoiding even the presence of any person illegally or wrongfully processing or using alcohol, tobacco or other similar substances.
- I will present myself and dress at all times in a manner which observes, demonstrates, and promotes basic standards of safety, cleanliness, good grooming, and modesty in attire and items of fashion, endeavoring to avoid any possible disruption to the learning environment (or endeavoring to foster the most favorable learning environment).
- I will present myself and dress at all times in a manner which does not threaten or intimidate others, undermine the respect for authority of teachers, staff, administrators, or parents, or directly or indirectly promotes the use or possession of drugs, alcohol, tobacco, weapons, or suggests lewdness or vulgarity. At school dances I will refrain from dancing in a sexually explicit manner. If dancing in a front to back manner, I understand that grinding is prohibited.
- I will promptly report, verify and document to a person in authority any information which I have, which may indicate that there has been or will be a violation of this Code of Responsible Student Conduct.

-Demonstrating a CARING attitude toward all individuals.

- I will demonstrate an attitude that everyone is an individual of worth.
- I will listen to the opinions of others recognizing that they may be different than my own.
- I will promote and participate in programs of service and act to help others.

-Demonstrating FAIRNESS in all my activities.

- I will examine my actions and thoughts with respect to fairness toward another party.
- I will always deal with others in a fair manner.
- I will not take advantage of a situation to gain an unfair advantage over another person.

Student Suspension and Expulsion

All students are subject to disciplinary action for any misconduct that occurs:

- in school or on school property or at school-related events or activities
- in a school vehicle
- while participating in or attending any school sponsored or related activity or trip
- on the way to and from school
- off school property, when the acts lead to: (1) an adjudication of delinquency pursuant to VA Code §16.1-305.1 or a conviction of an offense listed in VA Code 16.1-260 or (2) a charge that would be a felony is committed by an adult off school property or after school hours when the behavior threatens or is likely to threaten to substantially disrupt or adversely affect the school-related environment for students or staff or other operations or activities, poses or is likely to pose a danger to the safety or welfare of students or staff, or otherwise works or is likely to work a substantial detriment to the interests of the school, its students, staff or school community. In considering discipline for off school or after school hours misconduct, factors such as the following will be considered:
 - The time and location of the misconduct;
 - The nature and severity of the misconduct;
 - The specific school interests having been or potentially being impacted by the misconduct;
 - Any school affiliation of other persons present at the time of the misconduct.

Acts of misconduct which will lead to superintendent notification or police notification or Commonwealth Attorney notification and may lead to criminal convictions, suspension, exclusion from activities, or expulsion include but are not limited to:

- Possession of matches and/or lighters
- possession or use of alcohol, illegal drugs, controlled substance, imitation controlled substance, anabolic steroid or drug paraphernalia (see Policy JFCF)
- selling drugs
- assault/battery
- sexual assault
- arson
- intentional injury (bullying, fighting)
- theft, larceny, robbery
- bomb threats, including false threats, against school personnel or school property
- use or possession of explosives (see Policy JFCD)
- possession of weapons or firearms (see Policy JFCD)
- destruction of property
- vandalism
- extortion, blackmail, or coercion
- stalking of any person
- driving without a license on school property
- homicide
- burglary
- sex offenses (such as: indecent exposure, obscene phone calls, sodomy and child molestation)
- malicious mischief
- shooting
- any illegal conduct involving firebombs, explosive or incendiary devices or materials, hoax explosive devices or chemical bombs

- stabbing, cutting or wounding
- interference with school authorities including threats
- intimidation of school authorities
- gambling
- hazing
- gang-related activity
- discharge the fire alarm system
- possession, distribution, and/or sale of pornographic/obscene material
- use of profane or obscene language or conduct directed toward another student or school staff
- threats directed toward another student or school staff
- trespassing
- bullying (intimidation, taunting, name-calling, insults, cyber bullying)
- making false statements about another student or staff
- 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 a statement(s) on any assigned schoolwork, test, or school document
- other conduct which disrupts the educational environment or is in violation of any federal, state, or local law.

Corrective Disciplinary Action

In-School Corrective Disciplinary Action

The in-school corrective disciplinary actions available to school administrators and the School Board in response to student misconduct may include but is not limited to the following (may be differentiated by grade level):

- admonition and/or counseling
- parent/student conference
- modification of student classroom assignment and schedule
- poor school standing removal from the bus
- student behavior contract
- referral to student support services
- after-school or in-school detention
- suspension of student privileges for a specified period
- removal from class
- initiation of student study process
- in-school alternative education during the regular school day

Removal from School

In addition to in-school corrective disciplinary action, school administrators and the School Board may remove a student from school for misconduct using the following:

- short-term suspension
- long-term suspension
- expulsion
- consequences after a student returns to school from suspension/expulsion such as probationary status requiring satisfactory performance/conduct, restitution, and limited privileges.

Out-of-School Suspension and Expulsion of Students and Exclusion of Certain Expelled Students

A. Short-term Suspensions -- Ten (10) days or less

1. A student may be suspended for not more than ten (10) school days by the school principal, assistant principal, or, in their absence, any teacher. In addition to short-term suspension, a student's misconduct may result in the imposition of in-school "corrective disciplinary action" lasting any specified number of school days at the principal's discretion.
2. Prior to out-of-school suspension or in-school corrective disciplinary action, the student should be given oral or written reasons for the suspension and an explanation of the facts as known to school personnel, and an opportunity to present his/her version of what occurred.
3. In the case of any student whose presence poses a continuing danger to persons or property, or an ongoing threat of disruption, in the opinion of the school administrator imposing the suspension, the student may be removed from school immediately and the notice, explanation of facts, and opportunity to present the student's version, should be given as soon as practicable thereafter.
4. Upon suspension out-of-school or in-school corrective disciplinary action, the school administrator imposing the suspension or corrective action should notify the student's parent as soon as possible, preferably by phone. The school administrator should send to the parent a written confirmation of the suspension or in-school corrective disciplinary action, giving the facts/reasons for the suspension or corrective action, and of the right to appeal the suspension or corrective action to the Superintendent or designee under the procedures established in this policy, forwarding a copy of the notice to the Superintendent.
5. The student or parent may appeal the out-of-school suspension or in-school corrective disciplinary action to the Superintendent or designee by filing a written request in the Superintendent's office not later than three (3) calendar days after receipt of the school administrator's written notice confirming the suspension or in-school corrective disciplinary action. The written request should state in detail why the suspension or in-school corrective disciplinary action should be overturned and provide a copy of all germane information. The Superintendent or designee will confirm or modify the action of the school administrator based on an examination of the record of the student's behavior and other information related to the appeal. The Superintendent or designee will notify the student or parent of the decision verbally and send a letter explaining the decision to the parent. The decision of the Superintendent or designee shall be final.
6. Any suspension may be effective and be implemented notwithstanding a pending appeal to the Superintendent or designee.
7. Students with disabilities receiving special education services may be suspended for ten (10) days or less or receive in-school corrective disciplinary action at a time in accordance with the initial suspension/disciplinary action procedures outlined above. Suspensions from the bus, in-school suspensions, and other in-school corrective disciplinary actions should be treated as out-of-school suspensions if the student does not substantially receive the special education services specified in the IEP during the suspension.

8. If a student with a disability receiving special education services receives cumulative suspensions of more than ten (10) days per school year, this circumstance may constitute a change in placement, depending on the length of the suspensions, the proximity of multiple suspensions, and the total amount of time missed due to suspension. The principal or assistant principal should keep a tally of the total number of days of suspension imposed for each student with a disability receiving special education services. Prior to the accumulation of ten (10) days of suspension, the principal should refer a student to the Director of Pupil Personnel Services or designee for a review of the student's educational program including a functional behavioral assessment (FBA) and a behavior intervention plan (BIP). Once the student has accumulated ten (10) days of suspension in any school year, the principal should make a referral to the Director of Pupil Personnel Services to review the student's IEP services.
9. The Director of Pupil Personnel Services or designee may obtain pertinent information, including but not limited to updated evaluations, and/or convene an IEP Team meeting to determine whether any modifications in the student's special education program may be appropriate.

B. Long-term Suspensions – More than ten (10) days

1. Contemporaneously with, or following, the imposition of an initial suspension of ten (10) school days, the principal or designee may recommend that a student be suspended for more than ten (10) school days. The principal or designee should provide written notice to the student and parent of the suspension and recommendation for longer suspension, the reasons, and of the right to a hearing before the Superintendent or Superintendent's designee and an appeal to the School Board. The principal or designee will notify the Superintendent or designee in writing of the recommendation for long-term suspension, and enclose a copy of the written notice provided to the student and parent. The Superintendent or designee will convene the Superintendent's Discipline Committee to act on the recommendation for long-term suspension, and the Superintendent or designee will notify the parent in writing of the date, time and place of the hearing before the Discipline Committee.
2. For sufficient cause, the Superintendent or designee (e.g., the Superintendent's Discipline Committee) may extend a previous school-imposed suspension, providing written notice to the parent and student.
3. After the Superintendent's Discipline Committee has met and made its decision, the principal will notify the student or parent of the Committee's action verbally, and the Superintendent or designee will send a letter confirming the Committee's action to the parent and student, with a copy to the principal or designee.
4. The student or parent may appeal a long-term suspension to the School Board by filing a written request in the office of the Superintendent no later than three (3) calendar days after receipt of written notice of the long-term suspension. The written appeal request should state in detail why the suspension should be overturned and provide a copy of all germane information. Such appeal shall be decided by the School Board within thirty days based upon the student's record. After the School Board has decided the appeal, the Superintendent or designee will send a letter to the parent and student confirming the School Board's decision; identifying the availability of any community-based educational, alternative education, or intervention program; and indicating when the student is eligible to return to regular school attendance upon the expiration of the

suspension or to attend an appropriate alternative education program approved by the School Board during or upon the expiration of the suspension.

5. Any suspension may be effective and be implemented notwithstanding a pending appeal to the School Board.

B. Expulsions

1. Contemporaneously with, or following the imposition of an initial suspension of ten (10) school days, the principal or designee may recommend that student be expelled from further attendance in the Rockingham County Public Schools. The principal or designee should provide written notice to the student and parent of the recommendation and the reasons for it. A copy of the written recommendation notice should be forwarded to the Superintendent.
2. The Superintendent or designee will notify the parent in writing of the date, time, and place of the School Board hearing. For sufficient cause, the Superintendent or designee may extend any previous suspension, providing written notice to the parent and student.
3. Following the School Board decision on an expulsion recommendation, the principal or designee will notify the student or parent verbally of the School Board's action. The Superintendent or designee will send a letter to the parent confirming the School Board's action, with a copy to the principal or designee, providing notification of the length of the expulsion; information concerning the availability of community-based educational, training, and intervention programs; and whether or not the student is eligible to return to regular school attendance, or to attend an appropriate alternative education program approved by the School Board, or an adult education program offered by the school division, during or upon the expiration of the expulsion; and the terms or conditions of such readmission.
4. Additional procedures applicable in cases involving students with disabilities receiving special education services are stated in subsection D.

C. Long-term Suspension/Expulsion of Students Receiving Special Education Services

1. Because long-term suspensions and expulsions constitute a change in placement of a student with disabilities receiving special education services, the Director of Pupil Personnel Services or designee should be notified promptly by the principal of any proposed or recommended long-term suspension or expulsion of such a student.
2. The Director of Pupil Personnel Services or designee will provide notice of the contemplated change in placement and procedural safeguards to the parent, and will obtain any updated evaluations necessary to complete a manifestation determination as well as a review of the appropriateness of placement.
3. In light of any necessary updated evaluations or other information, the Director of Pupil Personnel Services or designee will provide notice(s) and convene the Individualized Education Plan (IEP)/Manifestation Determination (MD) Team, composed in accordance with Virginia Department of Education regulations, pursuant to change of placement procedures, to determine if the misconduct (behavior) was caused by, or had a direct or substantial relationship to the disability or was the direct result of a failure to implement the IEP. The Director of Pupil

Personnel Services or designee will provide written confirmation to the parent of the Team's decision and the applicable procedural safeguards, as well as any other notice(s) required by law.

4. During any evaluation and IEP/MD Team process, the student may be suspended from school for more than ten (10) days through an IEP addendum for such an extended suspension or change in placement. Absent an IEP addendum, authorization for an extended suspension or change in placement may be sought from a court or hearing officer in appropriate cases unless exclusion is otherwise permitted by law (e.g., in accordance with paragraph 7 of this section D).
5. If the IEP/MD Team determines that there is no manifestation, and if the placement (IEP) at the time of the misconduct was appropriate, the student may be considered for a long-term suspension or expulsion.
6. If the IEP/MD Team determines that there is a manifestation or that the student's placement (IEP) at the time of the misconduct was inappropriate, a change in placement should be imposed only through an IEP Team or by order of court or hearing officer, unless exclusion is otherwise permitted by law. The IEP Team must conduct a functional behavior assessment (FBA) and behavioral intervention plan (BIP) for the student, or review and modify an existing BIP to address the behavior. The IEP Team may provide for other, non-disciplinary placement options through change of placement procedures.
7. A student with disabilities receiving special education services who is found to have brought a gun, starter gun, firearm, muffler or silencer, bomb, grenade, rocket, destructive device, air rifle, BB gun, unloaded gun in closed container, or any other weapon designed to, or which may readily be converted to, expel a projectile by the action of an explosive to school or a school function, or knowingly possesses or uses illegal drugs or solicits the sale of a controlled substance while at school or a school function, or inflicts serious bodily injury upon another person at school or a school function may be placed in an interim alternative educational setting pursuant to the Regulations of the Virginia Board of Education (8 VAC 20-80-68) or the Individuals With Disabilities Education Act (IDEA) for up to 45 school days, in addition to disciplinary measures imposed in accordance otherwise with the law. The interim alternative placement will be determined by the student's IEP Team. Parental consent is not required for this 45 school day interim alternative placement. Until the IEP Team has been convened, such a student may be suspended for 10 school days or less.
 - a. If the parents request a due process hearing to challenge the interim alternative education setting or a manifestation determination, the student must remain in the interim alternative educational setting pending the decision of the hearing officer or until expiration of the time period not to exceed 45 school days, unless another placement is agreed upon. During the 45 day period, the Director of Pupil Personnel Services or designee will have convened the IEP/MD Team to make the Manifestation determination and IEP-appropriateness determinations in accordance with paragraphs 2, 3, 5, and 6 above.

D. Exclusion of Certain Expelled Students

1. When a parent seeks to enroll a student in the Rockingham County Schools who previously has been expelled or suspended for more than thirty days from school attendance from a school division or private school within or outside Virginia, for an offense in violation of School Board policy related to weapons, alcohol or drugs, willful infliction of injury to another person, or

destruction of school property or privately-owned property while located on school property, the principal should review the case, including all available records documenting the previous expulsion from school attendance for one of the enumerated offenses. If necessary, the principal should contact school officials from the school division or private school which the student previously attended to verify the pertinent information.

2. If, based on all available germane information the principal believes that the student presents a danger to other students or school staff of the Rockingham County Public Schools, the principal may recommend that the Superintendent's Discipline Committee review the case; provide a hearing; make a finding that the student presents a danger to other students or school staff of the Rockingham County Schools; and initially exclude the student from attendance in the Rockingham County Schools for up to one (1) year. The principal should provide prior written notice of the recommendation to the student and parent and explain that the student may be subject to exclusion, the reasons, and that the Superintendent's Discipline Committee will hold a hearing and determine whether to exclude the student, and upon exclusion the student and parent may appeal the decision to the School Board. A copy of the principal's written notice to the student and parent about the recommended exclusion should be forwarded to the office of the Superintendent, with a request to convene the Superintendent's Discipline Committee.
3. After the Superintendent's Discipline Committee has afforded a hearing and made a decision, the principal will notify the student and parent verbally of the committee's decision on the exclusion recommendation. The Superintendent or designee will notify the parent in writing, indicating that the student and parent may appeal the Committee's decision to the School Board. A copy of the written notification should be provided to the Superintendent.
4. The student and parent may appeal the Committee's exclusion decision to the School Board by filing a written request not later than three (3) calendar days after receipt of the written notice of the Committee's decision, explaining in detail why the decision is in error and providing a copy of all germane information. Any exclusion decision may be effective and be implemented notwithstanding a pending appeal to the School Board. The Superintendent or designee will notify the parent in writing of the date, time and place of the appeal hearing before the School Board. After the School Board hearing, the Superintendent or designee will send a letter to the student and parent, notifying them of the School Board's decision on the appeal.
5. In the case of a suspension of more than thirty days, the term of the exclusion may not exceed the duration of such suspension. In excluding any such expelled student from school attendance, the local school board may accept or waive any or all of any conditions for readmission imposed upon such student by the expelling school board pursuant to § 22.1-277.06. The excluding school board shall not impose additional conditions for readmission to school.

E. Petition for Readmission

1. Upon the expiration of the exclusion period for an expulsion or a withdrawal of admission, which period shall be established by the School Board, committee thereof, or superintendent or his designee, as the case may be, at the relevant hearing, the student may petition the school board for readmission. If the petition for readmission is rejected, the School Board shall identify the length of the continuing exclusion period and the subsequent date upon which such student may reapply to the School Board for admission. The School Board may permit students excluded

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

G. Superintendent's Discipline Committee

The Superintendent's Discipline Committee will serve as the Superintendent's designee on recommendations for long-term student suspensions and for the exclusion of certain expelled students, pursuant to School Board policy and the Superintendent's administrative directives.

H. Training of Personnel

Training of administrators and other staff with responsibility for implementation of the student conduct policy will be ongoing. Such training should address the purpose and intent of the student conduct policy, staff responsibilities, standards of student conduct, discipline procedures, reporting requirements, and other policies closely related to student conduct.

I. Review of Standards of Student Conduct

Periodic review of the standards of student conduct will be conducted by the School Board and administrative staffing involving other relevant parties. Revision of these standards, if necessary, will be completed in a timely manner and be communicated to students, parents, and school staff.

J. Distribution of Standards of Student Conduct

A copy of the Student Conduct Policy (JFC) will be included in the Rockingham County Public Schools Student Handbook and will be issued to all students at the beginning of each school year.

All transfer students will be given a copy of this policy upon registration. Parents and students will acknowledge receipt of the policy (handbook) by signing and returning the handbook "signature" page. Parents sign a statement which documents the parent responsibility requirements cited in VA Code § 22.1-279.3. Each year, during the first week of school, all students will be provided specific instruction on the contents of the Student Conduct Policy as well as other policies related to student conduct and a safe, orderly school environment.

REGULATIONS FOR PUPILS RIDING SCHOOL BUSES

Ride Safely

Your bus driver has the responsibility of your safety and the safety of all students assigned to his or her bus. The driver can only perform this responsibility with your cooperation and courtesy. The message in this brochure is to provide parents and students with the bus safety rules. It is our aim to ensure that the health, safety, welfare, and educational opportunity of each transported student is thoroughly protected.

It is our hope that these rules will prove to be a useful resource for assuring your child a safe, comfortable, and pleasant school bus ride throughout the school year.

Parent Responsibilities

We request you to carefully go over these rules, regulations, and procedures with your child. Any violation of these established guidelines could result in suspension of bus riding privileges. Parents will be responsible for their child's transportation to and from school in the case of bus suspension.

Parents of elementary students should see them safely to and from the bus stop. If your child must cross the highway, it is very important to make sure that he or she waits until the driver has given the proper signal to do so.

Sometimes, during the school year, changes in bus stops or routes need to be made due to new students enrolling in school. Extension of bus routes cannot be established for special permission transportation.

If you have any questions regarding the rules, policies or disciplinary measures stated here, you may contact the principal at your child's school or call the Transportation Department. Please **DO NOT BOARD THE SCHOOL BUS TO MAKE A COMPLAINT**. Your cooperation as a parent and student will be appreciated.

Student Responsibilities

While you are on the bus, you are under the direct supervision of the driver and must obey him or her. The bus driver has the authority to assign seats to anyone at any time for any reason, particularly as a disciplinary measure. Any student involved in more serious rules infractions or repeatedly involved in minor infractions will be referred to the school principal for disciplinary action. This action may include loss of the privilege of bus transportation until the parent, student, and principal can arrive at an understanding regarding student behavior on the bus.

A. Meeting the Bus

1. Be on time.
2. Stand off the roadway while waiting for the bus.
3. While walking along the highway, walk on the left shoulder facing oncoming traffic.
4. Walk, not run, across the highway; cross in front of the bus, never behind it.
5. Never run alongside a moving bus; wait until it has stopped, then walk to the front door.
6. Students are to wait for the driver's signal before crossing the road.

B. Conduct on the Bus

1. Never mar or deface the bus. Willful or careless damage must be paid for by the pupil performing the act.
2. Do not eat or drink while on the bus.
3. Use clean speech without profanity or vulgarity, and refrain from making obscene gestures.
4. Students need to take their seats without crowding or pushing and remain seated while the bus is in motion.
5. Do not use or distribute to someone else drugs, tobacco in any form, or alcoholic beverages on the bus.
6. Keep arms, legs, and head inside the bus. Never ride on bumpers or outside of the bus.
7. Talk to the driver only when the bus is stationary except in emergencies.
8. Use the emergency door and/or other bus equipment only in emergencies or as directed by the driver.
9. Conduct yourself in a proper manner without fighting, scuffling, or throwing things in the bus.
10. Refrain from shouting or attempting to attract attention of pedestrians or passengers in other vehicles.
11. Never throw objects out of a bus window.

12. Keep aisle in the bus clear of books, paper, litter, and other objects.
13. Open windows only with permission of the driver.
14. Obey driver promptly.
15. Have written permission signed by a principal to go home any other way than the regular way.
16. Use the same bus in the morning and afternoon unless permission of a parent or guardian and administration has been granted.
17. All buses are equipped with video equipment for the purpose of monitoring student behavior.
18. Never bring live animals on a bus unless it is a guide animal or other medically required and approved animal.
19. ONLY band instruments small enough to be held on the lap or between the legs may be brought on the bus.

C. Leaving the Bus

1. Remain in place until the bus comes to a full stop.
2. Leave the bus in an orderly manner.
3. Leave the bus area after unloading.
4. Leave the bus at your regular stop unless it is requested in writing by parent for a different stop, and approved by the principal of the school.
5. Cross the highway in front of the bus only after the driver has signaled that it is safe.

D. Electronic Device Usage on School Buses

1. Electronic devices may be used in accordance with Policy JZK on all RCPS School Buses.
2. Electronic devices may not be used until the student has safely boarded the school bus and is completely seated in their assigned seat.
3. Students may not under any circumstances use electronic devices while boarding or exiting the school bus. This includes students who have to cross the road in front of the bus.
4. Any usage of an electronic device that violates safety procedures outlined in Parts A-E is strictly prohibited.
5. Any violation of Items 1-4 may lead to temporary or permanent loss of privileges for electronic device usage by the student.

E. Parent Supervision for PreK-2nd Grade Students

All students in grades Pre-K through 2nd grade must have an approved guardian present and/or visible at their designated bus stop in order to be let off the bus. If the individual present to receive the student is not the parent and is not known by the bus driver to be listed on the student's emergency care card, then the driver will not allow the student to exit the bus.

If a parent/guardian is not present at the bus stop the following procedure will be followed:

1st and 2nd offense: Parent contact will be made and if a parent is present at the stop the driver will return the student if it is closer than returning to school. If the stop is not closer than returning to the assigned school, the student will be returned to their school for pick-up by the parent/guardian.

On the third and subsequent offenses the student will be returned to the school of origin for the parent to pick up at a later time.

Note: If a parent does not wish to follow the above posted policy they must provide the driver a signed note stating that the child can be dropped off without a parent/guardian present.

F. Dress and Other Safety Issues

1. Avoid wearing oversized or baggy clothing, clothing with long drawstrings, or items such as chains, keys, trinkets, etc. attached to clothing or book bags that may become snagged in handrails.
2. Shoestrings must be fully laced and tied.
3. Glass containers of any kind or shape are strictly prohibited and never allowed.
4. ANY and ALL medication must be taken to school by the parent and never sent on the bus.

SEGURIDAD Y DISCIPLINA A BORDO DEL AUTOBUS

Durante el tiempo que los (las) alumnos (alumnas) están en el autobús, tienen que respetar y obedecer al conductor. El tiene la autoridad de asignar sientos a los alumnos que necesitan acción disciplinarian. Si un alumno continua a romper las regulaciones o se opone al conductor el se referirá al principal de su escuela para otra acción disciplinarian. Esta acción puede incluir la suspensión del privilegio de transporte en autobus hasta que los padres e el principal lleguen a un acuerdo.

A. Encuentro del autobús

1. Llegue a la parade a tiempo.
2. Espere al lado del camino.
3. Para llegar a su parade, ande al borde izquierdo par aver bien el tráfico.
4. Cruce el camino delante del autobús, nunca detrás. Ande, co corra.
5. Nunca corra al lado de un autobús que mueve; cuando el se para suba por la Entrada delantera.
6. Los estudiantes deben esperar la señal del conductor antes de cruzar la calle.

B. Comportamiento en al autobus

1. Nunca, dañe el autobús. El alumno que daña el autobús descuida menté o Depropósito tien que pagar el daño.
2. Favor de no comer ni beber en el bus.
3. Use lenguaje decoroso sin profanidad ni vulgaridad; refréne de hacer gestos obscenos.
4. Siéntese sin empujar y quédese en su asiento durante el paseo.
5. No traiga ni drogas, ni tobacco, ni bedidas alcohólicas en el autobús.
6. Guarde los brazos, las piernas y la cabeza en el autobús. Nunca suba en los parachoques y nunca ande en el exterior del vehículo.
7. Hable al conductor solamente cuando el autobús está parado o en caso de emergencia.
8. Use la salida de emergencia y/o el equipo del autobús solamente en caso de emergencia.
9. No pelee, ni luce, ni tire nada en el autobús. Portese bien.
10. No grite nil lame la atención de peatones o pasajeros en otros vehículos.
11. No tire nada de las ventanas.
12. Mantenga el pasillo del autobús limpio de libros, papel, basura y otros objetos.
13. No abran las ventanas sin permiso del conductor
14. Obedezca pronto al conductor.
15. Traiga un aviso escrito para regresar a casa en otro autobús.
16. Use el mismo autobús cada mañana y cada tarde a menos que los padres o un guardián hayan dado permisión haya estado aceptada por la administración de la escuela.
17. chos autobuses son equipados con el equipo de video para superentender del comportamiento de los estudiantes.

C. Salida del Autobus

1. Quedese en su asiento hasta que el autobus se pare.
2. Baje del bus en una manera bien arreglada.
3. Salga de la parada despues de bajar.
4. Baje a su parada normal sin que tenga un aviso escrito firmado por el principal e un padre o un guardian.
5. Cruzca la ruta delante del autobus SOLAMENTE despues de lo que el conductor diga que es seguro.

D. Uso de Aparatos Electronicos en Autobuses Escolares

1. Estos pueden ser usados siguiendo el reglamento JZK en todos los autobuses del Condado de Rockingham.
2. Solamente pueden ser usados cuando el estudiante esta sentado en su lugar asignado.
3. Bajo ninguna circunstancia puede ser usado al subir o bajar de los autobuses, incluyendo el cruzarla calle/camino por delante del autobus.
4. Este prohibido cualquier uso de aparatos electronicos en situaciones que afectan la seguridad del estudiante.
5. Ver partes A-E del reglamento.
6. Cualquier incumplimiento de las partes I al 4 puede llevar al estudiante a perder el privilegio de usar aparatos electronicos.

E. Responsabilidad de los Padres de Estudiantes PreK a 2nd grado:

Cada estudiante en los grados de Pre K hasta el segundo grado, deben tener un padre/guardian presente y/o visible en la parada designada del autobus. Si el individuo presente no es padre/madre del estudiante y no es reconocido por el conductor del autobus, y su nombre no esta en la lista de personas autorizadas, el conductor no permitira al estudiante salir del autobus.

Sino hay un padre/guardian esto ocurre, se seguiran los siguientes pasos:

1ra y 2da ofensa: Se comunicara a los padres lo que pas6 y si en ese momento uno de los padres del estudiante esta en la parada, el conductor regresara alli solamente si la parada esta mas cerca que volver al estudiante a la escuela. Si la escuela esta mas cerca, entonces se lo llevaran alli y los padres tendran que buscarlo alli.

3ra y ofensas posteriores: *el estudiante sera llevado a su escuela y donde sera buscado por los padres, pero a uno horario mas tarde que el habitual.*

Nota: Si los padres/guardianes, no desean seguir este reglamento, deben entregar una nota escrita al conductor del autobus, permitiendo al conductor dejar al estudiante bajar, aunque nadie este presente en la parada del autobus.

F. La Ropa y Otras Situaciones de Seguridad

1. No lleve ropa grande, ropa con cuerdo colgante o cosas tales como cadenas, Haves, dijes, etc. atadas a la ropa o a las mochilas que puedan llegar a ser cogidas en las barandillas
2. Los cordones de zapatos tienen que estar atados.
3. Los objetos de vidrio nunca están permitidos en el autobus.

BUS SAFETY AND DISCIPLINE

When a student is on the bus, he/she is under the direct supervision of the driver and must obey him or her. The bus driver has the authority to assign seats to students as a disciplinary action. Any student involved in more serious rules infractions or repeatedly involved in more serious infractions will be referred to the school principal for disciplinary action. This action may include loss of the privilege of bus transportation. All buses are equipped with video equipment for the purpose of monitoring student behavior. A copy of the school transportation regulations is included in the Table of Contents under School Buses (regulations for students).

In order to ensure the safety of younger students, any child under grade three must have a parent/guardian visible before the driver drops off a student. Pre-K students need to have a responsible adult at the bus stop. Drivers are not to drop students in grades kindergarten, 1st grade or 2nd grade without a parent/guardian at the stop or unless they see the parent/guardian and are positive they are home.

SPORTSMANSHIP, ETHICS, AND INTEGRITY

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

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

WEAPONS IN SCHOOL

General Prohibitions

All weapons whatsoever, including, but not limited to, fireworks, ammunition, stun weapons, firearms, explosives, destructive devices, and any other items which in the circumstances may be or are intended as instruments of offensive or defensive force, are forbidden on all school grounds, in the school building, on school vehicles, and at school-sponsored or school-connected activities. Any attempt to bring a weapon onto school grounds or school vehicles, into the school building, or to school-sponsored or school-connected activities is also prohibited. The superintendent or superintendent's designee is permitted to give authority to possess a firearm on school property only to person's expressly authorized by statute to possess a firearm on school property.

Violations

A. Disciplinary Action

1. Violations of this policy will result in an out-of-school suspension for up to ten (10) days and may be referred to the Superintendent or designee for consideration of additional disciplinary action, up to expulsion.

2. Any student found to have brought, or attempted to bring, any of the following weapons onto school property or to a school-sponsored or school-connected activity will be removed from school attendance for a period of not less than 365 calendar days; any stun weapon; any pistol, revolver, or other weapon designed or intended to propel a missile of any kind, including but not limited to a “BB gun” or pellet gun; any knife, including but not limited to a dirk, bowie knife, switchblade knife, ballistic knife, or razor; any slingshot, spring stick, metal knucks, blackjack, or any flailing or disc instrument, which may be known as a nun chuck, fighting chain, throwing star, or oriental dart; any weapon, including a starter gun, which may readily be converted to expel a projectile by the action of any explosive or other propellant, or the frame or receiver of any such weapon; any firearm muffler or silencer; or any air rifle. In such cases, another disciplinary action or term of removal may be imposed only as appropriate under case specific, special circumstances. Factors which may be considered as special circumstances include the age and grade level of the student, nature and seriousness of the violation, degree of danger to the student and school community, disciplinary history of the student, and other matters as deemed appropriate.
3. Any student found to have brought, or attempted to bring, a destructive device onto school property or to a school-sponsored or school-connected activity will be removed from school attendance for a period of not less than 365 calendar days. In such cases, another disciplinary action or term of removal may be imposed only as appropriate under case-specific circumstances. “Destructive device” means any explosive, incendiary, or poison gas, bomb, grenade, rocket, missile, or other weapon which will or may readily be converted to expel a projectile by the action of any explosive or other propellant, or any device or combination of parts designed or intended for use in converting any device into any destructive device; it does not include any device not designed or redesigned for use as a weapon, or which has been redesigned for use as a signaling, pyrotechnic, line-throwing, safety, or similar device.

B. Additional Provision for Special Education Students

1. Any student with a disability receiving special education services found to have brought, or attempted to bring, onto school property or to a school-sponsored or school-connected event, a gun, starter gun, muffler, silencer, bomb, grenade, rocket, destructive device, or any other weapon designed to or which may readily be converted to expel a projectile by the action of an explosive, as referenced in 20 U.S.C. § 1415(k)(1)(A), may be placed in an interim alternative educational setting, pursuant to the Individuals with Disabilities Education Act (IDEA) and implementing Federal and Virginia regulations, for up to 45 school days, in addition to disciplinary measures imposed pursuant to this policy and the authority of the School Board.

The Division Superintendent shall have the authority to develop regulations and/or directives for the implementation of this policy, including the establishment of an exemption for law enforcement or similar officers. See Administrative Directive: Weapons AD-JFCD-6/09

ALCOHOL AND DRUGS IN SCHOOLS

Substance Abuse

The use, possession and distribution of controlled substances as described in the following policy are prohibited in connection with a school related function. Violation of the policy may likely result in *expulsion from school.

*Expulsion is the permanent denial of access to the Rockingham County Public Schools.

The following philosophy, definitions and procedures will apply in implementing the policy.

Substance Abuse Education and Discipline

The Rockingham County School Board recognizes that substance abuse is a local, state, and national problem and that serious educational and disciplinary efforts must be made to address it. Mindful of its obligation under Virginia law to provide students with instruction concerning drugs and drug abuse and its responsibility to set an example and to provide an environment conducive to learning, the Rockingham County School Board adopts this policy for the safety and welfare of all students and personnel.

A. Requirement that Parents and Students be Given Copy of Standards of Conduct and Statement of Disciplinary Sanctions Required.

Prior to the beginning of the school year, or as soon thereafter as practicable, a copy of this substance policy, including the standards of conduct and disciplinary sanctions, will be provided by each principal to all parents and students enrolled in Rockingham County Public Schools. For students enrolling after the beginning of the school year, a copy of this policy statement shall be provided by the principal to parents and students upon registration.

B. Notification to Parents and Students of Mandatory Compliance

Compliance with the standards of conduct under this policy statement is mandatory for the continued attendance of any student in Rockingham County Public Schools.

Definitions

For the purpose of this policy, and the School Board's interpretation and application of the policy, the following general definitions apply:

A. Substance Abuse

1. Possession, use, distribution, or being under the influence of any controlled substance while on school property or while engaging in, attending or connected with a school-related activity, whether or not on school property.
2. Possession, use, distribution, or being under the influence of any "imitation controlled substance" ("look alike") while on school property or while engaged in, attending, or connected with a school-related activity, whether or not on school property.
3. Possession, use, or distribution of drug paraphernalia while on school property or while engaging in, attending, or connected with a school-related activity, whether or not on school property.
4. Attempted possession, use, or distribution of a controlled substance, imitation controlled substance or drug paraphernalia while on school property or while engaging in attending, or connected with a school-related activity, whether or not on school property.

B. Controlled Substance

For purposes of this policy, the term “controlled substance” includes alcohol, any drug, medicine, and any intoxicant, including but not limited to marijuana, synthetic cannabinoids, synthetic cathinones (sometimes known or referred to as “bath salts”) imitation drug (“look alike”) anabolic steroid, any substance containing any combination of caffeine and ephedrine sulfate, inhalant, depressant, hallucinogen, and any other substance, drug, prescription medication or non-prescription or over-the-counter medication not being taken for legitimate medicinal purposes.

C. Imitation Controlled Substance (“Look-Alike”)

“Imitation Controlled Substance” or “look-alike” means a pill, capsule, tablet, caplet, or any other substance in any form whatsoever:

1. Which by overall dosage unit appearance, including color, shape, size, marking or packaging or by representations made, would cause the likelihood that such a pill, capsule, or tablet may be mistaken for a controlled substance; or
2. Which by express or implied representation purports to act like a controlled substance as a stimulant or depressant of the central nervous system and which is not commonly used or recognized for use in that particular formulation for any purpose other than for such stimulant or depressant effect.

D. Drug Paraphernalia

1. The term “drug paraphernalia” means but is not limited to all equipment, products, and materials of any kind which are either designed for use or which are intended to be used in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, strength testing, analyzing, packaging, repackaging, storing, containing, concealing, injecting, ingesting, inhaling, or otherwise introducing into the human body marijuana or any other controlled substance. Drug paraphernalia includes but is not limited to those items defined or listed in VA Code 18.2-265.1 or successor provision(s), incorporated herein by reference as if fully set out herein, but is not limited to:
 - a. Kits intended for use or designed for use in planting, propagating, cultivating, growing or harvesting of marijuana or any species of plant which is a controlled substance or from which a controlled substance can be derived;
 - b. Kits intended for use or designed for use in manufacturing, compounding, converting, producing, processing, or preparing marijuana or controlled substances;
 - c. Isomerization devices intended for use or designed for use in increasing the potency of marijuana or any species of plant which is a controlled substance;
 - d. Testing equipment intended for use or designed for use in identifying or analyzing the strength or effectiveness of marijuana or controlled substance;
 - e. Scales and balances intended for use or designed for use in weighing or measuring marijuana or controlled substances;
 - f. Diluents, and adulterants, such as quinine hydrochloride, mannitol, or mannite, intended for use or designed for use in cutting controlled substances;
 - g. Separation gins and sifters intended for use or designed for use in removing twigs and seeds from, or in otherwise cleaning or refining, marijuana;
 - h. Blenders, bowls, containers, spoons, and mixing devices intended for use or designed for use in compounding controlled substances;

- i. Capsules, balloons, envelopes, and other containers intended for use or designed for use in packaging small quantities of marijuana or controlled substances;
- j. Containers and other objects intended for use or designed for use in storing or concealing marijuana or controlled substances;
- k. Hypodermic syringes, needles, and other objects intended for use or designed for use in parenterally in injecting controlled substances into the human body;
- l. Objects intended for use or designed for use in ingesting, inhaling, or otherwise introducing marijuana, cocaine, hashish, or hashish oil into the human body, such as: metal, wooden, acrylic, glass, stone, plastic, or ceramic, pipes with or without screens, permanent screens, hashish heads, or punctured metal bowls; water pipes; carburetion tubes and devices; smoking and carburetion masks; roach clips, meaning objects used to hold burning materials, such as a marijuana cigarette, that has become too small or too short to be held in the hand; miniature cocaine spoons, and cocaine vials; chamber pipes; carburetor pipes; electric pipes; air-driven pipes; carburetor pipes; electric pipes; air-driven pipes; chillums, bongos, ice pipes or chillers.

Procedures for Handling Substance Abuse Violations

A. Possession, Use or Distribution, or Attempted Possession, Use or Distribution of Controlled Substance, Imitation Controlled Substance, or Drug Paraphernalia

In the event of reasonable suspicion of possession, use or distribution of a controlled substance, imitation controlled substance, or drug paraphernalia:

- 1. The principal or other appropriate personnel may search any area of or articles on or about school property, including but not limited to desks, lockers, briefcases, backpacks, and other articles, and automobiles, whether on or off school property when there exists a reasonable suspicion that a controlled substance, imitation controlled substance or drug paraphernalia is present.
- 2. At all times, desks, lockers and similar articles remain the property of the School Board, and they may be opened at any time and searched without prior notice to anyone. There is no expectation of privacy in these articles or any other articles or areas of on, or about school property.
- 3. By operating a vehicle to or on school property, or in connection with any school-related activity, whether on or off school property, consent to a search is impliedly given. The search may be conducted without prior notice to anyone. There is no expectation of privacy.
- 4. By bringing any article to or on school property or in connection with any school-related activity, whether on or off school property, consent to a search is impliedly given. The search may be conducted without prior notice to anyone. There is no expectation of privacy in these articles.
- 5. Any contraband material is to be retained and received for delivery to police and/or school authorities for appropriate disposition. The material should be received in the presence of witnesses and marked for future identification. Any delivery of the material should be made in exchange for a receipt from the person assuming possession of the material. Notation should be made of who secured the material and to whom the material was given, including a description of the material, and date and time of delivery.

- B. If it is determined preliminarily that a student has engaged in any form of substance abuse, the following procedure should be followed:
1. The Sheriff's Department of Rockingham County, the Superintendent, and the parent(s) of guardian(s) are to be notified immediately or as soon as practicable. Any material suspected of being a controlled substance should be provided to the Sheriff's Department immediately for safekeeping.
 2. The principal or designee shall confer as soon as practicable with the student and parent(s) or guardian(s) presenting the principal's findings and proposed course of action, including any discipline. After considering all of the information available to the principal, the principal may determine that no violation has occurred, seek additional information, or ultimately determine that a violation has occurred.
 3. The principal may instruct the parent(s) or guardian(s) to remove the student from school and to have the pupil examined immediately by a licensed physician for testing and/or treatment, with the physician to forward a copy of the findings to the administrator. If a student requires emergency medical treatment, the parent(s) or guardian(s) shall be notified and, if they are not available, the emergency care permission process shall be followed.

Penalties for Substance Abuse Violation

- A. Violation(s) for Possession or Use of Controlled Substance, Imitation Controlled Substance or Drug Paraphernalia
1. Grades K-5 – The principal will conduct a conference with the student and parents, advising them of the available facts, intended action, and giving them an opportunity to respond. The principal may suspend the student and place the student on poor school standing, as may be appropriate. In addition, in the principal's discretion, the student may be required to successfully complete a substance abuse course or activity at the student's expense.
- The principal will notify the Superintendent of all substance abuse violations. The Superintendent will review each violation to determine if further disposition is needed.
- Further action may include, but not be limited to extended suspension or referral to the Superintendent's Discipline Committee or School Board for further disciplinary action.
2. Grades 6-12 – Upon making a final determination of a violation, the principal shall effect an immediate out-of-school suspension for ten (10) days and advise the student and parent(s) or guardian(s) in writing, and, if possible, verbally, that a recommendation will be made to the Superintendent or School Board for long-term suspension or expulsion from school. In addition, the student will be referred for an evaluation and may be required to successfully complete a substance abuse course or activity at the student's expense. The Superintendent will notify the student and parent(s) or guardian(s) of the violation(s), the date and time of the hearing before the Superintendent's Discipline Committee or School Board and of the opportunity to present witnesses and any other relevant information at the hearing.
- B. Grades 6-12 Only – Distribution or Attempted Distribution, and Possession with Intent to Distribute Any Controlled Substance, Imitation Controlled Substance, or Drug Paraphernalia

Upon making a final determination of a violation, the principal shall effect an immediate out-of-school suspension for ten (10) days and advise the student and parent(s) or guardian(s) in writing, and, if possible, verbally, that a recommendation will be made to the Superintendent and School Board for expulsion of the student from school. The Superintendent shall advise the student and parent(s) or guardian(s) in writing of the charge(s), date and time of the hearing before the School Board, and of the opportunity to present witnesses and any other relevant information to the School Board.

C. Ineligibility of Students to Compete in Athletic Competitions

Any nonprofit corporation founded in Virginia in 1913 that currently organizes and governs interscholastic activities among the public high schools shall develop, implement, and enforce rules requiring that a student who is a member of a school athletic team be ineligible for two school years to compete in interscholastic athletic competition, if it has been determined by the school principal and division superintendent 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.

Other Responsibilities and Actions

A. Counseling

Students with questions and/or concerns about substance abuse should be encouraged to seek the help of counseling by school personnel. School personnel who are approached by students seeking help with possible substance abuse problems should follow one or more of the following procedures, depending upon the nature of the request:

1. Counsel with the student about the need to evaluate the problem.
2. Inform the student about the community agencies available to help with the problem.
3. Encourage the student to discuss the problem with parents, or guardian, when appropriate.
4. Refer the student to the community agencies available to help with the problem after consultation with the administrator.

B. Responsibilities of Professional Personnel

Teachers should:

1. Have an up-to-date knowledge of substances, their use, abuse and knowledge of preventive substance abuse education.
2. Be able to recognize any significant changes in appearance and behavior of student.
3. Be alert to the presence of unidentified persons in the school building or on the grounds. This information shall be brought to the immediate attention of the principal.
4. Include instruction in substance abuse in appropriate curriculum guides.
5. Report to the principal any reasonable suspicion of substance abuse.

6. Report to the principal any student reasonably suspected of possession, using, or distributing any controlled substance, imitation controlled substance, or paraphernalia on the school property or while engaging in or attending a school-related activity.

Administrators should:

1. Have up-to-date knowledge of substances, their use and abuse, and knowledge of an effective substance abuse education program.
2. Report all significant activities relating to substance abuse to the Superintendent.
3. Notify parent(s) or guardian(s) when a student's appearance and behavior seem symptomatic of substance usage. In any emergency, medical assistance shall be obtained.
4. Report any law violations concerning substance abuse to the law enforcement officials, after consultation with Superintendent or designee.
5. Take appropriate disciplinary action against a student who is determined to have violated any substance abuse policy or law.
6. Maintain information concerning substance use in confidential files.

C. Drug Abuse Education

A comprehensive drug education program, using state and local curriculum guides, will be developed and implemented in all grade levels. The Assistant Superintendent for Instruction will be responsible for the selection of appropriate materials and curricular offerings for the various grade levels and subject areas.

TOBACCO PRODUCTS AND NICOTINE VAPOR PRODUCTS

All Rockingham County Public Schools have been declared tobacco free sites and drug free zones by the Rockingham County School Board. Use of tobacco or nicotine vapor products by anyone is prohibited on school property.

A. For purposes of this policy, the following definitions shall apply:

1. "School property" shall mean all property owned, leased, rented or otherwise used by a school including but not limited to the following:
 - a. All interior and exterior portions of any building or other structure used for instruction, administration, support services, maintenance or storage.
 - b. All vehicles used by the division for transporting students, staff, visitors or other persons.
2. "Tobacco" shall include cigarettes, cigars, pipe tobacco, snuff, chewing tobacco and all other kinds and forms of tobacco prepared in such manner as to be suitable for chewing, smoking or both. "Tobacco" shall include cloves or any other product packaged for smoking.

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

Use of Tobacco or Nicotine Vapor Products

Students are prohibited from use, possession and/or distribution of tobacco or nicotine vapor products including imitations and/or “look-alikes” on school premises at any time.

A. Student Violation of Policy

1. First Offense – Confiscation of the products and up to three days of BASE (Behavior Assistance and Support for Education), out-of-school suspension or a combination of both.
2. Second Offense – Confiscation of the products and up to five days of BASE (Behavior Assistance and Support for Education), out-of-school suspension or a combination of both.
3. Third Offense – Confiscation of the products and up to 10 days of BASE (Behavior Assistance and Support for Education), out-of-school suspension or a combination of both and Poor School Standing. In the case of a 10 day out-of-school suspension, the student may be referred to the Discipline Hearing Officer with a recommendation for other disciplinary action(s) such as a change in educational placement or long-term suspension. A recommendation for substance abuse counseling will occur.

Students are prohibited from use, possession and/or distribution of imitations and/or “look-alikes” of tobacco on school premises. Disciplinary action appropriate to the offense will follow infractions of the tobacco “look-alike” policy.

STUDENT DRESS CODE

Considerations and Purposes

In prescribing a student dress code, various considerations are part of the process and the purposes underlying such a code. This dress code policy reflects, for instance, a community process led by a committee which involved not only educators, but also parents and students, informed by study, their own discussions, input, and guidance, and also by a survey and informal conversation within the school community that constitutes the Rockingham County Public Schools Division. As a culmination of this extensive process, this dress code prescribes what is expected for student attire and presentation in all schools within the school division. Within its stated boundaries, school leaders will necessarily exercise discretion in construing and applying the provisions of this dress code as part of the curriculum and the teaching that occurs in both spoken

and unspoken ways in inculcating desirable values—including dignity, modesty, and humility — with impressionable youth who are preparing for higher and lifelong education and the world of work and citizenship.

The dress and personal presentation of Rockingham County Public Schools students can significantly affect the school environment and individual and collective student focus, academic success, health, safety, and welfare. In an overarching and yet everyday sense in our schools, the school environment has a direct and indirect influence on students, their school, and the entire school community. This dress code also will assist parents and students as they make decisions regarding daily attire and presentation that will contribute to an educationally appropriate, safe, respectful, focused, and healthy learning environment for all students. In doing so, this dress code is expected to support and promote responsible and mature decision-making, reduce the potential for social conflict and peer pressure, avoid sexualization and objectification of all students, teach respectful and civil discourse, and prepare students for the expectations of professional and responsible dress and presentation after they leave Rockingham County Public Schools. This dress code reflects a recognition and conclusion that these and other significant considerations are important in curricular and extracurricular matters, including advancing and reinforcing the Pillars of Character: trustworthiness; respect; responsibility; fairness; caring; and citizenship. As well, in a school division which expects all of its employees to be role models for students, this dress code complements that standard by reinforcing across all facets of the school community a high but reasonable expectation of regard and acknowledgement that education is an earnest process and experience that, while enjoyable, has a seriousness of pursuit that can impact students' choices and opportunities in later life.

General Dress Code Expectations

In general, student dress is considered appropriate as long as it does not, or foreseeably could not, interfere with the educational process, cause disruption, including by undermining or distracting from the curriculum, threaten or cause harm, or jeopardize or damage school property. In support of these expectations, a student is prohibited from attending school in dress or presentation that is contrary to the dress code reflected in this policy.

Inclusions in Dress Code Expectations

For purposes of this policy and the code reflected in it, the term “dress” includes, for example: clothing; hats; shoes; jewelry; and, any emblem, badge, depiction, symbol, sign, comment, or other items worn or displayed or presented by a student as related to bodily-related attire or accessory. “Dress” does not include any religious symbol or expressive activity by a student which otherwise would not be subject to prohibition or restriction.

In furtherance of the considerations and purpose of this policy, the following dress or attire is prohibited:

1. Clothing which exposes undergarments;
2. See-through apparel;
3. Clothing that exposes the midriff, lower back, cleavage, or bare chest;
4. Strapless tops or tops with spaghetti straps;
5. Dresses, skirts, pants, or shorts that are shorter than the student's mid-thigh;
6. Hats, hoods, or head coverings inside the school building, unless they are required for religious or medical reasons;
7. Sunglasses or other obscuring glasses inside the school building, unless they are required for medical reasons;
8. Spiked accessories or wallet chains;

9. Extremely tight pants worn without clothing which covers the student to mid-thigh, including, but not limited to: yoga pants, leggings, spandex shorts, compression shorts, "jeggings," or tights.
10. Jewelry, including facial or body piercings, that is actually or likely to be disruptive, distracting, or hazardous to the student or other students in the student's presence;
11. Dress that promotes, depicts, or in any way affirms, explicitly or implicitly, drugs, tobacco, alcohol, or illegal activity, including gang activity;
12. Dress that promotes, depicts, threatens, or in any way affirms, explicitly or implicitly, violence, profanity, vulgarity, or sexually implicit or explicit messages; and,
13. Dress that promotes or depicts discriminatory messages or practices or that denigrates a particular group of people.

Consequences

The administrators of each school shall have the discretion to decide on the consequences of a student's violation of the Dress Code. Recommended dispositions as a guideline are:

- | | |
|-----------------|--|
| First Offense: | Warning with requested change of clothes and notification to parent. |
| Second Offense: | Requested change of clothes, one day of BASE (Behavior Assistance and Support for Education), lunch detention, after school detention or Saturday school and notification of parent. |
| Third Offense: | Requested change of clothes, up to three days of BASE (Behavior Assistance and Support for Education), out-of-school suspension or a combination of both and notification of parent. |

Continued offenses may result in additional BASE (Behavior Assistance and Support for Education), out-of-school suspension, Poor School Standing, or a change in educational placement.

Administrative Exercise of Discretion

The administrative leadership of each elementary, middle, and high school has the authority, within the boundaries of this policy, to construe, interpret, and apply this policy and determine the appropriateness of student school dress and any consequences, including any discipline. This authority and discretion extends also to making occasional exceptions on a school-wide basis to establish, designate, and allow spirit days and other similar celebrations, while retaining the prerogative to deal with particular items or styles that pose or likely may pose a disruption or threat of disruption, or as other circumstances warrant within the criteria of this policy.

The Division Superintendent is authorized, consistent with this policy, to promulgate or issue administrative directives to implement this policy. Such administrative directives may include pictorial depictions to illustrate and define more specifically, within the boundaries of this policy, what is expected and prohibited.

STUDENT SEARCH AND SEIZURE

General

The purpose of this policy is to help preserve and foster a safe, non-disruptive educational environment for effective teaching and learning, to maintain and promote order and discipline and the school curriculum, to deter students from bringing or attempting to bring weapons, drugs, alcohol or other contraband onto school-controlled property or to school-related activities, and to achieve these objectives consistent with the law.

While students are entitled to the guarantees of the United States Constitution's Fourth Amendment, they still are subject to reasonable searches and seizures. School officials are empowered to conduct reasonable searches of particular students and student property when there is reasonable suspicion that a student may be in possession of drugs, weapons, alcohol, look-alikes, or other contraband in violation of school rule or policy or law. A school administrator initially may seek voluntary consent to the search.

All school-related property always remains under the control of school officials and is subject to inspection at any time. School-related property includes but is not limited to computer equipment, lockers, cabinets, desks, bookcases, containers, buses and other vehicles and items controlled or directed by school officials.

In the initiation and conduct of any search, a school administrator will remain in charge at all times. In general, no member of law enforcement may be authorized to conduct a search on behalf of the school but may facilitate a school search under the continuing control and direction of a school administrator. A canine also may be utilized under proper circumstances to facilitate a school administrator's actions. Law enforcement officials may, under circumstances authorized by law, conduct their own independent searches (e.g., upon belief that a crime is being committed in their presence or in exigent circumstances).

A. Reasonable Suspicion

The school official performing a search must be able to articulate a reason for suspecting the student possesses something which violates a school rule, school board policy or regulation, or the law. For example, reasonable suspicion may exist because of eyewitness observations by school personnel, information from a reliable informant, suspicious behavior, a bulge suggestive of weapon or contraband, identifiable smell of tobacco, alcohol or marijuana, unusual or indicative behavior, or the student's history and school record of misconduct. A mere "hunch" or guess is not a sufficient basis to undertake a search.

B. Individualized Suspicion

In order for a search to be reasonable, it ordinarily must be based on not only reasonable suspicion but also on individualized suspicion of wrongdoing. This requirement does not mean that the suspicion must always be confined to only one person at a time. There may be special situations in which a group of students is so specific and small that each of the individuals in the entire group may be searched consistent with the individualized suspicion requirement.

C. School-Related Property – Lockers and Desks and Computer Equipment, etc.

Lockers, desks, computer equipment (including but not limited to files, records of internet access and any other records, software and similar educational technology), bookcases, containers and other similar property owned, leased or controlled by the school will be considered school-related property, regardless of whether on campus or off-campus. The school ultimately exercises exclusive control over the school-related

property and a student may and should have no expectation of privacy whatsoever regarding such items, which always will be subject to inspection at any time by school officials without consent, reason, or notice.

D. The Person

A student may be searched if there is individualized reasonable suspicion that the search will turn up evidence that the student has violated a rule of the school, school board policy or regulations, or the law.

A particular student's effects (e.g. purse, book bag or personal electronic device) are also subject to being searched by school officials and are subject to the same considerations. As a search of a student becomes more intrusive, an increasingly higher degree of individualized suspicion must exist. The scope of the search must be reasonably related to the objectives of the search and not excessively intrusive in light of the age and sex of the student and the nature of the suspected infraction.

A search should be conducted in private, to the extent practicable. In all circumstances in which the search of a student appears necessary, school officials should inform the student of the action to be taken and the reason(s) for the search. School officials should initially request voluntary consent for the search.

If a student resists or otherwise refuses to voluntarily consent to a search, the student should be immediately separated in a reasonable manner until a parent and/or law enforcement representative arrives to assist with the situation in order to observe or minimize disruption. If the student presents any danger to self or others, or if there is reasonable suspicion to believe that the student possesses a weapon or drugs or alcohol, the student immediately may be reasonably searched by a school administrator. An uncooperative or disruptive student will remain subject to disciplinary action.

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 present. No pat-down search should involve contact with bodily areas typically regarded as particularly sensitive areas.

If school officials conclude that a more intrusive search (e.g. a search that would involve exposure of or contact with particularly sensitive bodily areas) is needed, they should call the parent(s) of the students involved and report their suspicions to parent(s) and to the police. School officials should not conduct highly intrusive searches. Any strip search is prohibited.

Except as to a small number of particular students, group searches will not be permitted. Searches of students and their effects must be particularized.

E. Vehicles

Students are permitted to park on school premises as a matter of privilege, not of right. Any person who operates a vehicle on school property or in connections with any school-related activity impliedly authorizes school authorities to conduct a search of the vehicle and its contents without notice, without further consent, and without a search warrant. School authorities may conduct routine periodic patrols of parking lots and inspections of the exteriors of student vehicles on school property or in connection with any school-related activity without cause, without notice, without consent, and without a search warrant. The interiors of vehicles may be inspected whenever there is individualized reasonable suspicion to believe that illegal or unauthorized materials are contained inside, without notice, without student consent, and without a search warrant.

F. Metal Detectors

As part of protecting the health, welfare and safety of students, faculty, staff, and visitors, metal detectors may be used to scan and screen for firearms and other weapons or other contraband. Searches with metal detectors may be conducted whenever individualized reasonable suspicion exists or when, under reasonable circumstances, all persons are subjected to the same procedures as part of an overall safety and security plan for an event or other occasion.

G. Canine Sniffs by Trained Dogs

Canine sniffs of student lockers, desks and other property may be performed at any time. If the dog alerts to an area, then individualized suspicion exists for the search of the area and the space(s) and items in the vicinity. No use of canines should be undertaken except at the request of the Superintendent or central office designee. When the canine arrives at the location for the canine initiative, the principal/designee becomes the Superintendent's designee in directing and controlling any search. In no event may a canine be permitted to sniff directly any student.

H. Location

Searches of students and student property may be conducted wherever the student is involved in or attending a school sponsored or related function, whether it is on the school campus or not. Searches, whether on or off the school campus, are to be conducted consistent with school board policy.

I. Random Searches

With the prior approval of the Superintendent or central office designee, school officials may elect to conduct a search of a randomly selected group of students as part of an administrative program to prevent the occurrence of a dangerous or illegal situation or incident (e.g., the presence of weapons or drugs or alcohol). The search of a randomly selected student population may take place without "individualized suspicion."

These searches must be reasonable and should minimize the intrusion into students' privacy. There must beforehand be evidence concerning the prevalence of the concern (e.g., weapons or drugs) prior to undertaking such a random search. The manner of selecting those students who will be searched must be truly random and should be established by a school official (from the school board administrative offices) who will not be personally involved in the search.

J. Seizure of Illegal Item

If a search yields or reveals an illegal contraband, then the item should be promptly tagged, bagged, and documented (e.g., photographed, receipted) and turned over to law enforcement for ultimate safeguarding disposition. All other items should be retained by a designated school administrator or the school resource officer until the item is no longer required or needed. Any contraband should be safeguarded and kept separate from any other items in such a way as to preserve its clear identity.

K. Cameras

If cameras are used in or about any facility or activity, they are regarded as evidence-gathering devices only, not devices guaranteeing or assuring or creating any expectation or duty of surveillance monitoring or crime detection or prevention. Any film or other means of capturing images is school-related property and not a

scholastic or student record subject to any state or federal law, such as the Family Educational Rights and Privacy Act (FERPA).

L. Notice

Students will be provided notice of this policy concerning search and seizure by having it placed, highlighted, or referenced in the school handbook or distributed by supplemental publication. In the event that any provision of this policy, if strictly construed, reasonably is forecasted to result in danger to any person by reason of (a) apparent emergency, or (b) by adverse conduct of a student or other person, any person acting under the authority of the Rockingham County School Board pursuant to this policy is authorized to take any reasonable action. Schools are not required to notify parents prior to conducting a student search. Whenever a student has been searched, parents or guardians should be notified as soon as practical.

M. Restraint of Student

To protect a student or others, a school administrator may temporarily restrain a student. Reasonable care should be taken in such action.

NONDISCRIMINATION

The Rockingham County School Board is committed to nondiscrimination with regard to sex, sexual orientation, gender, gender identity, race, color, national origin, disability, religion, ancestry, age, marital status, pregnancy, childbirth or related medical conditions, military status, genetic information or any other characteristic protected by law. This commitment prevails in all of its policies concerning staff, students, educational programs and services, and individuals and entities with whom the Board does business.

PROHIBITION AGAINST HARRASSMENT AND EDUCATION

Policy Statement

The Rockingham County School Board is committed to maintaining an educational environment and workplace that is free from sexual harassment and other unlawful forms of harassment. The School Board therefore prohibits harassment against students, employees, or others on the basis of sex, sexual orientation, gender, gender identity, race, color, national origin, disability, religion, ancestry, age, marital status, pregnancy, childbirth or related medical conditions, status as a veteran, genetic information or any other characteristic protected by law or this policy, as well as on a belief that such characteristic exists, (referred to in this policy as “Prohibited Harassment”), at school or any school sponsored activity.

It is a violation of this policy for any student or school personnel to engage in Prohibited Harassment at school or any school sponsored activity. Further, it is a violation of this policy for any school personnel to tolerate Prohibited Harassment at school or any school sponsored activity, by students, school personnel, or third parties participating, observing or otherwise engaging in school sponsored activities. It is also a violation of this policy for any student or school personnel to retaliate against anyone who files a complaint of Prohibited Harassment, participates in such proceeding, or otherwise opposes harassment of any student or school personnel.

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

The Rockingham County Public School Division (“RCPS” or the “Division”) shall:

1. promptly investigate all complaints, written or verbal, of Prohibited Harassment at school or any school sponsored activity;
2. promptly investigate all complaints, written or verbal, of retaliation against anyone who files a complaint of harassment, participates in such proceeding, or otherwise opposes harassment of any student or school personnel;
3. promptly take appropriate action to stop any Prohibited Harassment or retaliation;
4. take appropriate action against any student or school personnel who violates this policy and provide appropriate remedies to restore equal access to the educational environment, educational activity, and/or workplace; and
5. take any other action reasonably calculated to end and prevent further harassment and/or retaliation of school personnel or students.

Definitions

- A. **Compliance Officer.** The Compliance Officer is the person designated by the School Board to receive complaints of harassment referred by the Title IX Coordinator and oversee the response to and the investigation of those complaints as described below.
- B. **Consent.** Consent is the clear, unambiguous, and voluntary agreement between the participants to engage in specific sexual activity.
- C. **Prohibited Harassment.** Prohibited Harassment includes any of the following conduct:
 1. **Sexual Harassment Prohibited by Title IX.** This is conduct on the basis of sex that satisfies one or more or the following:
 - a. an employee of the School Board conditioning the provision of an aid, benefit, or service of the School Board on an individual’s participation in unwelcome sexual conduct;
 - b. unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the School Board’s education program or activity; or
 - c. “sexual assault” as defined in 20 U.S.C. § 1092(f)(6)(A)(v), “dating violence” as defined in 34 U.S.C. § 12291(a)(10), “domestic violence” as defined in 34 U.S.C. § 12291(a)(8), or “stalking” as defined in 34 U.S.C. § 12291(a)(30).
 2. **Harassment Based on Sex.** This is all other forms of harassment on the basis of sex that is not included within the definition of Sexual Harassment Prohibited by Title IX. Examples of such harassment may include, without limitation, unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, or other verbal or physical conduct or communication, which may include use of cell phones or the internet, of a sexual nature when that conduct or communication substantially or unreasonably interferes with an individual’s employment or education, or creates an intimidating, hostile or offensive employment or educational environment (i.e. the conduct is sufficiently serious to limit a

student's or employee's ability to participate in or benefit from the educational program or work environment).

Examples of conduct which may constitute Harassment Based on Sex include:

- a. unwelcome, sexually motivated or inappropriate patting, pinching, or other sexually motivated physical contact
 - b. unwelcome repeated sexual flirtation, propositions, or remarks
 - c. sexual slurs, leering, epithets, threats, verbal abuse, derogatory comments or sexually degrading descriptions
 - d. graphic comments about an individual's body or overly personal conversation of a sexual nature
 - e. sexual jokes, notes, stories, drawings, gestures or pictures
 - f. spreading sexual rumors
 - g. touching an individual's body or clothes in a sexual way
 - h. displaying sexually suggestive objects, pictures, cartoons or posters
 - i. impeding or blocking movement in a sexually intimidating manner
 - j. use of homophobic language and anti-gay slurs unwelcome acts of verbal, nonverbal, written, graphic, or physical conduct based on sex or sex stereotyping
 - k. all of the foregoing examples equally apply to all students and school personnel regardless as to whether the parties are of the same sex, sexual orientation, and gender
3. Harassment Based on Race, National Origin, Disability, Religion, and Other Prohibited Basis. This includes all other forms of harassment prohibited in Section I above, including physical or verbal conduct, which may include use of cell phones or the internet, relating to an individual's race, national origin, disability, religion, or other prohibited basis, when the conduct:
- a. has the purpose or effect of creating an intimidating, hostile or offensive working or educational environment;
 - b. has the purpose or effect of substantially or unreasonably interferes with an individual's work or education; or
 - c. otherwise is sufficiently serious to limit an individual's employment opportunities or to limit a student's ability to participate in or benefit from the education program.

Examples of conduct which may constitute harassment based on race, national origin, disability, religion, or other prohibited basis may include:

- a. graffiti containing racially offensive language
 - b. name calling, jokes or rumors
 - c. physical acts of aggression against a person or their property because of that person's race, national origin, disability, religion, or other prohibited basis slurs, making negative statements, and hostile acts which are based on another's race, national origin, religion disability, or other prohibited basis written or graphic material that is posted or circulated and that intimidates or threatens individuals based on their race, national origin, disability, religion, or other prohibited basis slurs, negative statements, and hostile acts, written or graphic material that is posted or circulated, or physical acts of aggression against a person because of their actual or perceived nonconformity to gender stereotypes
4. Additional Prohibited Behavior. Behavior that is not unlawful or specifically prohibited above may nevertheless be unacceptable for the educational environment or the workplace. Demeaning or otherwise harmful actions are prohibited, particularly if directed at personal characteristics including, but not limited to, an individual's socioeconomic status. Any allegations of additional prohibited behavior consistent with this term will be investigated and decided consistent with the processes specified under this policy, to the extent applicable.

D. Title IX. Title IX refers to 20 U.S.C. §§ 1681-1688 and the implementing regulations.

E. Title IX Coordinator. The Title IX Coordinator is the person designated by the School Board to coordinate its efforts to comply with its responsibilities under this policy and Title IX. The Title IX Coordinator may be contacted at complianceofficer@rockingham.k12.va.us

Complaint of Prohibited Harassment

Any student or school personnel who believes he or she has been the victim of Prohibited Harassment by a student, school personnel, or a third party should report the alleged harassment to the Title IX Coordinator or to any school personnel. The alleged harassment should be reported as soon as possible, and the report generally should be made within fifteen (15) school days of the occurrence. Further, any student who has knowledge of conduct which may constitute Prohibited Harassment should report such conduct to the Title IX Coordinator or to any school personnel. Any school personnel who has notice that a student or other school personnel may have been a victim of Prohibited Harassment shall immediately report the alleged harassment to the Title IX Coordinator. Any complaint that involves the Title IX Coordinator should be reported to the superintendent. Any complaint that involves the Superintendent must be reported to the School Board Chair.

The complainant should use the form, Report of Harassment, GBA-F/JFHA-F, to make complaints of harassment. However, oral reports and other written reports are also accepted. The complaint, and identity of the complainant and respondent, will be disclosed only to the extent necessary to fully investigate the complaint and only when such disclosure is required or permitted by law. Additionally, a complainant who wishes to remain anonymous shall be advised that such confidentiality may limit the Division's ability to fully respond to the complaint.

After receiving a complaint, the Title IX Coordinator makes an initial determination whether the allegations may be Sexual Harassment Prohibited by Title IX. If the allegations may be, the Title IX Grievance Process in Section V below is followed. If the allegations cannot be Sexual Harassment Prohibited by Title IX, then the complaint is referred to the Compliance Officer who follows the procedure in Section IV below.

The Title IX Coordinator also determines whether the allegations may also constitute criminal conduct and ensures that law enforcement officials are notified if necessary. If the allegations may also constitute child abuse, then those allegations must be reported to the Department of Social Services in accordance with Policy GAE Child Abuse and Neglect Reporting.

Procedure for Complaints Referred to Compliance Officer

A. Formal Procedure

1. Generally. The Compliance Officer will:
 - a. receive complaints of harassment referred by the Title IX Coordinator;
 - b. conduct or oversee the investigation of any alleged harassment referred by the Title IX Coordinator;
 - c. assess the needs of the Division in connection with complaints referred by the Title IX Coordinator;
 - d. arranges necessary training;
 - e. ensures that the investigation is conducted by an impartial investigator who is trained in the requirements of equal employment/education opportunity; and
 - f. oversee that the parties are provided appropriate interim measures.

2. Investigation Process

- a. Notice of Investigation. Upon receiving a referral of a complaint of alleged Prohibited Harassment from the Title IX Coordinator, the Compliance Officer shall immediately authorize or undertake an investigation. The investigation may be conducted by school personnel or a third party designated by the Division (the “Investigator”). The investigation shall be completed as soon as practicable, which generally should be not later than 14 school days after the referral of the complaint to the Compliance Officer. Upon receiving the complaint, the Compliance Officer shall acknowledge receipt of the complaint by giving written notice that the complaint has been received to both the complainant and the respondent. Also upon receiving the complaint, the Compliance Officer shall determine whether interim measures should be provided to either party pending the outcome of the investigation. Such interim measures may include, but are not limited to, separating the complainant and the respondent. The parties shall simultaneously be notified in writing if the Compliance Officer determines that more than 14 school days will be required to investigate the complaint. This written notice must include the reason for the extended investigation and the date by which the investigation is expected to conclude.
- b. Investigation and Review. The investigation may consist of personal interviews with the complainant, the respondent, and any others who may have knowledge of the alleged harassment or the circumstances giving rise to the complaint. The investigation will consider witnesses and evidence from both the complainant and the respondent. The investigation may also consist of the inspection of any other documents or information deemed relevant by the investigator.

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

- c. Investigation Report. The Investigator shall issue a written report to the Superintendent upon completion of the investigation. If the complaint involves the Superintendent, then the report shall be sent to the School Board. The report shall include a determination of whether the preponderance of the evidence, meaning whether it is more likely than not, indicates that this policy was violated and recommendations for corrective action, if any.
- d. Cooperation. All employees shall cooperate with any investigation of alleged harassment conducted under this policy or by an appropriate state or federal agency.

3. Action by the Superintendent

Within 5 school days of receiving the investigation report, the Superintendent or designee shall issue a decision regarding whether this policy was violated. This decision must be provided in writing simultaneously to each party. If the Superintendent or designee determines that it is more likely than not that Prohibited Harassment occurred in violation of this policy, the School Division shall take prompt, appropriate action to address and remedy the violation as well as prevent any recurrence. Such action may include discipline up to and including a recommendation for expulsion or discharge. Whether or not the Superintendent or designee determines that Prohibited Harassment occurred, the Superintendent or designee may determine that school-wide or Division-wide training will be conducted and/or that appropriate remedial measures be provided to either or both parties.

4. Appeal

Either party may appeal the decision of the Superintendent or designee to the School Board within 5 school days of receiving the decision. Notice of appeal must be filed with the Superintendent, who shall forward the record to the School Board. The School Board shall make a decision within 30 calendar days of receiving the record. The School Board may ask for oral or written argument from either party, the Superintendent, and any other individual the School Board deems relevant. Written notice of the School Board's decision will be given to each party simultaneously.

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

B. Compliance Officer Informal Procedure

If the complainant and the respondent agree, their principal, designee, or supervisor may arrange for them to resolve the complaint informally with the help of a counselor, administrator, or other professional employee or third party.

If the complainant and the respondent agree to resolve the complaint informally, they shall each be informed that they have the right to abandon the informal procedure at any time in favor of the initiation of the Compliance Officer Formal Procedures set forth above in Section IV(A). The principal, designee, or supervisor shall notify each party and the Compliance Officer in writing when the complaint is resolved.

Procedure for Complaints Involving Sexual Harassment Prohibited by Title IX

A. Definitions. For purposes of this Section V of the policy, the following definitions shall apply:

1. Actual Knowledge. Actual Knowledge means notice of Sexual Harassment Prohibited by Title IX or allegations of Sexual Harassment Prohibited by Title IX to either the Title IX Coordinator, any official of the school division who has authority to institute corrective measures, or to any employee of an elementary or secondary school.
2. Complainant. The Complainant is an individual who is alleged to be the victim of conduct that could constitute Sexual Harassment Prohibited by Title IX.
3. Formal Complaint. A Formal Complaint is the document filed by the Complainant or signed by the Title IX Coordinator alleging Sexual Harassment Prohibited by Title IX against the Respondent(s) and requesting that the allegation be investigated. A Formal Complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail. When the Title IX Coordinator signs a Formal Complaint, the Title IX Coordinator is not a complainant or otherwise a party. The allegations in a Formal Complaint must be investigated. The Title IX Grievance Process below describes the Division's response to a Formal Complaint.
4. Program or Activity. The School Board's Program or Activity is defined to include locations, events or circumstances over which the School Board exercises substantial control over both the Respondent and the context in which the sexual harassment occurs.
5. Respondent. The Respondent is an individual who has been reported to be the perpetrator of conduct that could constitute Sexual Harassment Prohibited by Title IX.

6. Supportive Measures. Supportive Measures are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the Complainant or the Respondent before or after the filing of a Formal Complaint or where no Formal Complaint has been filed. Such measures are designed to restore or preserve equal access to the School Board's educational Program or Activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties, the work and educational environment, or deter sexual harassment. Supportive Measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work locations, leaves of absence, increased security or monitoring of parts of the school or school related activity, and other similar measures. Any Supportive Measures provided to the Complainant or Respondent are maintained as confidential, to the extent that maintaining such confidentiality does not impair the ability to provide Supportive Measures. The Title IX Coordinator is responsible for coordinating the effective implementation of Supportive Measures.

B. Title IX Grievance Process.

1. Generally.

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

Complainants and Respondents are to be treated equitably throughout the Title IX Grievance Process. Examples of equitable treatment include Supportive Measures being offered to each party and by following this Grievance Process before the imposition of any disciplinary sanctions or other corrective action against the Respondent. Remedies are designed to restore or preserve equal access to the School Board's education program or activity.

Nothing herein precludes a Respondent from being removed from the School Board's education Program or Activity on an emergency basis, provided that an individualized threat assessment determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal, and that the Respondent is provided with notice and an opportunity to challenge the decision immediately following the removal. Nothing herein precludes a non-student employee Respondent from being placed on administrative leave during the pendency of a grievance process.

Applicants for admission and employment, students, parents or legal guardians, employees, and professional organizations having an agreement with the School Board are notified:

- a. of the name or title, office address, electronic mail address, and telephone number of the Title IX Coordinator; and
- b. that the School Board does not discriminate on the basis of sex in its education Program or Activity and that it is required by Title IX not to discriminate in such a manner. The notification states that the requirement not to discriminate extends to admission and employment and that inquiries about the application of Title IX may be referred to the Title IX Coordinator, the Assistant Secretary for Civil Rights of the United States Department of Education, or both.

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

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

Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process receives training on the definition of Sexual Harassment Prohibited by Title IX, the scope of the School Board's education Program or Activity, how to conduct an investigation and grievance process including appeals, informal resolution processes, and how to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias. Decision-makers receive training on issues of relevance of questions and evidence, including when questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant. Investigators receive training on issues of relevance in order to create investigative reports that fairly summarize relevant evidence.

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

The standard of evidence used to determine responsibility is preponderance of the evidence. All relevant evidence is evaluated objectively, including both inculpatory and exculpatory evidence. Credibility determinations are not based on a person's status as a Complainant, Respondent, or witness. The Respondent is presumed not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of this grievance process. A finding of responsibility may result in disciplinary action up to and including expulsion for students or dismissal of employees.

2. Procedure in Response to a Formal Complaint

- a. Initial Contact with Complainant. The Title IX Coordinator will promptly contact the Complainant to offer Supportive Measures, consider the Complainant's wishes with respect to Supportive Measures, inform the Complainant of the availability of Supportive Measures with or without the filing of a Formal Complaint, explain the process for filing a Formal Complaint, and consider the Complainant's wishes with respect to a Formal Complaint.
- b. Dismissal of Formal Complaints. A Formal Complaint or any allegations therein must be dismissed if the conduct alleged in the complaint:
 - (1) would not constitute sexual harassment prohibited by Title IX even if proved,
 - (2) did not occur in the School Board's education Program or Activity, or
 - (3) did not occur against a person in the United States.

Such a dismissal does not preclude action under Section IV above (Procedure for Complaints Referred to Compliance Officer) or another provision of the School Board's code of conduct or the Superintendent's Standards of Student Conduct.

- c. A Formal Complaint or any allegations therein may be dismissed if at any time during the investigation: a Complainant notifies the Title IX Coordinator in writing that the Complainant would like to withdraw the Formal Complaint or any allegations therein;
- d. the Respondent is no longer enrolled or employed by the School Board; or
- e. specific circumstances prevent the investigator from gathering evidence sufficient to reach a determination as to the Formal Complaint or allegations therein.

C. Notice of Allegations.

On receipt of a Formal Complaint, the Title IX Coordinator gives the following written notice to the parties who are known:

1. notice of the grievance process, including any informal resolution process;
2. notice of the allegations potentially constituting Sexual Harassment Prohibited by Title IX, including sufficient details known at the time and with sufficient time to prepare a response before any initial interview. Sufficient details include the identities of the parties involved in the incident, if known, the conduct allegedly constituting Sexual Harassment Prohibited by Title IX, and the date and location of the alleged incident, if known;
3. notice that the Respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process;
4. notice that the parties may have an advisor of their choice, who may be, but is not required to be, an attorney, and may inspect and review evidence; and
5. notice of the provisions of this policy and any provisions in the School Board's code of conduct or the Superintendent's Standards of Student Conduct that prohibit knowingly making false statements or knowingly submitting false information during the grievance process.

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

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

1. Notice to Parties. Any party whose participation is invited or expected is provided written notice of the date, time, location, participants, and purpose of all investigative interviews or other meetings with sufficient time for the party to prepare to participate.
2. Witnesses and Evidence. The parties have an equal opportunity to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence during the investigation. The ability of the parties to discuss the allegations under investigation or to gather and present relevant evidence is not restricted.
3. Advisor. The parties have the same opportunities to have an advisor present in a non-participatory role during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice, who may be, but is not required to be, an attorney. The choice

or presence of an advisor for either the Complainant or Respondent is not limited in any meeting or grievance proceeding.

4. **Evidentiary Review and Response.** The investigator provides both parties an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a Formal Complaint, including the evidence that will not be relied upon in reaching a determination regarding responsibility and inculpatory or exculpatory evidence, whether obtained from a party or other source, so that each party can meaningfully respond to the evidence prior to conclusion of the investigation. Prior to the completion of the investigative report, the investigator must send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties must have at least 10 days to submit a written response, which the investigator will consider prior to completion of the investigative report.
 5. **Investigation Report.** The investigator creates an investigative report that fairly summarizes relevant evidence and, at least 10 days prior to the time a determination regarding responsibility is made, sends to each party and the party's advisor, if any, the investigative report in an electronic format or a hard copy, for their review and written response.
 6. **Submission of Questions.** After the investigator has sent the investigative report to the parties and before reaching a determination regarding responsibility, the decision-maker must afford each party the opportunity to submit written, relevant questions that the party wants asked of any party or witness, provide each party with the answers, and allow for additional, limited follow-up questions from each party. Questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the Complainant's prior sexual behavior are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant, or if the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove Consent. The decision-maker(s) must explain to the party proposing the question any decision to exclude a question as not relevant.
- E. **Determination Regarding Responsibility.** The decision-maker, who cannot be the same person as the Title IX Coordinator or the investigator, must issue a written determination regarding responsibility within 10 working days of receiving the report. The written determination must include:
1. identification of the allegations potentially constituting Sexual Harassment Prohibited by Title IX;
 2. a description of the procedural steps taken from the receipt of the Formal Complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, and methods used to gather other evidence;
 3. findings of fact supporting the determination;
 4. conclusions regarding the application of the School Board's code of conduct or the Superintendent's Standard of Student Conduct to the facts;
 5. a statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions imposed on the Respondent, and whether remedies designed to restore or preserve equal access to the School Board's education Program or Activity will be provided to the Complainant; and
 6. the procedures and permissible bases for the Complainant and Respondent to appeal.

The decision-maker must provide the written determination regarding responsibility to the parties simultaneously. The decision-maker's findings are final if an appeal is not timely received.

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

F. Appeals. Either party may appeal a determination regarding responsibility or from a dismissal of a Formal Complaint (or any allegations therein) within 5 school days. The appeal must be submitted to the Title IX Coordinator and will proceed only on the following bases:

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

As to all appeals, the Title IX Coordinator:

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

The appeal decision-maker:

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

Timelines

A. The following timelines apply to this Title IX Grievance Process:

1. The investigative report will be provided to the parties within 35 days from the date the Formal Complaint is filed.
2. A decision will be issued within 10 working days from the date the investigative report is submitted to the decision-maker.

3. Either party may appeal the decision-maker's findings within 5 working days from the date the written determination regarding responsibility is given to the parties.
4. Any appeal will be resolved with 15 calendar days from the filing of the appeal.

B. The above timelines may be extended as follows:

1. If the parties agree to an informal resolution process, these deadlines are tolled from the time one party requests an informal resolution process until either the time the other party responds, if that party does not agree to the informal resolution process, or until either party withdraws from the informal resolution process; or
2. Temporary delays or the limited extension of time frames for good cause with written notice to the Complainant and the Respondent of the delay or extension and the reasons for the action are permitted. Good cause may include considerations such as the absence of a party, a party's advisor or a witness; concurrent law enforcement activity; disciplinary processes required by law or School Board policy; or the need for language assistance or accommodation of disabilities.

Informal Resolution Process

At any time during the Formal Complaint process and prior to reaching a determination regarding responsibility, the parties may participate in an informal resolution process, such as mediation, that does not involve a full investigation and determination of responsibility. When one party requests an informal resolution process, the other party must respond to the request within 3 days. The informal resolution process must be completed within 10 days of the agreement to participate in the process.

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

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

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

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

An informal resolution process is not offered unless a Formal Complaint is filed.

Record keeping

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

1. each investigation of allegations of Sexual Harassment Prohibited by Title IX including any determination regarding responsibility and any audio or audiovisual recording or transcript, if any, required under the Title IX regulations, any disciplinary sanctions imposed on the Respondent, and any remedies provided to the Complainant designed to restore or preserve equal access to School Board's education Program or Activity.
2. any appeal and the result therefrom.
3. any informal resolution and the result therefrom; and
4. all materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process. These materials will also be made available on the School Board's website.

For each response required under the above Grievance Procedure, the School Board must create, and maintain for a period of seven years, records of any actions, including any Supportive Measures, taken in response to a report or Formal Complaint of Sexual Harassment Prohibited by Title IX. In each instance, the Title IX Coordinator will document the basis for the conclusion that the Division's response was not deliberately indifferent, and document that it has taken measures designed to restore or preserve equal access to its education Program or Activity. If a Complainant was not provided Supportive Measures, then the Title IX Coordinator will document the reasons why such a response was not clearly unreasonable in light of the known circumstances.

Retaliation

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

Right to Alternative Complaint Procedure

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

Prevention and Notice of Policy

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

This policy is (1) displayed in prominent areas of each division building in a location accessible to students, parents and school personnel (2) included in the student and employee handbooks; and (3) sent to parents of all students within 30 calendar days of the start of school. Further, all students, and their

parents/guardians, and employees are notified annually of the names and contact information of the Compliance Officers.

False Charges

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

MAINTAINING PROFESSIONAL STAFF/STUDENT BOUNDARIES

Rockingham County Public Schools provides its students with a safe and supportive learning environment and protects its students from sexual misconduct and abuse. The responsibility to protect students from sexual misconduct and abuse is shared by the Rockingham County School Board, Superintendent, administrators, teachers, other Rockingham County School Board employees, volunteers, parents, state agencies and law enforcement.

Although Rockingham County Public Schools has dedicated, professional staff members, it is important to be certain that proper boundaries between staff members and students are maintained at all times in order to ensure respect for the ethical and legal duties in the staff/student relationship and the essential duty of a staff member to serve as a role model to the student. In doing so, staff members will demonstrate a focus on job duties, a commitment to promote educational purposes, and an unconditional dedication to professionalism in conduct and interactions with students.

For the purposes of this Policy, a "staff member" is defined to include all Rockingham County School Board employees, including without limitation all administrators, counselors, teachers, coaches, employees of virtual school programs (to include but not be limited to distance learning, on line programs) and vendors providing instructional services to students, as well as all student teachers, interns and practicum students, volunteers and community members. In addition, the term "immediately" is defined as reporting a situation that may constitute a violation of this Policy, including without limitation an appearance of impropriety, within twenty-four hours of the first suspicion of the violation.

All staff members are to maintain a professional, moral, and ethical relationship in their conduct with students and shall serve as role models for students at all times, whether on or off school property, both during and outside of school hours. Rockingham County Public Schools encourages healthy relationships between students and staff members that promote student achievement and success. At the same time, clear and reasonable boundaries for interactions between students and staff members are necessary to protect students from sexual misconduct and abuse and to protect staff members from misunderstandings and false accusations.

All staff members have a responsibility to provide an atmosphere conducive to learning through consistent and fairly applied discipline and the maintenance of professional physical and emotional boundaries with students. These boundaries shall be maintained regardless of the student's age, the perceived consensual nature of the relationship or activity, the location of the activity, and whether the staff member directly supervises the student. For staff members whose children are students of Rockingham County Public Schools, this policy is not intended to violate or otherwise intrude upon the usual parent/child relationship.

Personal contact between students and staff members must always be professional, non-sexual, appropriate to the circumstances, and unambiguous in meaning. A boundary invasion is an act, omission, or pattern of behavior by a staff member that either abuses or compromises the staff/student professional relationship or has the potential to abuse or compromise the staff/ student professional relationship.

Unacceptable Conduct

Examples of boundary invasions by staff members include but are not limited to the following:

1. Any type of inappropriate physical contact with a student or any other conduct that might be considered harassment under Policies GBA and/or JFHA;
2. Showing inappropriate images to a student, including pornography;
3. Dating a student, or discussing or planning a future romantic or sexual relationship with a student;
4. Making sexual advances toward a student;
5. A flirtatious, romantic or sexual relationship with a student;
6. Singling out a particular student or students for personal attention and friendship beyond the professional staff/student relationship without the knowledge and consent of the principal;
7. Socializing where students are consuming alcohol, drugs or tobacco;
8. Providing or offering to provide alcohol, drugs or tobacco to students;
9. For non-guidance/counseling staff, excessively encouraging students to confide their personal or family problems and/or relationships. If a student initiates such discussions, staff members may talk with the student and then notify a building administrator to seek guidance on whether the case should be referred to appropriate guidance/counseling staff;
10. Banter, allusions, jokes or innuendoes of a sexual nature with students;
11. Asking a student to keep a secret;
12. Disclosing personal, sexual, family, employment concerns, or other inappropriate private matters to one or more students;
13. Maintaining personal contact with a student outside of school by telephone, text message, email, Instant Messenger, Internet chat rooms, social networking websites or letters (beyond homework or other legitimate school business) without the prior express permission of the student's parent/guardian;
14. Socializing or spending time with students (including but not limited to activities such as going out for beverages, meals or movies, shopping, traveling and recreational activities) without the knowledge and consent of the parents or supervisors. Exceptions include:
 - a. school-sponsored events;
 - b. organized community activities; and/or
 - c. family activities
15. Giving a student a ride alone in a vehicle in a non-emergency situation without the knowledge and consent of parents and/or supervisors.

Appearances of Impropriety

The following activities are boundary invasions and can create an actual impropriety or the appearance of impropriety. Whenever possible, staff members should avoid these situations. If unavoidable, these activities must be pre-approved by the appropriate administrator. If not pre-approved, the staff member must immediately report the occurrence to the appropriate administrator.

1. Being alone with an individual student out of the view of others or in an inaccessible location.
Exceptions include:
 - a. school counselors providing professional counseling support services;
 - b. school nurse providing medical services to a student;
 - c. a teacher providing tutoring services; or
 - d. an athletic trainer providing medical treatment
2. Inviting or allowing individual students to visit the staff member's home without the prior knowledge and express permission of the parent/guardian;
3. Inviting students for social contact off school grounds without the prior knowledge and express permission of the parent/guardian;
4. Visiting a student's home in the absence of the student's parent/guardian or without prior knowledge and express permission of the parent/guardian; and/or

Staff members are expected to be sensitive to the appearance of impropriety in their conduct with students. Staff members are encouraged to discuss issues with the appropriate administrator whenever they are unsure whether particular conduct may constitute a violation of this Policy.

Electronic Communication

Digital technology and social networking provide multiple means for staff members to communicate appropriately with students and personalize learning. Electronic and online communications between staff members and students must be transparent, contemporaneously accessible to supervisors and parents/guardians, and professional in content and tone. Such communication must be professional, non-sexual, appropriate to the circumstances, and unambiguous in meaning. Staff members must restrict one-on-one electronic communications with individual students to accounts, systems, and platforms that are provided by and accessible to Rockingham County Public Schools or with the prior express permission of the principal or supervisor and the parent/guardian.

As within-person communications, staff members shall avoid appearances of impropriety and refrain from inappropriate electronic communications with students.

Parents are encouraged to have access to their children's social networking and digital communications and to supervise their children's use of these methods of communication.

Reporting Violations

Students and their parents/guardians are strongly encouraged to notify the principal, an administrator, the lead supervisor, or division superintendent if they believe a staff member may be engaging in conduct that violates this Policy.

Staff members are required to immediately notify the principal, an administrator, the lead supervisor, or the division superintendent if they become aware of a situation that may constitute a violation of this Policy. This obligation is in addition to the statutory responsibility to report suspected abuse and neglect under Policy JHG.

Investigation

Investigations of allegations concerning improper staff/student relations shall follow the procedures utilized for complaints of Sexual Harassment/Harassment Based on Race, Color, National Origin, Religion, Sex (including pregnancy), Gender, Marital or Economic Status, Age, Disability, Genetics, or Veteran Status under Policies GBA and JFHA.

Disciplinary Action

A violation of this Policy by a staff member may result in disciplinary action up to and including dismissal. In the case of termination of employment for sexual misconduct or abuse, Rockingham County Public Schools will notify the State Superintendent of Instruction. Consistent with the Virginia Department of Education Guidelines, Rockingham County Public Schools will disclose to school divisions seeking references any formal reprimands or dismissals for violating this Policy.

Retaliation

Retaliation against students or staff members who report an improper staff/student relationship or participate in any related proceedings is prohibited. Appropriate action will be taken against students or staff members who retaliate against any student or staff member who reports alleged harassment or participates in related proceedings.

Inappropriate Behavior Initiated by a Student

In the event that a student initiates inappropriate behavior toward a staff member, the staff member must document the incident and report it to the principal, an administrator, counselor, or the lead supervisor. If appropriate, the principal, administrator, counselor, or lead supervisor will intervene and speak with the student and the student's parent/guardian about the alleged inappropriate behavior.

Training

Rockingham County Public Schools will provide its employees with training on the prevention of sexual misconduct and abuse, including providing them with this Policy. All teachers are required to be trained during their recertification process. Contracts with virtual school programs and other vendors providing instructional services to students will include a requirement that those staff members will comply with this Policy.

Dissemination of Policy and Reporting Protocols

This Policy will be included on the Rockingham County Public Schools' website and in all employee, student and volunteer handbooks.

STUDENT IMMUNIZATIONS

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

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

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

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

Conditional Enrollment

Any student whose immunizations are incomplete may be admitted conditionally if that student provides documentary proof at the time of enrollment of having received at least one dose of the required immunizations accompanied by a schedule for completion of the required doses within 90 calendar days.

If the student requires more than two doses of hepatitis B vaccine, the conditional enrollment period will be 180 calendar days.

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

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

Exemptions

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

1. the student or the student's parent submits an affidavit to the admitting official stating that the administration of immunizing agents conflicts with the student's religious tenets or practices; or
2. the school has written certification from a licensed physician, physician assistant, licensed nurse practitioner, or local health department that one or more of the required immunizations may be detrimental to the student's health, indicating the specific nature and probable duration of the medical condition or circumstance that contraindicates immunization

Homeless Pupils

If a student is a homeless child or youth as defined in Va. Code § 22.1-3 and

1. does not have documentary proof of necessary immunizations or has incomplete immunizations and
2. is not exempted from immunization,

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

Immunization Record

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

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

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

PROCEDURE FOR HEAD LICE CONTROL

1. The teacher observes that a student may be infected with pediculosis, and reports the perception to the principal.
2. The principal/designee examines the child to determine the presence of pediculosis.
3. If the child is infected, the parent(s)/guardian(s) are called to take the child out of school.
4. If the parent(s)/guardian(s) cannot be reached, the principal places the child in isolation immediately.
5. The principal notifies the school nurse of the pediculosis findings.
6. The nurse or school designee advises the parent(s)/guardian(s) of the appropriate treatment in writing.
7. The nurse/school designee examines peers of the child and other students in close contact with the infected child.
8. The principal will be responsible for notifying the nurse of feeder schools where contact may have been made with the infected child.
9. Children should be permitted to return to school after school nurse or other medical professional has determined there are no live lice on the child.
10. In cases of persistent and/or recurring infection or parental noncompliance with the written instructions for treatment, the parent(s)/guardian(s) shall be required to obtain a certificate from a licensed health professional.

PROCEDURE FOR BED BUG CONTROL

1. It is reported to the school principal/school nurse that a student may be infected with a bed bug.
2. The principal/school nurse examines the student and siblings to determine the presence of bed bugs.
3. If the student is infected (live and/or dead bugs and evidence of bite marks or rash), the parent(s)/guardian(s) are called to take the student out of school and are advised to take the student promptly to a physician for confirmation. Place the bug specimen in a plastic bag for identification.
4. If the parent(s)/guardian(s) cannot be reached, the principal places the student in a safe and private location away from others immediately, continuing the student's educational program in the interim as much as possible in the safe and private location.
5. The principal/school nurse advises the parent(s)/guardian(s) of appropriate instructions for medical treatment and other precautions in writing.
6. The principal/school nurse may examine peers of the student and others in close contact with the infected student.
7. The principal/school nurse will be responsible for notifying the principal/nurse of feeder schools where students may have had contact with the infected student or siblings.
8. A student should be permitted to return to school after confirmation of appropriate treatment has occurred. This confirmation will require verification that treatment has occurred at home from the exterminator. The principal will arrange the resources to continue the student's educational program as much as possible in any alternative location (including the home), if otherwise permitted.
9. In cases of persistent and/or recurring infection or noncompliance with the written instructions for medical treatment and other precautions, the parent(s)/guardian(s) shall be reported to the Department of Social Services (Child Protective Services). The student should be permitted to return to school as determined by the school principal (with the required verification that treatment and other precautions have occurred).

ADMINISTERING MEDICINES TO STUDENTS

Self-Care and Self-Administration of Medication

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

1. carry with him and use supplies, including a reasonable and appropriate short-term supply of carbohydrates, an insulin pump, and equipment for immediate treatment of high and low blood glucose levels, and
2. self-check his own blood glucose levels on school buses, on school property, and at school-sponsored activities.

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

Self-Administration of Asthma Medications and Auto-Injectable Epinephrine

Students with a diagnosis of asthma or anaphylaxis, or both, are permitted to possess and self-administer inhaled asthma medications or auto-injectable epinephrine, or both, as the case may be, in accordance with this policy during the school day, at school-sponsored activities, or while on a school bus or other school property. A student may possess and self-administer asthma medication, or auto-injectable epinephrine, or both, when the following conditions are met:

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

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

Epinephrine

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

Albuterol Inhalers

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

Regulation

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

The following list summarizes parental responsibilities for medication administration at school:

1. If possible, schedule medication to be given before and after school.
2. Give the first dose of the medication at home.
3. Bring prescribed medication to school in correctly labeled pharmacy container.
4. Bring over-the-counter medication to school in the original pharmaceutical package with student's name on the bottle.
5. Provide the school with a completed medication authorization/parental consent form.
6. Provide prescription medication to school in a timely manner when school staff has indicated that medication needs refill.
7. Provide school with new authorization and correctly labeled bottle when medication dosage is changed by the physician.

CHILD ABUSE AND NEGLECT REPORTING

A. Reporting Requirement

Any employee of Rockingham County Public Schools who, in his professional or official capacity, has reason to suspect that a child is an abused or neglected child, shall report the matter immediately (within 24 hours of the first suspicion of child abuse/neglect) to:

1. the local department of social services where the child resides or where the abuse or neglect is believed to have occurred;
2. to the Virginia Department of Social Services' toll-free child abuse and neglect hotline (1-800-552-7096); or
3. to the person in charge of the school or department, or his designee, who shall make the report forthwith to the local or state agency. The person making the report to the local or state agency must notify the person making the initial report when the report of suspected abuse or neglect is made to the local or state agency, and of the name of the individual receiving the report, and must forward any communication resulting from the report, including any information about any actions taken regarding the report, to the person who made the initial report.

B. Definition of Physical Abuse

Abused or neglected child means any child less than eighteen years of age whose parents or other person responsible for his care creates or inflicts, threatens to create or inflict, or allow to be created or inflicted upon such child a physical or mental injury other than accidental means, or creates a substantial risks of death, disfigurement, or impairment of bodily or mental functions, including, but not limited to, a child who is with his parent or other person responsible for his care either (i) during the manufacture or attempted manufacture of a Schedule I or II controlled substance, or (ii) during the unlawful sale of such substance by that child's parent or other person responsible for his care, where such manufacture, or attempted manufacture or unlawful sale would constitute a felony violation of 18.2-248.

C. Notice of Reporting Requirement

The School Board shall post in each school a notice that:

1. any teacher or other person employed there who has reason to suspect that a child is an abused or neglected child, including any child who may be abandoned, is required to report such suspected cases of child abuse or neglect to local or state social services agencies or the person in charge of the relevant school or his designee; and
2. all persons required to report cases of suspected child abuse or neglect under VA Code § 63.2-1509 are immune from civil or criminal liability or administrative penalty or sanction on account of such reports unless such person has acted in bad faith or with malicious purpose. The notice shall also include the Virginia Department of Social Services' toll-free child abuse and neglect hotline (1-800-552-7096).
3. If in doubt about whether a situation meets the physical abuse definition, or any child abuse or neglect definition, contact your local Child Protective Services intake worker at the department of social services or the state hotline for consultation.

D. Complaint of Abuse and Neglect

The school board and the local department of social services shall adopt a written interagency agreement as a protocol for investigating child abuse and neglect reports, including reports of sexual abuse of a student, against school personnel. The interagency agreement shall be based on recommended procedures for conducting investigations developed by the Department of Education and Social Services.

STUDENT-ATHLETE CONCUSSIONS DURING EXTRACURRICULAR ACTIVITIES

Definitions

Concussion: a brain injury that is characterized by an onset of impairment of cognitive and/or physical functioning, and is caused by a blow to the head, face or neck, or a blow to the body that causes a sudden jarring of the head (i.e., a helmet to the head, being knocked to the ground). A concussion can occur with or without a loss of consciousness, and proper management is essential to the immediate safety and long-term future of the injured individual.

Licensed Health Care Provider: a physician, physician assistant, osteopath or athletic trainer licensed by the Virginia Board of Medicine; a neuropsychologist licensed by the Board of Psychology; or a nurse practitioner licensed by the Virginia State Board of Nursing.

Return-to-Learn: instructional modifications that support a controlled, progressive increase in cognitive activities while the student recovers from a brain injury allowing the student-athlete to participate in classroom activities and learn without worsening symptoms and potentially delaying healing.

Return-to-Play: to participate in a non-medically supervised practice, game, or athletic competition.

A. The Rockingham County Schools Concussion Management Team

The Rockingham County Schools Concussion Management Team (“CMT”) shall be appointed by the superintendent and shall consist of a school administrator, an athletic administrator, a licensed health care provider, a coach, a parent or guardian of a student-athlete, a student-athlete and any such other person or persons the superintendent determines will assist the CMT in its actions.

The CMT shall develop concussion training materials for school personnel, volunteers, student-athletes and parents of student-athletes. Those materials may address the proper fitting and maintenance of helmets. The CMT shall also develop concussion reporting, management and review protocols for the school division. The CMT shall maintain a record of all incidents where a student-athlete has been removed from a game, competition or practice because he or she has been suspected of sustaining a concussion.

The CMT shall meet at least once per semester and shall evaluate the division’s training materials, concussion reporting, management and review protocols annually.

B. Required Concussion Training for School Personnel and Volunteers:

Every coach, assistant coach, school staff, adult volunteer, or other person serving in a coaching or advisory role over student-athletes during games, competitions or practices shall receive training in the signs and symptoms of sports-related concussions, strategies to reduce the risk of concussions, how to seek proper medical treatment for concussions and the process by which a concussed student-athlete may safely return to practice or competition. Each school and the CMT shall maintain a written record of the names and dates of completion for all persons completing the school’s concussion training.

Each school shall ensure that no person is allowed to coach or advise a student-athlete in any practice, game, or competition who has not completed the school’s concussion training within the previous twelve months.

C. Distribution of Training Materials for Student-Athletes and Parent/Guardian:

Prior to participating in any extracurricular physical activity, each student-athlete and the student-athlete's parent or guardian shall review concussion training materials developed by the CMT and sign a statement acknowledging receipt of such information. The concussion training materials shall describe the short-and long-term health effects of concussions.

The signed statements acknowledging the receipt of concussion training materials shall be valid for one calendar year and will satisfy the concussion training requirements for all of a student-athlete’s extracurricular physical activities for a calendar year.

D. Removal from Extracurricular Physical Activities

A student-athlete suspected by a student-athlete's coach, athletic trainer or team physician of sustaining a concussion or brain injury in a practice, game or competition shall be removed from the activity immediately, evaluated and, if necessary, referred for further treatment. A student-athlete who has been removed from play, evaluated, and suspected to have sustained a concussion or brain injury shall not return to play that same day.

In determining whether a student-athlete removed from play is suspected of having sustained a concussion, an appropriate licensed health care provider or other properly trained individual, shall evaluate the student-athlete at the time of removal utilizing a standardized concussion sideline assessment instrument (e.g., Sideline Concussion Assessment Tool (SCAT-II, SCAT III, ChildSCAT3), the Standardized Assessment of Concussion (SAC), or the Balance Error Scoring System (BESS)).

The determination of whether a student-athlete removed from play is suspected of having sustained a concussion shall be the sole determination of the licensed health care provider or other properly trained individual conducting the concussion sideline assessment. Such determination is final and may not be overruled by another licensed health care provider or other properly trained individual, coach, assistant coach, school staff, or other person serving in a coaching or advisory role, the student-athlete or the parent or guardian of the student-athlete.

The coach of a student-athlete may elect not to return the student-athlete to play, even if after the concussion sideline assessment, it is determined that the student-athlete is no longer suspected of having sustained a concussion.

E. Return-To-Play Protocol

No student-athlete shall be allowed to return to extracurricular physical activities, which includes the student-athlete's practices, games or competitions, until the student presents a written medical release from the student-athlete's licensed health care provider. The written medical release shall certify that (i) the provider is aware of the current medical guidance on concussion evaluation and management; (ii) the student-athlete no longer exhibits signs symptoms or behaviors consistent with a concussion at rest or with exertion; and (iii) that the student-athlete has successfully completed a progressive return to sports participation program. The length of progressive return to sports participation program shall be determined by the student-athlete's licensed health care provider but shall last a minimum of five calendar days.

The coach of a student-athlete may elect not to allow a student-athlete to return to extracurricular physical activities, even after the production of written medical release from the student-athlete's licensed health care provider, if the coach observes signs and symptoms of sports-related concussions. If the student-athlete's coach makes such a decision, the coach shall communicate the observations and concerns to the student-athlete's parent or guardian within one day of the decision not to allow such student-athlete to return to extracurricular physical activities.

F. Return-to-Learn Protocol

School personnel shall be alert to cognitive and academic issues that may be experienced by a student who has suffered a concussion or other head injury, including (i) difficulty with concentration, organization and long-term and short-term memory; (ii) sensitivity to bright lights and sounds; and (iii) short-term problems with speech and language, reasoning, planning and problem solving.

School personnel shall accommodate the gradual return to full participation in academic activities by a student who has suffered a concussion or other head injury as appropriate, based on the recommendation of the student's licensed health care provider as to the appropriate amount of time that such student needs to be away from the classroom.

G. Helmet Replacement and Reconditioning

All helmets used in school physical activities must conform to the National Operations Committee on Standards for Athletic Equipment (NOCSAE) and certified as conforming by the manufacturer at the time of purchase.

Reconditioned helmets that have been purchased must be recertified as conforming to the NOCSAE by the reconditioner.

H. Athletic Activities Conducted by Non-School Organizations on School Property

The school division may provide this policy and the Board of Education's Guidelines for Policies on Concussions in Student-Athletes to organizations sponsoring athletic activity for student-athletes on school property. The school division does not enforce compliance with the policy or Guidelines by such organizations.

FUNDRAISING AND SOLICITATION

All fundraising activities conducted for the benefit of Rockingham County school division must provide an educational benefit to students and must not interfere with the instructional program. All fundraising activities conducted by school-sponsored organizations or clubs must be approved in advance by the principal. Fundraising refers to the raising of non-appropriated funds by students, parents, or others for the educational benefit of students and their schools.

Students may participate in fundraising activities provided such activities are approved in writing and carefully monitored and regulated by the school principal or a designee. Elementary school students may not participate in door-to-door solicitation. Students will not be excused from class to participate in fundraising activities. No grade is affected by a student's participation, or lack of participation, in a fundraising activity.

Each principal develops and maintains a list of all approved fundraising activities and reports all activities to the superintendent pursuant to procedures issued by the superintendent.

The superintendent periodically furnishes the School Board with an up-to-date listing of all fundraising activities being conducted by the school division.

TEXTBOOKS, FEES, AND OTHER CHARGES

Students may be charged an instructional materials fee in accordance with the guidelines established in the principal's office.

Textbooks are provided to all students free of charge.

Students may be charged the following fee for consumable materials and supplies for the current school year.

Students receiving public assistance in the form of aid to dependent children, general relief, supplemental security income, foster care, or who are eligible for free or reduced price meals under the National School Lunch Program are waived upon parent request from all materials fees.

Elementary Schools

Kindergarten N/A
 Grades 1-5 N/A

Middle Schools

Consumable materials and supplies used in all classes N/A
 Locks N/A
 Gym Suit N/A
 Class/Club dues N/A
 Technology Damage Protection Fee N/A

High Schools

Students may be charged materials fees for consumable materials and supplies used in a class.
 Advanced Placement (AP) classes - student pays at time of exam if he/she elects to take the optional AP exam.

Locks N/A
 Gym Suit N/A
 Student Parking \$20/year or \$10/semester
 Class/Club dues \$20

For each High School, the following fees also apply: (1/2 fee per semester class)

1. Agriculture classes N/A
2. Art/Craft classes N/A
3. Technology Education classes N/A
4. Family and Consumer Sciences N/A
5. Technology Damage Protection Fee N/A

Non-Resident Student Tuition

Tuition for students who reside outside of the district and apply to attend Rockingham County Public Schools. \$1,000 per student, per year.

STUDENT FEES, FINES AND CHARGES

It shall be the policy of the School Board to charge student fees and to recover funds for the loss of or damage to School Board property in accordance with the Code of Virginia.

Only those fees and charges permitted by law or the regulations of the Board of Education may be required of students. No school or employee may require a fee or charge of any student without the prior approval of the superintendent or his or her designee who may approve such fees and charges only if the School Board has adopted a resolution authorizing the superintendent or his or her designee who may approve such fees and charges. In approving any such fee or charge, the superintendent/designee shall ensure that the fee or charge is either reduced or waived for those students who are unable to afford them. The superintendent/designee shall inform the School Board of any fee or charge assessed, and of any changes to such fees/charges. Fees will not be charged to students for instructional materials, textbooks, or other materials used by a school board employee that are not directly used by a public school student.

The School Board may take action against a pupil or the pupil's parent for any actual loss, breakage, or destruction of or failure to return property owned by or under the control of the School Board, caused or committed by such pupil in pursuit of his studies. Such action may include seeking reimbursement from a pupil or the pupil's parent for any such loss, breakage, or destruction of or failure to return school property.

The School Board shall provide, free of charge, such textbooks and workbooks as are required for courses of instruction for each child attending public schools. Students may be charged for a field trip or an educational related program that is not a required activity.

Books are to remain the property of the school. Students will be held accountable for books issued. Any book lost, destroyed, or defaced will be paid for by the student at a price proportionate to the condition of the book when issued.

Withholding of student grades/report cards/diploma pending payment of outstanding fees, fines and/or charges, shall not be permitted.

STUDENT RECORDS

Generally

The Rockingham County School Board maintains accurate and complete records for every student enrolled in the public schools in accordance with all federal and state laws.

The superintendent and/or his designee(s) is responsible for the collection of data, record maintenance and security, access to, and use of records, confidentiality of personally identifiable information, dissemination of information from records, and destruction of records, including the destruction of personally identifiable information regarding a student with a disability at the request of the parents. The superintendent also provides for notification of all school division personnel of policy and procedures for management of education records and notification of parents and students of their rights regarding student records, including the right to obtain, upon request, a copy of this policy.

Definitions

For the purposes of this policy, the Rockingham County Public Schools uses the following definitions.

Authorized representative – any entity or individual designated by a state or local educational authority or an agency headed by an official listed in 34 CFR § 99.31(a)(3) to conduct, with respect to federal- or state-supported education programs, any audit or evaluation, or any compliance or enforcement activity in connection with federal legal requirements that relate to these programs.

Directory information - information contained in a student's education record that would not generally be considered harmful or an invasion of privacy if disclosed. Directory information may include information such as the student's name, address, telephone listing, electronic mail address, photograph, date and place of birth, major field of study, grade level, enrollment status, dates of attendance, participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors, and awards received, and the most recent educational institution attended. Directory information may not include the student's social security number. Directory information may include a student identification number or other unique personal identifier used by a student for accessing or communicating in electronic systems if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a personal identification number, password, or other factor known or possessed only by the authorized user or a student ID number or other unique personal identifier that is displayed on a student ID badge, if the identifier cannot be used to gain access to education records except

when used in conjunction with one or more factors that authenticate the user's identity such as a PIN or password or other factor known or possessed only by the authorized user.)

Early childhood education program – a Head Start program or an Early Head Start program, a state licensed or regulated child care program, or a program that serves children from birth through age six that addresses the children's cognitive, social, emotional, and physical development and is a state prekindergarten program, a program under section 619 or Part C of the Individuals with Disabilities Education Act, or a program operated by a local educational agency.

Education program - any program that is principally engaged in the provision of education, including, but not limited to, early childhood education, elementary and secondary education, postsecondary education, special education, job training, career and technical education, and adult education, and any program that is administered by an educational agency or institution.

Education records - any information recorded in any way including handwriting, print, computer media, video or audiotape, film, microfilm, and microfiche maintained by the Rockingham County School Board or an agent of the school division which contains information directly related to a student, except:

1. records that are kept in the sole possession of the maker, are used only as a personal memory aid, and are not accessible or revealed to another person except a temporary substitute for the maker of the record;
2. records created and maintained for law enforcement purposes by the Rockingham County School Board's law enforcement unit, if any. A law enforcement unit is any individual, office, department, or division of the school division that is authorized to enforce any local, state, or federal law, refer enforcement matters to appropriate authorities or maintain the physical security and safety of the school division;
3. in the case of persons who are employed by the Rockingham County School Board but who are not in attendance at a school in the division, records made and maintained in the normal course of business which relate exclusively to the person in his capacity as an employee;
4. records created or received after an individual is no longer in attendance and that are not directly related to the individual's attendance as a student;
5. grades on peer-graded papers before they are collected and recorded by a teacher; and
6. any electronic information, such as email, even if it contains personally identifiable information regarding a student, unless a printed copy of the electronic information is placed in the student's file or is stored electronically under an individual student's name on a permanent and secure basis for the purpose of being maintained as an educational record. For purposes of this policy, electronic information that exists on a back-up server, a temporary archiving system, or on a temporary basis on a computer is not an education record and is not considered as being maintained.

Eligible student - a student who has reached age 18.

Parent - a parent of a student, including a natural parent, a guardian, or an individual acting as a parent in the absence of a parent or guardian.

Student - any person who is or has been in attendance at Rockingham County Public Schools regarding whom the school division maintains education records or personally identifiable information.

Dissemination and Maintenance of Records About Court Proceedings

A. Adjudications

The superintendent shall disseminate the notice or information regarding an adjudication of delinquency or conviction for an offense listed in Va. Code § 16.1-260.G. contained in a notice received pursuant to Va. Code § 16.1-305.1 to school personnel responsible for the management of student records and to other relevant school personnel, including, but not limited to, the principal of the school in which the student is enrolled. The principal shall further disseminate such information to licensed instructional personnel and other school personnel who (1) provide direct educational and support services to the student and (2) have a legitimate educational interest in such information.

A parent, guardian, or other person having control or charge of a student, and, with consent of a parent or in compliance with a court order, the court in which the disposition was rendered, shall be notified in writing of any disciplinary action taken with regard to any incident upon which the adjudication of delinquency or conviction for an offense listed in subsection G of Va. Code § 16.1-260 was based and the reasons therefore. The parent or guardian shall also be notified of his or her right to review, and to request an amendment of, the student's scholastic record.

Every notice of adjudication of delinquency or conviction for an offense listed in subsection G of Va. Code § 16.1-260 received by a superintendent, and information contained in the notice, which is not a disciplinary record as defined in Board of Education regulations, shall be maintained by him and by any others to whom he disseminates it, separately from all other records concerning the student. However, if the school administrators or the School Board takes disciplinary action against a student based upon an incident which formed the basis for the adjudication of delinquency or conviction for an offense listed in subsection G of Va. Code § 16.1-260, the notice shall become a part of the student's disciplinary record.

Any notice of disposition received pursuant to Va. Code § 16.1-305.1 shall not be retained after the student has been awarded a diploma or a certificate as provided in Va. Code § 22.1-253.13:4.

B. Petitions and Reports

The superintendent shall not disclose information contained in or derived from a notice of petition received pursuant to Va. Code § 16.1-260 or report received pursuant to Va. Code § 66-25.2:1 except as follows:

1. If the juvenile is not enrolled as a student in a public school in the division to which the notice or report was given, the superintendent shall promptly so notify the intake officer of the juvenile court in which the petition was filed or the Director of the Department which sent the report and may forward the notice of petition or report to the superintendent of the division in which the juvenile is enrolled, if known.
2. Prior to receipt of the notice of disposition in accordance with Va. Code § 16.1-305.1 the superintendent may disclose the fact of the filing of the petition and the nature of the offense to the principal of the school in which the student is enrolled if the superintendent believes that disclosure to school personnel is necessary to ensure the physical safety of the student, other students, or school personnel within the division. The principal may further disseminate the information regarding a petition, after the student has been taken into custody, whether or not the child has been released, only to those students and

school personnel having direct contact with the student and need of the information to ensure physical safety or the appropriate educational placement or other educational services.

3. If the superintendent believes that disclosure of information regarding a report received pursuant to Va. Code § 66-25.2:1 to school personnel is necessary to ensure the physical safety of the student, other students, or school personnel, he may disclose the information to the principal of the school in which the student is enrolled. The principal may further disseminate the information regarding such report only to school personnel as necessary to protect the student, the subject or subjects of the danger, other students, or school personnel.

C. Annual Notification

The school division annually notifies parents and eligible students of their rights under the Family Educational Rights and Privacy Act (FERPA) including:

1. the right to inspect and review the student's education records and the procedure for exercising this right;
2. the right to request amendment of the student's educational records that the parent believes to be inaccurate, misleading or in violation of the student's privacy rights and the procedure for exercising this right;
3. the right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent;
4. the type of information designated as directory information and the right to opt out of release of directory information;
5. that the school division releases records to other institutions that have requested the records and in which the student seeks or intends to enroll or is already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer.
6. the right to opt out of the release of the student's name, address, and phone number to military recruiters or institutions of higher education that request such information;
7. a specification of the criteria for determining who constitutes a school official and what constitutes a legitimate educational interest; and
8. the right to file complaints with the Family Policy Compliance Office in the United States Department of Education concerning the school division's alleged failure to comply with FERPA.

D. Procedure to Inspect Education Records

Parents of students or eligible students may inspect and review the student's education records within a reasonable period of time, which shall not exceed 45 days, and before any meeting regarding an IEP or hearing involving a student with a disability. Further, parents have the right to a response from the school division to reasonable requests for explanations and interpretations of the education record.

Parents or eligible students should submit to the student's school principal a written request which identifies as precisely as possible the record or records he or she wishes to inspect.

The principal (or appropriate school official) will make the needed arrangements for access as promptly as possible and notify the parent or eligible student of the time and place where the records may be inspected.

When a record contains information about students other than a parent's child or the eligible student, the parent or eligible student may not inspect and review the portion of the record which pertains to other students.

E. Copies of Education Records

The Rockingham County Public Schools will not provide a parent or eligible student a copy of the student's education record unless failure to do so would effectively prevent the parent or eligible student from exercising the right to inspect and review the records.

F. Fees for Copies of Records

The fee for copies will be \$0.00 per page. The actual cost of copying time and postage will be charged. The Rockingham County Public Schools does not charge for search and retrieval of the records. The Rockingham County Public Schools does not charge a fee for copying an Individualized Education Plan (IEP) or for a copy of the verbatim record of a hearing conducted in accordance with the State Board of Education's Regulations Governing Special Education Programs for Children with Disabilities in Virginia.

G. Types, Locations, and Custodians of Education Records

The Rockingham County Public School shall provide parents on request a list of the types and locations of education records collected, maintained, or used by the school division.

H. Disclosure of Education Records

The Rockingham County Public Schools discloses education records or personally identifiable information contained therein only with the written consent of the parent or eligible student except as authorized by law. Exceptions which permit the school division to disclose education record information without consent include the following:

1. To school officials who have a legitimate educational interest in the records.

A school official is:

- a. a person employed by the School Board
- b. a person appointed or elected to the School Board
- c. a person employed by or under contract to the School Board to perform a special task, such as an attorney, auditor, medical consultant, or therapist
- d. a contractor, consultant, volunteer, or other party to whom the school division has outsourced services or functions for which the school division would otherwise use employees and who is under the direct control of the school division with respect to the use and maintenance of education records

A school official has a legitimate educational interest if the official is:

- a. performing a task that is specified in his or her position description or by a contract agreement
- b. performing a task related to a student's education
- c. performing a task related to the discipline of a student
- d. providing a service or benefit relating to the student or student's family, such as health care, counseling, job placement, or financial aid

2. To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll or where the student is already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer. If records or information are released under this provision, the student's parents will be notified of the release, receive a copy of the record(s), if they so desire, and have an opportunity for a hearing to challenge the content of the record.
3. To certain officials of the U.S. Department of Education, the United States Attorney General, the Comptroller General, and state educational authorities, in connection with certain state or federally supported education programs and in accordance with applicable federal regulations.
4. In connection with a student's request for or receipt of financial aid as necessary to determine the eligibility, amount, or conditions of the financial aid, or to enforce the terms and conditions of the aid.
5. For the purpose of furthering the ability of the juvenile justice system to effectively serve the pupil prior to adjudication. The principal or his designee may disclose identifying information from a pupil's scholastic record to state or local law-enforcement or correctional personnel, including a law-enforcement officer, probation officer, parole officer or administrator, or a member of a parole board, seeking information in the course of his duties; an officer or employee of a county or city agency responsible for protective services to children, as to a pupil referred to that agency as a minor requiring investigation or supervision by that agency; attorneys for the Commonwealth, court services units, juvenile detention centers or group homes, mental and medical health agencies, state and local children and family service agencies, and the Department of Juvenile Justice and to the staff of such agencies. Prior to disclosure of any such scholastic records, the persons to whom the records are to be disclosed shall certify in writing to the principal or his designee that the information will not be disclosed to any other party, except as provided under state law, without the prior written consent of the parent of the pupil or by such pupil if the pupil is eighteen years of age or older.
6. To organizations conducting studies for, or on behalf of, educational agencies or institutions to develop, validate or administer predictive tests; administer student aid programs; or improve instruction. The studies must be conducted in a manner that does not permit personal identification of parents and students by individuals other than representatives of the organization that have legitimate interests in the information. The information must be destroyed when it is no longer needed for the purposes for which the study was conducted. The School Board must enter into a written agreement with the organization conducting the study which:
 - a. specifies the purpose, scope, and duration of the study or studies and the information to be disclosed;
 - b. requires the organization to use personally identifiable information from education records only to meet the purpose or purposes of the study stated in the written agreement;
 - c. requires the organization to conduct the study in a manner that does not permit personal identification of parents and students by anyone other than representatives of the organization with legitimate interests; and
 - d. requires the organization to destroy all personally identifiable information when the information is no longer needed for the purposes for which the study was conducted and specifies the time period in which the information must be destroyed.
7. To accrediting organizations to carry out their functions.
8. To parents of an eligible student who claim the student as a dependent for income tax purposes.
9. To the entities or persons designated in judicial orders or subpoenas as specified in FERPA.

10. To appropriate parties in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals. If the school division releases information in connection with an emergency, it will record the following information:
 - a. the articulable and significant threat to the health or safety of a student or other individuals that formed the basis for the disclosure; and
 - b. the parties to whom the division disclosed the information.
11. To an agency caseworker or other representative of a state or local child welfare agency or tribal organization who has the right to access a student's case plan when such agency or organization is legally responsible for the care and protection of the student.
12. Directory information so designated by the school division.
13. When the disclosure concerns sex offenders and other individuals required to register under section 170101 of the Violent Crime Control and Law Enforcement Act of 1994, 42 U.S.C. § 14071, and the information was provided to the division under 42 U.S.C. § 14071 and applicable federal guidelines.

The school division will use reasonable methods to identify and authenticate the identity of parents, students, school officials, and any other parties to whom it discloses personally identifiable information from education records.

I. Unauthorized Disclosure of Electronic Records

In cases in which electronic records containing personally identifiable information are reasonably believed to have been disclosed in violation federal or state law applicable to such information, the school division shall notify, as soon as practicable, the parent of any student affected by such disclosure, except as otherwise provided in Va. Code §§ 32.1-127.1:05 or 18.2-186.6. Such notification shall include the (i) date, estimated date, or date range of the disclosure; (ii) type of information that was or is reasonably believed to have been disclosed; and (iii) remedial measures taken or planned in response to the disclosure.

J. Disclosure to Federal Agencies

Notwithstanding any other provision of law or policy, no member or employee of the Rockingham County School Board will transmit personally identifiable information, as that term is defined in FERPA and related regulations, from a student's record to a federal government agency or an authorized representative of such agency except as required by federal law or regulation.

K. Disclosure of Information Relating to Home Instructed Students

Neither the superintendent nor the School Board shall disclose to the Department of Education or any other person or entity outside of the local school division information that is provided by a parent or student to satisfy the requirements of Policy LBD Home Instruction or subdivision B 1 of Va. Code § 22.1-254. However, the superintendent or School Board may disclose, with the written consent of a student's parent, such information to the extent provided by the parent's consent. Nothing in this policy prohibits the superintendent from notifying the Superintendent of Public Instruction of the number of students in the school division receiving home instruction.

L. Audit or Evaluation of Education Programs

Authorized representatives of the Comptroller General of the United States, the Attorney General of the United States, the federal Secretary of Education, and state and local educational authorities may have access to education records in connection with an audit or evaluation of federal- or state- supported education programs, or for the enforcement of or compliance with federal legal requirements that relate to those programs.

Any authorized representative other than an employee must be designated by a written agreement which:

1. designates the individual or entity as an authorized representative;
2. specifies the personally identifiable information to be disclosed, specifies that the purposes for which the personally identifiable information is disclosed to the authorized representative is to carry out an audit or evaluation of federal- or state-supported education programs, or to enforce or comply with federal legal requirements that relate to those programs; and specifies a description of the activity with sufficient specificity to make clear that the work falls within the exception of 34 CFR § 99.31(a)(3) including a description of how the personally identifiable information will be used;
3. requires the authorized representative to destroy personally identifiable information when the information is no longer needed for the purpose specified;
4. specifies the time period in which the information must be destroyed; and
5. establishes policies and procedures, consistent with FERPA and other federal and state confidentiality and privacy provisions, to protect personally identifiable information from further disclosure and unauthorized use, including limiting use of personally identifiable information to only authorized representatives with legitimate interests in the audit or evaluation of a federal- or state-supported education program or for compliance or enforcement of federal legal requirements related to such programs.

M. Military Recruiters and Institutions of Higher Learning

The Rockingham County Public Schools will provide, on request made by military recruiters or an institution of higher education, access to secondary school students' names, addresses, and telephone listings.

A secondary school student or the parent of the student may request that the student's name, address, and telephone listing not be released without prior written parental consent. The school division will notify parents of the option to make a request and will comply with any request.

The school division will provide military recruiters the same access to secondary school students as is provided generally to post-secondary educational institutions or to prospective employers of those students.

N. Record of Disclosure

The Rockingham County Public Schools maintains a record, kept with the education records of each student, indicating all individuals (except school officials who have a legitimate educational interest in the records), agencies, or organizations which request or obtain access to a student's education records. The record will indicate specifically the legitimate interest the party had in obtaining the information. The record of access

will be available only to parents, to the school official and his assistants who are responsible for the custody of such records, and to persons or organizations which audit the operation of the system.

The requirements related to records of disclosure stated above do not apply to disclosures made pursuant to an ex parte order issued by a court at the request of the United States Attorney General (or any federal officer or employee, in a position not lower than an Assistant Attorney General, designated by the Attorney General) seeking to collect education records relevant to an authorized investigation or prosecution of international terrorism as defined in 18 U.S.C. § 2331 or other acts listed in 18 U.S.C. § 2332b(g)(5)(B).

Personal information will only be transferred to a third party on the condition that such party will not permit any other party to have access to such information without the written consent of the parents of the student. If a third party permits access to information, or fails to destroy information, the division will not permit access to information from education records to that third party for a period of at least five years.

O. Directory Information

The Rockingham County School Board notifies parents and eligible students at the beginning of each school year what information, if any, it has designated as directory information, the right to refuse to let the division designate any or all of such information as directory information, and the period of time to notify the division, in writing, that he or she does not want any or all of those types of information designated as directory information. The notice may specify that disclosure of directory information will be limited to specific parties, for specific purposes, or both. If the School Board specifies that disclosure of directory information will be so limited, the disclosures of directory information will be limited to those specified in the public notice.

No school discloses the address, telephone number, or email address of a student pursuant to or the Virginia Freedom of Information Act unless the parent or eligible student affirmatively consents in writing to such disclosure. Except as required by state or federal law, no school discloses the address, telephone number, or email address of a student pursuant to 34 C.F.R. § 99.31(a)(11) unless (a) the disclosure is to students enrolled in the school or to school board employees for educational purposes or school business and the parent or eligible student has not opted out of such disclosure in accordance with Virginia law and this policy or (b) the parent or eligible student has affirmatively consented in writing to such disclosure.

Parents and eligible students may not use the right to opt out of directory information disclosures to

1. prevent disclosure of the student's name, identifier, or institutional email address in a class in which the student is enrolled; or
2. prevent an educational agency or institution from requiring the student to wear, to display publicly, or to disclose a student ID card or badge that exhibits information designated as directory information and that has been properly designated as directory information.
 - a. Name of student in attendance or no longer in attendance;
 - b. Address;
 - c. Date and place of birth;
 - d. Telephone listing;
 - e. Dates of attendance;
 - f. Participation in officially recognized activities and sports;
 - g. Height and weight, if member of athletic team;
 - h. Awards and honors received; and
 - i. Other similar information.

P. Correction of Education Records

The procedures for the amendment of records that a parent or eligible student believes to be inaccurate are as follows:

1. Parents or the eligible student must request in writing that the Rockingham County Public Schools amend a record. In so doing, they should identify the part of the record they want changed and specify why they believe it is inaccurate, misleading or in violation of the student's privacy or other rights.
2. Rockingham County Public Schools shall decide whether to amend the record in accordance with the request within a reasonable period of time. If it decides not to comply, the school division shall notify the parents or eligible student of the decision and advise them of their right to a hearing to challenge the information believed to be inaccurate, misleading, or in violation of the student's rights.
3. Upon request, Rockingham County Public Schools shall arrange for a hearing, and notify the parents or eligible student, reasonably in advance, of the date, place, and time of the hearing. The hearing shall be held within a reasonable period of time after the request.
4. The parent or eligible student may, at his or her own expense, be assisted or represented by one or more individuals of his or her own choice, including an attorney.
5. The hearing shall be conducted by a hearing officer who is a disinterested party; however, the hearing officer may be an official of the school division. The parents or eligible student shall be afforded a full and fair opportunity to present evidence relevant to the issues raised in the original request to amend the student's education records in accordance with FERPA.
6. Rockingham County Public Schools shall prepare a written decision which will include a summary of the evidence presented and the reasons for the decision within a reasonable period of time after the hearing. The decision will be based solely on the evidence presented at the hearing.
7. If Rockingham County Public Schools decides that the information is inaccurate, misleading, or in violation of the student's right of privacy, it shall amend (including expungement) the record and notify the parents or eligible student, in writing, that the record has been amended.
8. If Rockingham County Public Schools decides that the challenged information is not inaccurate, misleading, or in violation of the student's right of privacy, it will notify the parents or eligible student that they have a right to place in the record a statement commenting on the challenged information and/or a statement setting forth reasons for disagreeing with the decision. The statement will be maintained as part of the student's education records as long as the contested portion is maintained and disclosed whenever the school division discloses the portion of the record to which the statement relates.

Q. High School Credit-Bearing Courses Taken in Middle School

For any high school credit-bearing course taken in middle school, parents may request that grades be omitted from the student's transcript and the student not earn high school credit for the course. The School Board specifies, by regulation, the deadline and procedure for making such a request. Notice of this provision is provided to parents.

R. Confidentiality of HIV and Drug and Alcohol Treatment Records

The Rockingham County Public Schools complies with the confidentiality requirements of Va. Code § 32.1-36.1 providing for the confidentiality of records related to any test for Human Immunodeficiency Virus (HIV). In addition, the school division maintains confidentiality of drug and alcohol treatment records as required by federal and state law.

ROCKINGHAM COUNTY PUBLIC SCHOOLS ANNUAL NOTICE FOR STUDENT RECORDS

Scholastic records are kept on each student enrolled in Rockingham County Public Schools. Records are maintained at the building level in the principal's office or guidance office. Each building principal is responsible for maintenance of these records. In addition, some specialized records are kept in the School Board office. The Director of Pupil Personnel Services or designee is responsible for maintenance of these records.

Parents and eligible students have the right to inspect and review the student's scholastic records that are collected, maintained, or used by the Rockingham County Public Schools. Included in this is the right to inspect and review education records before any meeting regarding an IEP or hearing related to the identification, evaluation, or educational placement of the student or the provision of a free appropriate public education. The school division will comply with requests for parental or eligible student access to records within a reasonable period of time not to exceed forty-five (45) days from the receipt of the request. Also, the school division will respond to reasonable requests from parents and/or eligible students for explanations and interpretations of the scholastic records. No fees are charged for reproducing a copy of scholastic records. A review of scholastic records may be initiated by writing your child's school principal.

Rockingham County Public Schools also will make available the scholastic records to school officials responsible for record maintenance and to others authorized for legitimate educational interests. A school official is a person employed by the division as an administrator, supervisor, instructor, or support staff member; a person serving on the School Board; or a person or company with whom the division has contracted to perform a special task. 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. The purpose of disclosure may include sending records to another local educational agency (when a student transfers) or other appropriate person. A signed release is required for scholastic information to be released, except to the extent that applicable law permits. Whenever a pupil transfers from one school division to another, the scholastic record (or copy), including disciplinary records maintained on a pupil, should be transferred to the school division to which the pupil transfers upon request from such school division. Permission of the parent, guardian, or other person having control or charge of the student will not be required for transfer of such scholastic record to another school or school division within or outside of Virginia. However, when transferring records to another school division, written notice of the transfer will be sent to the parent, guardian, or other person having control or charge of the student within five days of the date on which the record was transferred.

Rockingham County Public Schools recognize the right of parents and/or eligible students to request the amendment of the student's education record to ensure that it is not misleading, inaccurate, or in violation of the student's privacy or other rights. Parents should write the school principal, clearly identifying the part of the record they are requesting to be changed and specifying why it is misleading, inaccurate, or in violation.

Destruction of portions of scholastic records occurs when they are no longer educationally useful or five (5) years after the student graduates from secondary school, completes a program adopted by the Board of Education, or leaves school. With sufficient proof of identity eligible students or parents have a right to be

provided a copy of any records being destroyed. Scholastic records may be needed by the student or the parents for social security benefits or other purposes. If copies are desired, contact your high school or the School Board office. The following information will be kept permanently in the scholastic records: record data disclosure form; name and address of student; birth date and serial number on birth certificate; name and address of parents; program of studies plan; scholastic work completed; level of achievement (grades, grade point average and class rank); type of diploma or certificate earned; attendance; test data; certificate of immunization; social security number (unless waiver is granted); and citizenship status if other than United States.

Rockingham County Public Schools recognize the right of parents and eligible student to file with the FERPA office a complaint concerning an alleged failure by the school division to comply with the Family Educational Rights and Privacy Act (FERPA). The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605.

Upon request, parents and eligible student may obtain from each school and/or School Board office policies and procedures regarding rights relative to scholastic records, including but not limited to explanations, interpretations, and inspections, reviews, copies, amendments.

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

The Protection of Pupil Rights Amendment (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:

- A. 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 –
 - 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.

- B. 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. (This does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose

of developing, evaluating, or providing educational products or services for, or to, students or educational institutions.)

C. Inspect, upon request and before administration or use -

1. Protected information surveys of students and surveys created by a third party;
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 from the parents to a student who is 18 years old or an emancipated minor under State law.

Rockingham County Public Schools will/has develop[ed] and adopt[ed] policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Rockingham 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. Rockingham 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. Rockingham County Public Schools will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

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

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

Student Privacy Policy Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202

NOTIFICATION OF RIGHTS FOR ELEMENTARY AND SECONDARY SCHOOLS (FERPA)

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 Rockingham County Public Schools receives a request for access.

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

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

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

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

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest must be set forth in the school’s or school district’s annual notification for FERPA rights. A school official typically includes a person employed by the school or school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school or school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student’s enrollment or transfer

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

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

ACCESS TO STUDENTS AND STUDENT RECORDS

Rockingham County Public Schools will develop and maintain scholastic records in accordance with the provisions of federal and state law. "Scholastic records," identified in federal regulations as "education records," are those records that are (1) directly related to a student; (2) maintained by an educational agency or institution or by a party acting for the agency or institution. The term does not include records of instructional, supervisory, and administrative personnel and educational personnel ancillary to those persons that are kept in the sole possession of the maker of the record, and are not accessible or revealed to any other person except a temporary substitute for the maker of the record. Such information or data may be recorded in any medium including, but not limited to, handwriting, print, tapes, film, microfilm, microfiche, and/or computer media.

The principal or designee of each school has been designated as the official responsible for the collection, maintenance, security, use, disclosure, and content of the scholastic records. For scholastic records maintained at the central office, the Director of Human Resources, the Director of Pupil Personnel Services or designee is the responsible official.

Access to Students and Student Records

A. Counseling Practicum

Each practicum experience in counseling should consist of a minimum of 100 clock hours. Each practicum should spend a minimum of 40 hours in observation of group and individual counseling. Parental permission must be secure prior to counseling observation. Practicum students do not have access to individual student records.

B. Counseling Intern

Each intern experience in counseling will consist of a minimum of 600 clock hours. The intern should spend a minimum of 240 hours of direct services (parental permission must be secured prior to counseling). Counseling interns have access to individual student record files when there is a legitimate educational interest.

C. School Resource Officer

School Resource Officers do not have access to individual student records. Parents should be notified when their child is participating in a "counseling group" being co-led by a School Resource Officer.

D. Outside Agencies Personnel

The principal of the school must give his/her approval before individuals representing an outside agency may be utilized in individual/group counseling work.

E. Community Services Board (CSB)

In those schools collaborating with CSB, the principal must notify all parents that a Community Services Board Counselor (use specific individual's name) will be collaborating with the school counseling staff during the school year. A parent may request that this individual not provide any services to their child during that school year; otherwise, the CSB counselor will function as a school counselor. CSB counselors have access to individual student record files when there is a legitimate educational interest.

F. School Counselors/Psychologists/Social Workers

Parents should be notified when their child is participating in long term counseling or Group counseling being led by a school counselor, psychologist or social worker. Exceptions to parent notification would be when the counselor determines the well-being of the child would be jeopardized by the parent notification, i.e., suspected abuse. School counselors, psychologists, and social workers have access to individual student record files when there is a legitimate educational interest.

G. Student Teachers

Student teachers have access to individual student record files when there is a legitimate educational interest.

H. Classroom Practicums (Including Special Education Practicums)

Practicums do not have access to individual student records. With parental permission (Consent to Exchange Information Form), practicum students in special education may have access to individual student records, complete a case study, and attend an eligibility or IEP meeting. Department of Education concerning the school division's alleged failure to comply with FERPA.

STUDENT TRANSCRIPTS

A. Generally

Secondary school transcripts contain information as specified by the Virginia Board of Education.

B. Test Record

The superintendent is responsible for establishing a procedure by which parents, guardians or others with legal control of a student can elect in writing to have the student's test record excluded from the student transcript. The test record includes at least the highest score earned, if applicable, on college performance-related standardized tests such as SAT and ACT, excluding Standards of Learning (SOL) test scores.

C. High School Credit-Bearing Courses Taken in Middle School

For any high school credit-bearing course taken in middle school, parents may request that grades be omitted from the student's transcript and the student does not earn high school credit for the course. The superintendent specifies, by regulation, the deadline and procedure for making such a request. Notice of this provision is provided to parents.

STUDENT PUBLICATIONS

A. Definition of Official School Publications

Official school publications such as newspapers, yearbooks, and literary magazines may be prepared in regularly scheduled classes and are components of the curriculum approved by the School Board. These publications are not intended to provide a public forum for students or the general public. With regard to these publications, the School Board is the publisher, the principal is the editor, the faculty sponsor is the co-editor, and students appointed by the co-editor may serve as assistant editors and journalists.

B. Responsibilities of Student Editors and Journalists

Student assistant editors and journalists are responsible for preparing and writing factual material that is not obscene, defamatory, or an invasion of privacy or that

1. is reasonably foreseeable to lead to the substantial disruption of school activities or to endanger the health or safety of students or staff;
2. advocates the commission of an unlawful act or the violation of a lawful school policy or regulation;
3. advertises or advocates illegal products or services; or
4. advocates prejudice, hatred, violence, or harassment.

C. Responsibilities of Student Publications Faculty Co-Editor

School publications faculty co-editors instruct students in the recognized practices and ethical considerations of journalism. Faculty members instruct students in appropriate journalistic techniques and consult with the principal regarding material that may violate the law or the recognized principles of journalism. Material that may be considered controversial by some members of the school community should be carefully considered by students and the faculty editor, and brought to the attention of the principal.

D. Responsibilities of the School Principal

The school principal is responsible for approving all publications in accordance with School Board policy and the principal's judgment and discretion.

PROSECUTION OF JUVENILES AS ADULTS FOR CERTAIN CRIMES

The Virginia General Assembly passed a law requiring that local school boards provide information to students about the laws regarding the prosecution of juveniles as adults. Further, the law requires that the information be developed by the Office of the Attorney General (Section 22.1-279.4 of the Code of Virginia). This law went into effect on July 1, 1997. The following information has been developed with the Office of the Attorney General. Essentially, the law permits, under certain circumstances, juveniles to be prosecuted as adults.

There are significant differences on the impact of going through the criminal justice system as a juvenile and going through as an adult. In the traditional juvenile system, a juvenile is given additional protections because of their youth. First, issues related to the charge and conviction of a crime may be confidential and therefore may not be available to the public. Second, the juvenile's criminal record is erased, following a period of time, when the juvenile becomes an adult. Third, a juvenile who is convicted remains in the juvenile system where a judge has a lot of freedom to determine the punishment/ consequence to be imposed. In the juvenile system the emphasis is on treatment and education. In contrast, if a juvenile is prosecuted as an adult (1) the issues and information related to the charge and the conviction of a crime are part of the public record; (2) the information is part of an adult criminal record and is therefore never erased when the juvenile becomes an adult; and (3) the juvenile is subject to the sentencing guidelines which are imposed in the state system. These guidelines provide for minimum sentencing requirements and do not provide the judge with freedom in

imposing a punishment; however, the circuit court judge does have the discretionary power to commit the juvenile to the juvenile system even if prosecuted as an adult.

USE OF STUDENT-OWNED ELECTRONIC DEVICES

Student use of any personally owned electronic device, including but not limited to laptops, iPods, iPads, or cell phones, shall adhere to the following regulations:

1. Rockingham County Public Schools assumes no liability for the loss, theft, or damage of any student-owned electronic device or the information stored on the device.
2. Student-owned electronic devices shall be prohibited during instructional time unless a teacher directs students to use them for a specific educational task. Violations of this regulation will be disciplined according to the accompanying Administrative Directive, AD-JZK. Unless directed otherwise by the teacher, student-owned devices must be concealed and muted.
3. Student use of personally owned electronic devices during instructional time is allowed strictly at the teacher's discretion. There is no blanket teacher approval for student-owned electronic devices; permission to use them is to be granted on a day-by-day basis by teachers who plan to use them for instructional purposes.
4. Use of personally owned electronic devices during the school day:
 - a. Middle school students may NOT use personally owned electronic devices during school day except as approved by the teacher as described in item 3 above. Students may have personally owned devices in their possession; however, these devices must be silenced so as to not create a disruption. They must be concealed at all times except as approved by the teacher as described in item 3 above.
 - b. Middle school students may use personally owned electronic devices after school, at extracurricular events after school hours, and on buses.
 - c. High school students may use personally owned electronic devices during the following non-instructional times: during lunch, between classes, before and after school including extracurricular events, and on buses. However, when high school students enter and exit the classroom the device shall not be in use and must be muted unless the teacher has expressly permitted this. When not in use, student-owned electronic devices must be silenced so as to not create a disruption. When in use, students shall use headphones or ear buds to keep audio from being disruptive.
 - d. Student-owned electronic device use on buses is subject to Transportation Department safety guidelines.
5. The use of student-owned electronic devices anywhere on school property shall be governed by these regulations:
 - a. Middle or high school students who connect to the Internet shall use the school's Wi-Fi system, not through the device's 3G or 4G capabilities.
 - b. Students shall comply with all local, state and federal laws related to personally owned technology.
 - c. Students shall comply with the Rockingham County Public Schools Acceptable Use Policy (IIBE).
 - d. Students shall comply with all other applicable school rules including, but not limited to, no cheating, bullying, or unauthorized sharing of assignments or information on assessments.
 - e. An administrator may revoke a student's permission to use his/her personally owned device in the school at any time; any teacher who otherwise allows student use of personal electronic devices may revoke a student's permission to use his/her device in his/her classroom.

- f. Students shall not use devices to record, transmit, or post photographic images or video of a person or persons.
6. Rockingham County Public Schools reserves the right to:
 - a. Monitor and log activity of student-owned devices on the RCPS network.
 - b. Determine when and where student-owned devices may connect to the RCPS network. Make determinations on whether specific uses of student-owned devices are consistent with the District's Acceptable Use Policy.
 - c. Regulate the user's access to the RCPS network.

CELL PHONES AND SOL TESTING

During SOL testing, state guidelines regarding cell phones and electronic devices override division classroom cell phone policies.

While in the testing room, students may not have access to cell phones and other electronic devices while any students are testing. Students who refuse to remove their cell phones or electronic device from their work area (such as from pockets, desk tops, purses, and backpacks within their reach, etc., will not be permitted to test until the device is secured, e.g., in the student's backpack away from the testing area, or in a basket on the teacher's desk). This policy regarding cell phones and other electronic devices during testing is also reviewed with students prior to actual SOL testing.

USE OF CAMERAS ON SCHOOL PROPERTY

As cameras are used by the school administration in or about any facility, bus, or school activity, they are regarded as evidence-gathering devices only, not devices guaranteeing or warranting surveillance monitoring or crime detection or prevention. Any film or other means of capturing images is the property of the school and not a scholastic or student record subject to any state or federal law, such as the Family Educational Rights and Privacy Act (FERPA).

VIDEOTAPING OF STUDENTS

The use of video cameras or other filming devices in the school building or on the grounds by anyone, without prior approval of the principal, is prohibited. All unauthorized persons using such devices may be deemed trespassers, have their filming device confiscated as evidence, and may be punished as such under the law.

In all cases, the videotaping (filming) of identifiable students requires written parent permission. For students participating in VHSL-sponsored activities or school performances, parent permission is not required.

HAZARDOUS MATERIAL

All hazardous materials not used for instructional or custodial purposes are forbidden on all school grounds, in the school building, on school vehicles, at school sponsored activities, or in connection with all school related events.

For the purpose of this policy, the term “hazardous material” means any material that causes a physical and/or health danger to students or others. This includes materials such as, but not limited to, flammable liquids, mercury, sulfuric acid, nitric acid, hydrochloric acid, acetic acid, sodium hydroxide, potassium hydroxide, phosphorus, phenol, iodine, alkali metals, chloroform, ethers, chlorine, toluene, carcinogenic chemicals, and all poisons.

Violations of this policy may result in an out-of-school suspension for up to ten (10) days and may be referred to the Superintendent/designee for consideration of additional disciplinary action, up to expulsion.

ASBESTOS STATEMENT FOR SCHOOLS

Dear Parents:

In accordance with AHERA (Asbestos Hazard Emergency Act) in conjunction with the EPA (Environmental Protection Agency) we are making our yearly notification that your school building may contain asbestos containing material (see list below). An operation and management plan was developed in 1988, and all 3-year follow-up inspections have been conducted to help us manage the materials in a manner that promotes the safety of our students, employees and vendors. You may examine the O & M plans located in the school office and division maintenance office during normal hours, or you may contact the division Asbestos Coordinator at (540) 434-4434.

Schools containing ACM's

Spotswood High School
Elkton Middle School
J. Frank Hillyard Middle School
Montevideo Middle School
Wilbur S. Pence Middle School
Elkton Elementary School
Fulks Run Elementary School

McGaheysville Elementary School
John C. Myers Elementary School
Ottobine Elementary School
Plains Elementary School
Pleasant Valley Elementary School
John Wayland Elementary School
Linville-Edom Elementary School

ANIMALS/PETS

Students, staff, and/or other persons are prohibited from having or releasing any animal and/or pet on any school property without the prior approval of the principal.

Students violating this policy may be subject to disciplinary action under the student suspension/expulsion policy and others as applicable.

THERAPY DOGS

A “therapy dog” is a dog that has been individually trained and certified to work with its Owner to provide emotional support, well-being, comfort, or companionship to school district students. Therapy dogs are not “service animals” as that term is used in the American with Disabilities Act. The dog must be well behaved and have a temperament that is suitable for interaction with students and others in a public school. Therapy dogs are personal property of the adult handler, teacher or employee and are not owned by the school district.

A. Therapy Dog Standards and Procedures.

The following requirements must be satisfied before a therapy dog will be allowed in school buildings or on school grounds:

1. Request - An adult owner who wants to bring a therapy dog to school must submit a written request to the principal or superintendent describing the setting and purpose for the therapy dog. The request must be renewed each school year or whenever a different therapy dog will be used.
2. Training and Certification - The adult owner must submit the American Kennel Club’s Canine Good Citizen Certification, Therapy Dogs International (TDI) Registration or its equivalent as determined by the Superintendent. The certification must remain current at all times.
3. Health and Vaccination - The therapy dog must be clean, well groomed, in good health, house broken, and immunized against diseases common to dogs. The adult owner must submit proof of current licensure from the local licensing authority and proof of the therapy dog’s current vaccinations and immunizations from a licensed veterinarian. Female dogs must not be in estrus when participating in therapy work.
4. Control - A therapy dog must be under the control of the adult handler, teacher, or school employee at all times.
5. Identification - The therapy dog and handler must have appropriate identification identifying it as a therapy dog and handler.
6. No Disruption - The therapy dog must not disrupt the educational process by barking, seeking attention, or any other behavior.
7. Health and Safety - The therapy dog must not pose a health and safety risk to any student, employee, or other person at school.
8. Supervision and Care of Therapy dogs - The adult owner is solely responsible for the supervision and care of the therapy dog, including any feeding, exercising, and clean up while the animal is in a school building or on school property. The school district is not responsible for providing any care, supervision, or assistance for a therapy dog.
9. Authorized Area(s) - The adult owner shall only allow the therapy dog to be in areas in school buildings or on school property that are authorized by school district administrators.
10. Parent Notification - Parents must be notified that a therapy dog will be present at the school.

B. A therapy dog may be excluded from school property and buildings if a school administrator determines that:

1. An adult handler does not have control of the therapy dog;
2. The therapy dog is not housebroken;
3. The therapy dog presents a direct and immediate threat to others in the school; or
4. The animal's presence otherwise interferes with the educational process.

The adult owner shall be required to remove the therapy dog from school premises immediately upon such a determination.

Allergic Reactions. If any student or school employee assigned to a classroom in which a therapy dog is permitted suffers an allergic reaction to the therapy dog, the adult owner of the animal will be required to remove the animal to a different location designated by an administrator

Damages to School Property and Injuries. The adult owner of a therapy dog is solely responsible and liable for any damage to school property or injury to personnel, students, or others caused by the therapy dog.

FOOD AND NUTRITION SERVICES

A. Mission

Each student and customer will be offered a variety of appetizing high quality nutritious food, served promptly, at the proper temperature, and at a reasonable cost. Each customer will be served by friendly food service staff in a clean and safe environment. Students will be encouraged to learn about the importance of proper nutrition and will be active participants in the meal program.

B. National School Lunch Program and School Breakfast Program

1. For Community Eligibility Provision Schools (CEP) – Plains Elementary School, River Bend Elementary School, Elkton Elementary School, Ottobine Elementary School, Fulks Run Elementary School and Pleasant Valley Elementary School
 - a. **All students enrolled in the above CEP schools qualify to receive a free breakfast and lunch meal at school each day of the school year.** No application is required. Parents/guardians will receive additional notification confirming qualification.
2. For All Other Schools/Non-CEP Schools
 - a. Students may qualify for free meals through free/reduced price meal application submission, or by living in households receiving SNAP or TANF benefits, or by other means of which the family will receive notification of automatic approval.
 - b. **Of note, for school year 2022-2023, the cost of reduced-price meals is being waived for breakfast and lunch; therefore, students approved for reduced-price meals will not have to pay.**
 - c. Each student receives a free/reduced application form and an online application is also available on the division web site, or at www.myschoolapps.com. For applications containing income information, only one application is required per family. For continuous benefits, returning students in families with income applications **must** submit a form annually (during first 30-days of school). Applications from students entering school after the initial 30-day grace period must be approved before benefits are granted. Parents are notified about the result of the submitted application by

means of a letter. If the meal status qualifies the student for additional services, the parent must retain a copy of this approval letter for further documentation.

3. Breakfast – Each school offers a breakfast program. Lunch eligibility extends to breakfast.
4. Extras – Regardless of meal status, if student packs lunch and desires to drink milk, cash or money in account is required. A la carte items may not be charged.

C. Financial Procedures

1. Pre-payment system – Each student is assigned a cafeteria number. This number is used at the point of service and is never to be shared. It is preferred that pre-payment money be paid by check (identified with account number). For elementary and middle school students cash should be placed in an envelope and clearly marked with the student’s name and account number. Once the money is deposited in the student’s account, the school cannot distinguish or control how it is “spent”. Unless authorized by the parent, money in the account is for the child of the parent, and the student is **not** able to “purchase” items for other students. The parent and student should communicate about the selection of breakfast, ice cream, or other a la carte items.
2. On-line payment – Parents have the opportunity to deposit money into their child(ren)’s meal account using the internet during the 2022-2023 school year. To learn more and be able to view account balances, visit the web site: www.myschoolbucks.com

<u>Prices</u>	<u>School Level</u>	<u>Breakfast</u>	<u>Lunch</u>
Full-paying	High School	\$1.25	\$2.40
Full-paying	Middle School	\$1.25	\$2.40
Full-paying	Elementary	\$1.25	\$2.40
Reduced	All	\$0.00	\$0.00
Adults	All	\$1.75	\$3.75
2 nd Lunch	All	--	\$3.75

4. Charging – Guardians are financially responsible for all items purchased by their child(ren). **Students with a negative account balance are not permitted to select a la carte items (cash or account).** Students are notified at the cashier’s station as the account balance begins to approach a zero balance. Every effort should be made to avoid reaching a zero balance. **In the event it reaches zero, the following procedures apply:**

Meals will continue to be served. Weekly email/letters are sent to parents. Parents are expected to pay lunch charges immediately.

When student withdraws or graduates, an effort must be initiated by the parent to dispense with any positive account balance. In order to receive account refund, parent must communicate this desire. Failure to do so will result in the inactive account balance to be sent to Virginia Dept. of Treasury, Unclaimed Property.

- D. Offer versus Serve: To be served and counted as a meal: Any student may refuse one menu item at breakfast, but at least one fruit must be selected. All students must select a minimum of three of the five lunch menu components, one of which must be a fruit or vegetable. Individual servings (without a meal) of entrees and potato products are not available to students.

- E. Delayed School: **Breakfast is available on one and two hour delay schedule.**
- F. Allergies: Students with special dietary needs or allergies require annual physician statement.
- G. Guests: Welcome anytime! Please call/contact school in advance if planning to eat meal. The adult meal lunch price is \$3.50. Adults may not charge meals.
- H. Smart Snacks in Schools: Federal regulations are intended to encourage the consumption of healthy snacks. Specifically, they prohibit the sale of foods and beverages to students that fail to meet specified nutritional criteria. This applies to all foods and beverages sold to students from 6:00 AM until 30 minutes after the dismissal bell. Specifically, this means that all food fundraisers, person-to-student sales (with possible immediate consumption), vending, etc. must occur after 30 minutes after the school day OR must be in compliance with nutritional perimeters. The specific perimeters are: <200 calories per item, <35% of weight from total sugar, <230 mg. sodium, <35% calories from total fat, <10% calories from saturated fat, and zero grams of trans fat. Should any sales to students occur during the specified times above, the responsible school employee must ask Superintendent for waiver and/or maintain records of nutritional compliance.

SCHOOL MEALS AND SNACKS

The Rockingham County School Board recognizes that students need adequate, nourishing food in order to learn, grow, and maintain good health. The Food Nutrition Services (FNS) department provides school breakfast and lunch daily to any student, regardless of immediate ability to pay.

A. Definitions

“Meal” means a standard breakfast or lunch that meets the federal requirements of reimbursable meal including a minimum of three different food groups; one of which must be a fruit or vegetable.

- B. To reinforce the division’s nutrition education program, foods provided to students through the FNS department will be
 - 1. carefully selected so as to contribute to student’s nutritional well-being and the prevention of disease;
 - 2. prepared in ways that will appeal to students, retain nutritive quality, and foster lifelong healthful eating habits.
- C. The Rockingham County School Board promotes high-quality school meals and snacks by involving students in the selection, tasting, and marketing of healthy foods and beverages that appeal to students;
 - 1. providing a variety of foods options, such as fruits, vegetables, whole grains, and dairy foods, which are low in fat and added sugars;
 - 2. offering a variety of healthy choices that appeal to students, including cultural and ethnic favorites;
 - 3. restricting student access during the school day to unhealthy foods in vending machines, school stores, and other venues that compete with healthy school meals.

- D. The Rockingham County School Board strives to provide an environment conducive to good health by
1. adhering to the student wellness policy pursuant to the provision of meals and snacks;
 2. scheduling lunch periods at reasonable hours around midday;
 3. allowing an adequate time and space for students to eat school meals;
 4. ensuring that children have access to free potable water in the dining room area.
- E. The Rockingham County School Board supports the financial concerns of the child and the FNS department by
1. encouraging families to complete the family income application form for consideration of eligibility for free and reduced price meals; ensuring there is no stigma regarding identification of students who are eligible for free and reduced price meals;
 2. encouraging parents to pay for meals utilizing the pre-payment debit system to avoid a meal balance in arrears;
 3. providing an on-line payment option for replenishment of meal accounts;
 4. adhering to the following principles regarding meal accounts in arrears:
 - a. students who do not have money on account or in hand are permitted to charge, such that no child is denied a meal.
 - b. students in arrears may not purchase or charge a la carte items until charges are paid.
 - c. students may be notified at the point of service regarding when the positive meal account balance is approaching zero.
 - d. school employees shall not require a student who cannot pay for a meal or owes a school meal debt to do chores or other work to pay for such meals or wear a wristband or hand stamp.
 - e. school employees shall not initiate any communication relating to school meal debt directly with the student. Schools can send meal debt written correspondence home with the student if addressed to the parent.
 - f. parents can view account balance information on-line, and if in arrears, they receive frequent communications regarding negative meal balances.
 - g. charging practices and guidelines are provided in the student handbook.
 - h. students that charge meals and then subsequently are approved for free meals continue to be responsible for the negative account balance (until graduation, at which time it may be considered “bad debt”).
 - i. negative meal balances associated with graduating seniors or other withdrawn students are eventually considered to be uncollectable and are classified as “bad debt” on an annual basis. The once-per-year classification of bad debt is submitted to the RCPS Director of Finance for subsequent journal entry transfer of money from the school board general fund to the FNS fund.
 - j. neither the Rockingham County School Board nor any employee of the Board denies any student the opportunity to participate in any extracurricular activity because the student cannot pay for a meal at school or owes a school meal debt.
 - k. questions arising from this meal charge policy can be addressed to the Director of FNS. The policy shall be evaluated frequently and communicated to parents and staff annually.

5. The School Board does not file lawsuits against a student or the student's parents because the student cannot pay for a meal at school or owes a school debit.
6. Adhering to the following principles regarding the incidence of students withdrawing from the school system with a positive meal balance
 - a. school personnel attempt to provide cash refund (of \$20 or less) to withdrawing students (or parents) before departure.
 - b. the school and/or FNS office makes deliberate effort to contact graduating seniors and other withdrawing students who have positive balance above \$20.
 - c. departing students (and adults) have option to: transfer money to remaining active relative in the school system; transfer money to a "child in need"; or receive refund. Any parents requesting a refund will either receive cash (less than \$20) from the school manager, or receive a check from the FNS office.
 - d. each year, all positive withdrawn student balances are cleared and the associated money sent to Virginia Department of Treasury "Unclaimed Property".

STUDENT WELLNESS

The Rockingham County School Board encourages students to pursue individual wellness by being physically active and making lifestyle decisions that support a healthy body and mind. By facilitating learning through the support and promotion of good nutrition and regular physical activity, schools have a unique role to play in the development of student's lifelong health patterns.

This policy is intended to comply with section 204 of the Reauthorization Act of 2004 and the final rule of the 2010 (public law 108-265) for school divisions participating in the United States Department of Agriculture nutrition programs. The Rockingham County School Health Advisory Board (SHAB) provides the infrastructure for addressing student wellness issues. The SHAB includes parents, teachers, food and nutrition service (FNS) personnel, school administrators, school nurses, students, community health professionals, and interested community members. Members of the community are encouraged to provide input and recommendations. The student wellness guidelines and goals addressed in this policy are:

1. Nutrition Promotion & Education
2. Nutrition Standards
3. Related School-Based Activities that Promote Wellness
4. Physical Activity Goals
5. Communication, Implementation, & Evaluation

Nutrition Promotion and Education

1. Students in grades pre-K – 12 receive nutrition education that is interactive and teaches the skills they need to adopt healthy eating behaviors.
2. RCPS personnel teach nutrition and health education in accordance with Virginia Standards of Learning. Annually teachers are encouraged to integrate nutrition education into other curriculum areas.
3. Students receive consistent nutrition messages throughout schools, classrooms, and cafeterias. Positive nutrition messages are frequently placed on published menus.

4. Nutrition education is provided in the cafeteria as well as in the classroom. Food & Nutrition Service (FNS) personnel plan and implement a minimum of one special nutrition education activity per year.
5. Each school FNS manager maintains an active student Nutrition Advisory Council or similar student group.
6. It is desirable for the FNS director to be a registered dietitian to provide qualified leadership and training for FNS staff.
7. Parents of elementary students are provided nutritional guidelines and recommendations pertaining to packed lunches and food brought to school for snacks and parties.
8. The RCPS internet home page contains links to nutrition and wellness websites appropriate for students, teachers, and parents.
9. Students are involved in the selection, tasting, and marketing of appealing healthy foods and beverages.
10. Monthly menus and food specific allergy and nutrient information for purchased food items are available on the division website.

Nutrition Standards

- A. Food and Nutrition Service (FNS) Provision of Food – School meals adhere to the Dietary Guidelines for Americans and the United States Department of Agriculture’s National School Lunch and Breakfast Program nutritional requirements.
 1. Breakfast is provided at each school. At a minimum, participating students may select three out of four menu items to constitute a “reimbursable” breakfast. Students are required to select a fruit.
 2. For lunch, at a minimum, participating students may select three out of five menu items to constitute a “reimbursable” meal. Students are required to select a fruit or vegetable. Students are encouraged to try new foods, especially fruits and vegetables.
 3. A variety of healthy choices that appeal to students are offered, including cultural and ethnic options.
 4. Elementary students are required to receive a school lunch or bring a packed lunch.
 5. Special dietary modifications are made available to students with proper physician prescription.
 6. A la carte items are available during meals under the following conditions:
 - a. Selected schools have novelty ice cream available for purchase on a limited basis.
 - b. Any student with a positive account balance or cash may purchase a la carte milk, juice, or bottled water during meal periods. Additional a la carte items may be available to those receiving a school lunch.
 - c. A la carte items are not available to middle school students unless they received a school lunch or brought a packed lunch.
 - d. Approved a la carte beverages available to secondary students include: bottled (unflavored and vitamin) water, low-fat milk, and 100% juices. Juice drinks, sports drinks, iced tea, soft drinks, etc. are not available.
 - e. Students with a negative financial account balance are not permitted to purchase a la carte items.

7. A la carte foods must meet the USDA meal pattern or “Smart Snacks in Schools” (SSIS) criteria. Smart Snack details available from FNS department and www.fns.usda.gov/tn/guide-smart-snacks

B. Other Food/Beverage Promotion and Access During School Day

The FNS department is not the only source for student’s food and beverage access during the school day. RCPS discourages the promotion and advertising of “unhealthy” foods. It is the intent of this policy to limit the availability of access in the following areas:

1. Food and candy sales – Students and staff are not to sell food, beverages, or candy for student consumption from 6:00 AM until the end of the school day. Only foods and beverages that meet the “Smart Snacks in Schools” criteria may be sold from the beginning of the school day until 30 minutes after the end of the school day (any fundraiser exception requires Superintendent approval).
2. Marketing/Advertising – Unless the food or beverage meets the SSIS criteria, the school shall not endorse or advertise foods and beverages during the school day on the following: the exterior of vending machines (when possible), menu boards, trash cans, cups, napkins, etc.
3. Food as punishment or reward
 - a. Individual –To the extent that student incentives are employed, teachers and other school personnel will use individual student incentives other than food when possible.
 - b. Group Parties-- If food is included in the recognition of academic performance, it should be used infrequently in the general celebration of the achievement, and not as the reward itself. Parties and events that involve the consumption of foods must not occur during school meal periods.
4. Foods brought to school by students and others
 - a. Students are not to regularly consume commercial restaurant foods-to-go while in the cafeteria area prior to, or during lunch periods. This does not preclude students from bringing packed lunches. Students are not to receive food from others during meal periods (exceptions: a. parents for their own children, and b. from “share table” if available).
 - b. Elementary students are encouraged not to consume carbonated drinks at school.
5. Vending – Vending machines are not available to students from 6 AM until the end of the school day (exception - Smart Snack beverages may be available in high school vending machines after the last lunch period). Nutritious choices are available in the vending machines. Any vending machine available to students from the beginning of the school day until 30 minutes after the end of the school day shall only contain items that adhere to the USDA “Smart Snack” regulations.

Related School-Based Activities that Promote Wellness

- A. Students are encouraged to practice appropriate hand hygiene, including before lunch periods.
- B. Drinking fountains are available to students throughout the day and in most cafeterias. Drinking water is available in the cafeteria area during meal periods.
- C. Students are provided an adequate time to eat (22 minutes for lunch). Bus schedules are coordinated to allow ample time before class to eat breakfast.

- D. RCPS provides a tiered system of support model for social, emotional, behavioral and mental health wellness. This model includes character education, bullying prevention, trauma informed care, school counseling services, behavioral support staff and school based community counseling services.
- E. A school nurse is available on each campus to address acute health concerns and be a wellness resource.
- F. School personnel have opportunities to pursue healthy lifestyles and to model healthy eating and activity patterns.

Physical Activity

- A. Students are given opportunities for physical activity during the school day through daily activity periods (elementary), physical education classes, walking programs, and/or the integration of physical activity into the academic curriculum.
- B. Unless special conditions exist, school personnel avoid the withholding of P.E. or recess as a way to discipline students.
- C. Schools encourage parents to support their children's participation in physical activity, to be physically active role models, and to include physical activity in family events.
- D. Schools provide the training and resources to enable staff to promote enjoyable, lifelong physical activity among students.
- E. Students are supported in setting and meeting personal fitness goals that result in the achievement and maintenance of a health enhancing level of physical fitness.
- F. Before and after school programs include supervised, age-appropriate physical activities that appeal to a variety of interests. Students are encouraged to participate in before and after school extra-curricular sports and community activities occurring on the school campus.

Communication, Implementation, and Evaluation

- A. The FNS director is authorized to monitor departmental policy compliance. The FNS director and school principals are responsible for overseeing the implementation and communication regarding this policy.
- B. School parent/teacher groups are encouraged to discuss wellness related topics and provide feedback to the principal and/or FNS director.
- C. The FNS director receives feedback from the superintendent's Parent Advisory committee a minimum of one time per year regarding wellness issues.
- D. The SHAB is responsible for leading a periodic discussion regarding the implementation and evaluation of the wellness policy.
- E. The Rockingham County school board is responsible for maintaining records that document compliance with this policy. Those records include receipts, nutrition labels and/or product specifications for the competitive food available for sale to students during the school day.

- F. Solicitation of public and parent input is achieved by the following: correspondence sent to each student household, statements on the printed menu, and placement of this policy document in student handbook and on division website. Revisions, updates, and documentation regarding triennial assessment are available on division website.

DISTRIBUTION OF NON-SCHOOL RELATED/SPECIAL INTEREST MATERIALS

A. Distribution of Non-School Related Materials on School Property

Under the management of the principal or designee, all non-school related materials for students may be distributed in the schools in accordance with the following guidelines:

1. All such materials may only be temporarily placed at a single, stationary location designated by the principal/designee;
2. The materials will be distributed by making them available for voluntary pickup in a specific, stationary location, which does not interfere with school operations. Direct hand-to-hand distribution by anyone will not be permitted;
3. The materials are accessed only during non-instructional time and are discarded by the principal/designee at the end of each school week;
4. The materials do not create a disruption, or are forecast to create a disruption, to the safe and orderly operation of the school;
5. The materials do not include or suggest, in any aspect, implicitly or explicitly, anything obscene, vulgar, profane, or promoting the violation of any criminal law.

B. For purposes of this policy, the following definitions apply:

“Non-school materials” means any item or matter that has not been properly approved and authorized, in advance, for use in the school as part of school programs or activities, whether or not purchased with school funds.

“Non-instructional time” means the time immediately before and immediately after classroom instruction on a school day, i.e., time between classes, lunch period, before and after school.

If the School Board permits the use of its facilities by members of the community or the distribution of literature on school property or at school functions, it will permit such use or such distribution by the Boy Scouts of America and the Girl Scouts of the USA to the same extent and in the same manner as all other persons or groups.

C. Student Delivery of Material

No literature of a partisan, sectarian, or controversial nature shall be distributed in the schools for reasons other than academic pursuit.

Students shall not be required to convey or deliver materials that:

1. Advocate the election or defeat of any candidate for elective office;
2. Advocate the passage or defeat of any referendum questions, or
3. Advocate the passage or defeat of any matter pending before a local School Board; local governing body, the General Assembly of Virginia, or the Congress of the United States.

This section shall not be construed to prohibit the discussion or use of political or issue-oriented materials as part of classroom discussions or projects or to prohibit the delivery of information materials.

SCHOOL VISITORS

A. Generally

Visitors are welcome in the schools as long as their presence is not disruptive. Upon arriving at a school, all visitors must report to the administrative office. Potential visitors, including parents, who are registered sex offenders, should consult Policy KN Sex Offender and Crimes Against Minors Registry Information before arriving at school property or school sponsored activities. The school division expects mutual respect, civility, and orderly conduct from all individuals on school property and at school events. Unauthorized persons, including suspended and expelled students, will be requested to leave school grounds by the building administrator. Unauthorized persons who fail to leave the school grounds or school activity as requested will be considered trespassers. The School Board authorizes the superintendent to take all necessary actions regarding the safety, order and preservation of the educational environment on School Board property or at school division sponsored activities. Law enforcement may be called to enforce this policy.

Anyone, including students, who enters a school at nighttime without the consent of an authorized person, except to attend an approved meeting or service, or who enters or remains on any school property, including school buses, in violation of (i) any direction to vacate the property by an authorized individual or (ii) any posted notice which contains such information, posted at a place where it reasonably may be seen, may be prosecuted.

B. Parents

Parents are encouraged to visit the schools on scheduled days for conferences with teachers, assemblies, PTA meetings, volunteer services, and other school programs. Noncustodial parents are not denied, solely on the basis of their noncustodial status, the opportunity to participate in any of the student's school or day care activities in which such participation is supported or encouraged by the policies of the School Board.

C. Board Members

Periodically, Board members may visit schools within the division. The purpose of these visits is to assist in fulfilling their responsibilities and increase understanding of actual educational practices. School Board members follow the same procedures applicable to all other visitors when visiting a school.

SEX OFFENDER AND CRIMES AGAINST MINORS REGISTRY INFORMATION

Generally

Each school in the division registers with the Department of State Police to receive electronic notice of the registration, reregistration, or verification of registration information of any person required to register with the Sex Offender and Crimes Against Minors Registry (the Registry) within the division.

The superintendent establishes procedures regarding the use and distribution of information received from the Registry. Information received from the Registry may not be used to intimidate or harass.

The superintendent notifies the parent of each student enrolled in the school division of the availability of information in the Registry and the location of the website.

Visitors to Schools

When the school division learns that a parent, other than a parent who has been convicted of a Tier III offense as defined in Va. Code § 9.1-902, of an enrolled student is required to register with the Registry, the parent is notified in writing that he or she is barred from being present at school or at school functions without the express written approval of the student's principal. Such approval must be obtained in advance of the proposed visit and will state the conditions under which the parent may be present. When such a parent is permitted at school or at school functions the parent is monitored to ensure that he or she does not come into contact with any children other than the parent's own children.

When the school division learns that any person other than the parent of an enrolled student, who is required to register with the Registry, but who has not been convicted of a Tier III offense, as defined in Va. Code § 9.1-902, seeks to be present at school or at school functions, the person is notified in writing that he or she is barred from being present at school or school functions without the express written approval of the principal of the school the person seeks to visit or which sponsors the event the person seeks to attend. Such approval must be obtained in advance of the proposed visit and, if obtained, will state the conditions under which the person may be present. One of the conditions will be that the person will be monitored to ensure the safety of students, staff, and others.

Principals consider requests to be present at school or at school sponsored activities from all persons who are required to register with the Registry but have not been convicted of a Tier III offense as defined in Va. Code § 9.1-902 in accordance with procedures established by the superintendent.

No adult who has been convicted of a Tier III offense, as defined in Va. Code § 9.1-902, may enter or be present during school hours, and during school-related or school-sponsored activities on any property the person knows or has reason to know is a school or child day center property, school bus, or on any property, public or private, when such property is solely being used by an elementary or secondary school for a school-related or school-sponsored activity unless

1. the person is a lawfully registered and qualified voter and is coming upon such property solely to vote;
2. the person is a student enrolled at the school; or

3. the person has obtained a court order pursuant to Va. Code 18.2-370.5.C allowing the person to enter and be present upon such property, has obtained the permission of the School Board or its designee for entry within all or part of the scope of the lifted ban, and is in compliance with the School Board's terms and conditions and those of the court order.

PARENTAL RIGHTS AND RESPONSIBILITIES

- A. All staff members respect the parental rights of both parents. Unless there is a law, legally binding document, or court order to the contrary, both parents have the right to:
 1. inspect and review the child's school records, in accordance with Policy JO Student Records;
 2. visit the school in accordance with Policies KK School Visitors and KN Sex Offender and Crimes Against Minors Registry Information;
 3. receive all notifications required by law.

B. Parent Responsibilities

The custodial parent has the responsibility to:

1. keep the school office informed of the parent's address of residence and how the parent may be contacted at all times.
2. provide the current address and phone number of the non-custodial parent at registration, unless such address is unknown and the custodial parent signs a statement to that effect, or unless a court order restricts the educational or contact rights of the noncustodial parent; and
3. provide a copy of any legal document which restricts the educational and/or contact rights of the noncustodial parent.

The noncustodial parent has the responsibility to keep the school informed of changes in the parent's phone number and address. At the request of a noncustodial parent, such parent will be included as an emergency contact for their student's activities unless a court order has been issued to the contrary.

PLEASE COMPLETE THIS FORM AND RETURN TO SCHOOL



REQUEST FOR DIRECTORY INFORMATION FROM HIGH SCHOOLS

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can be disclosed to some 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 receiving assistance under the Elementary and Secondary Education Act of 1965 to provide military recruiters or institutions of higher education, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the school principal that they do not want their student's information disclosed without prior written consent. The 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.

HIGH SCHOOL STUDENT'S NAME _____

GRADE _____

HIGH SCHOOL _____

CHECK (✓) ONE:

I DO _____

I DO NOT _____

Give permission to school officials to release to military recruiters or an institution of higher education, upon request, the name, address, and telephone number of my child during the 2022-2023 school year.

Parent/Guardian Signature

Date



Petición para Información del Directorio Estudiantil de Escuelas Secundarias

La información del directorio estudiantil, información que generalmente no se considera ni dañosa ni una invasión de privacidad si se la revela, se puede revelar a algunas organizaciones externas sin el consentimiento escrito previo de un padre de la familia. Organizaciones externas incluyen, pero no se limitan a, compañías que fabrican anillos de clase al graduarse o publican anuarios. Además, dos leyes federales requieren que agencias educativas locales que reciben ayuda bajo el Acta de Educación Elementaria y Secundaria de 1965 revelen tres categorías de información del directorio por solicitud- nombres, direcciones y números de teléfono - a reclutadores militares o instituciones de educación superior a menos que los padres de familia le hayan avisado al director de la escuela que no quieren que revele la información de su hijo sin consentimiento escrito previo. Las leyes son: Sección 9528 del ESEA (20 U. S. C. 7908), como se enmendó por el Acta de Ningún Niño Dejado Atrás de 2001 (P. L. 107-110), la ley de educación, y 10 U. S. C. 503, como se enmendó por sección 544, el Acta de Autorización de Defensa Nacional para Año Fiscal 2002 (P. L. 107-107), la legislación que proporciona fondos para las fuerzas armadas de los Estados Unidos.

Nombre del estudiante en la escuela secundaria: _____

Grado: _____

Escuela secundaria: _____

Cheque (✓) Uno:

Yo sí doy permiso a los oficiales de la escuela para revelar el nombre, la dirección, y el número de teléfono de mi niño(a) a petición de reclutadores militares y a petición de instituciones de educación superior durante el año escolar 2021-2022.

Yo no doy permiso a los oficiales de la escuela para revelar ni el nombre, ni la dirección, ni el número de teléfono de mi niño(a) a petición de ningunos reclutadores militares y a petición de ningunas instituciones de educación superior durante el año escolar 2022-2023.

Firma del Padre

Fecha

PLEASE COMPLETE THIS FORM AND RETURN TO SCHOOL

LETTER AND PERMISSION FOR PUPILS RIDING SCHOOL BUSES



TO: Parents of Children Riding School Buses

Student Name: _____
(print)

FROM: Transportation Department, Rockingham County Public Schools

Dear Parent:

In order for you to understand the regulations covering the conduct of your child riding on a Rockingham County school bus, we are sending you a copy of the REGULATIONS FOR PUPILS RIDING SCHOOL BUSES. It is requested that YOU and YOUR CHILD read these regulations.

In order for your child to continue to ride the school bus, please sign and return this form to the principal. Your cooperation will help make it possible to provide a safer and more efficient transportation program.

**FOR ELEMENTARY, MIDDLE and HIGH
SCHOOL STUDENTS ONLY**

FOR PARENTS or GUARDIANS

I have read and understand the
REGULATIONS FOR PUPILS
RIDING SCHOOL BUSES, and agree,
as a passenger, to abide by the
regulations.

I have read and understand the
REGULATIONS FOR PUPILS
RIDING SCHOOL BUSES, and agree
to assume full responsibility for my
child's conduct on the bus. I have
explained the rules to my young
children.

Student Name (print)

Parent/Guardian Name (print)

Student Signature

Parent/Guardian Signature

Date

Date

FAVOR DE LLENAR Y FIRMAR ESTE FORMULARIO Y DEVOLVERLO A LA ESCUELA

Carta y Formulario de Permiso Para Los Alumnos que Son Pasajeros(as) de los Autobuses Escolares



PARA: Padres de alumnos que toman el autobús.

Nombre del alumno _____ (deletree).

DE: Departamento de Transporte Rockingham County Public Schools

Estimados padres:

Les hemos enviado una copia de “Las Regulaciones para Alumnos que Toman el Autobús Escolar” para su entendimiento de las reglas y regulaciones sobre el comportamiento de su hijo(a) como pasajero(a) en el autobús escolar. Favor de leer con su niño(a) todas las regulaciones para alumnos que toman el autobús escolar.

Para que su niño(a) pueda tomar el autobús escolar es necesario que firmen este formulario y que lo devuelvan al director de la escuela. Con su colaboración podemos proveer un sistema de transporte seguro y eficiente.

<p>PARA LOS ALUMNOS DE ESCUELA PRIMARIA Y ESCUELA SECUNDARIA He leído y entiendo las regulaciones para alumnos como pasajeros de los autobuses escolares, y acepto seguir las regulaciones como pasajero(a).</p>	<p>PARA EL PADRE O TUTOR He leído y entiendo las regulaciones para alumnos como pasajeros de los autobuses escolares, y acepto la responsabilidad entera para el comportamiento de mi niño(a) en el autobús escolar. Les he explicado las reglas a mis niños jóvenes.</p>
---	--

(Deletree) Nombre del alumno

(Deletree) Nombre del padre o tutor

Firma del alumno(a)

Firma del padre o tutor

Fecha

Fecha

PLEASE COMPLETE THIS FORM AND RETURN TO SCHOOL



PARENT AFFIRMATION REGARDING PREVIOUS STUDENT SUSPENSION/EXPULSION

Virginia law requires that, prior to admission to any public school of the Commonwealth, a school board shall require the parents, guardian, or other person having control or charge of a child of school age to provide, upon registration, a sworn statement or affirmation indicating whether out-of-school disciplinary measures have been imposed upon the student at a private school or in a public school division in the Commonwealth or in another state for an offense in violation of school or school board policies relating to weapons, alcohol or drugs, or for the willful infliction of injury to another person or for destruction of school property or privately-owned property while located on school property. Any person making a materially false statement or affirmation shall be guilty upon conviction of a Class 3 misdemeanor. The registration document shall be maintained as a part of the student's scholastic record. (Virginia Code Section 22.1-3.2 and 22.1-277.2)

VA Code § 22.1-277.2 authorizes the exclusion of a student suspended or expelled from another school division or private school upon a finding by the principal that the student presents a danger to other students or staff of the school division. Written notice will be provided to the student and student's parent of such action and notice of a right to appeal this exclusion from school attendance to the Superintendent's Discipline Committee. Action of the Superintendent's Discipline Committee is subject to appeal to the School Board.

PLEASE COMPLETE AND SIGN THE STATEMENT BELOW

I, the undersigned, truthfully declare and affirm that _____ has/has not (circle one) received out-of-school suspension (for any length of time) and/or expulsion at a private school or public school in Virginia or another state for an offense in violation of school or school board policies relating to weapons, alcohol or drugs, or for the willful infliction of injury to another person or for destruction of school property or privately-owned property while located on school property. I understand that, for purposes of this affirmation, "willful infliction of injury to another" means a malicious assault with the intent to cause serious bodily injury.

I understand that if I make a materially false affirmation, I shall be guilty upon conviction of a Class 3 misdemeanor. I am aware that this affirmation will be maintained as a part of my student's scholastic record.

Parent, guardian, or person having control of child

Date

FAVOR DE LLENAR Y FIRMAR ESTE FORMULARIO Y DEVOLVERLO A LA ESCUELA



Afirmación Parental Sobre La Suspensión o Expulsión Anterior del Alumno

Antes de la admisión en cualquier escuela pública en la Commonwealth, las leyes de Virginia requieren que la junta escolar exija que los padres, el tutor, u otra persona con control legal del alumno de edad escolar, proporcione, en cuanto registrarse, una declaración jurada u afirmación indicando si medidas disciplinarias se le han sido impuestas al alumno en cualquier escuela privada o en cualquier división escolar pública de la Commonwealth o en cualquier otro estado por una ofensa en violación de políticas de la escuela o de la junta escolar relacionada con las armas, el alcohol o las drogas, o por el daño deliberado a otra persona o por la destrucción de la propiedad escolar o la destrucción de la propiedad individual mientras localizado(a) en cualquier propiedad escolar. Cualquier persona que haga una declaración u afirmación sustancialmente falsa será culpable una vez condenada de un delito menor de la Clase 3. Este documento de registro se guarda para la anotación escolar del estudiante. (Código Sección de Virginia 22.1-3.2 y 22.1-277.2).

El código de Virginia § 22.1-277.2 autoriza la exclusión de un(a) estudiante a quién cualquier otra división escolar o escuela privada lo(a) había suspendido o expulsado anteriormente si el director de la escuela actual encuentra que el/la estudiante causa un peligro a la seguridad de otros estudiantes o empleados de la división escolar. Un aviso escrito se les proporcionará al estudiante y al padre de la semejante medida y un aviso del derecho para apelar contra la exclusión de asistencia escolar ante el Comité Disciplinario del Superintendente. La medida del Comité Disciplinario del Superintendente es susceptible de apelación ante la Junta Escolar.

Favor de llenar y firmar la declaración abajo

Yo, el/la abajofirmante, declaro honradamente y afirmo que mi hijo(a) SI / NO (dibuje un círculo alrededor de la respuesta verdadera) ha recibido una condena a la suspensión externa (por cualquier duración) y/o la expulsión de cualquier escuela privada o de cualquier escuela pública en Virginia o en cualquier otro estado por una ofensa en violación de políticas de la escuela o de la junta escolar relacionada con las armas, el alcohol o las drogas, o por el daño deliberado a otra persona o por la destrucción de la propiedad escolar o la destrucción de la propiedad individual mientras localizado(a) en cualquier propiedad escolar. Entiendo y afirmo que, para el propósito de esta afirmación, “el daño deliberado a otra persona” significa un ataque malicioso con la intención de causar lesiones corporales graves.

Yo estoy informado(a) de que si hago una afirmación sustancialmente falsa, yo seré culpable una vez condenado(a) de un delito menor de la Clase 3. Estoy informado(a) de que esta afirmación se guarda para la anotación escolar de mi hijo(a).

Padre, Madre, o Tutor Legal

Fecha

PLEASE COMPLETE THIS FORM AND RETURN TO SCHOOL



2022-2023

Rockingham County Public Schools personnel and/or representatives will take digital photographs and videotapes of students to be used in school publications including, but not limited to, yearbooks, newsletters, slide shows, videos, and web pages. Students in these photographs and videos will not be identified by name. To allow for your student's photograph or videotape to identify him/her by name in a yearbook, team picture, performance program, newsletter, slide show, video, and/or web page you must sign the Media Release Form below.

MEDIA RELEASE FORM

Child's Name _____

Teacher _____

Grade _____

School Name _____

_____ I give permission for my child's name to be used in a photograph and/or videotape in publications including, but not limited to, the school yearbook, a team picture, performance program, a newsletter, a slide show, a video, and/or a web page.

_____ I do not grant permission for my child's name to be used in any photograph or videotape in any publication including, but not limited to, the school yearbook, team picture, performance program, newsletter, slide show, video, or web page.

Date

Signature of Parent/Guardian

FAVOR DE LLENAR Y FIRMAR ESTE FORMULARIO Y DEVOLVERLO A LA ESCUELA



2022-2023

El personal y/o representantes de las Escuelas Públicas del Condado de Rockingham toman fotos digitales y videos de estudiantes para usar en publicaciones de la escuela que incluyen, pero no se limitan a, anuarios, boletines informativos, presentaciones de diapositivas, videos, y páginas de Internet. No se los identifican por nombre a los estudiantes en estos videos y fotos. Para permitir que se lo(a) identifique a su hijo(a) por nombre en un anuario, foto de equipo, programa de una actuación, boletín informativo, presentación de diapositivas, video, y/o página de Internet, usted debe firmar el Formulario de Permiso de Medios de Comunicación abajo.

Formulario de Permiso de Medios de Comunicación

Nombre de Niño(a) _____

Maestro(a) _____

Grado _____

Nombre de Escuela _____

_____ Doy permiso para que se lo(a) identifique a mi niño(a) por nombre en cualquier foto y/o en cualquier video para publicaciones que incluyen, pero no se limitan a, el anuario de la escuela, foto de equipo, programa de una actuación, boletín informativo, presentación de diapositivas, video, y/o página de Internet.

_____ No doy permiso para que se lo(a) identifique a mi niño(a) por nombre en ninguna foto, tampoco en ningún video, en ninguna publicación que incluye, pero no se limita a, el anuario de la escuela, foto de equipo, programa de una actuación, boletín informativo, presentación de diapositivas, video, o página de Internet.

Fecha

Firma del Padre o Tutor

PLEASE COMPLETE THIS FORM AND RETURN TO SCHOOL

**PARENT AUTHORIZATION FOR THE ADMINISTRATION OF MEDICATION
ELEMENTARY (PreK-Grade 5)**

I/We, the undersigned parent or guardian of the below-named student, hereby authorize without condition the Rockingham County Public Schools and its employees to allow this student to take for legitimate medicinal treatment of a present medical condition the following described substance. I/We acknowledge that we have reviewed with this student and understand the Substance Abuse Policy of the Rockingham County School Board and that any violation of it may result in the suspension or expulsion of a student. I/We certify that all of the information contained in this authorization is correct and represent to the Rockingham County School Board that its employees may rely upon this authorization until it is withdrawn in writing. I/We release the Rockingham County School Board and its employees from any claim or liability in any way connected with reliance on this authorization, and we promise to indemnify, defend, and hold harmless the Rockingham County School Board and its employees from any claim or liability in any way connected with reliance on this authority. Prescription drugs may be administered by school personnel only with the prior written permission of the parents and the physician (permission implicit in the original pharmaceutical package), stating the type, dosage, and duration of treatment.

I request that the following medication be given to my child during the school day:

Name of Student: _____

Name of Parent/Guardian: _____

Phone: _____ (home) _____ (work) _____ (cell)

Medical condition requiring medication: _____

Name of medication used to treat medical condition:

Prescription: _____

Prescribing Physician: _____

Non-Prescription: _____

Dosage needed during school day: _____

Time medication is to be taken at school: _____

Beginning Date: ____/____/____

Ending Date: ____/____/____

____/____/____
Date

Parent/Guardian

The following list summarizes parental responsibilities for medication administration at school:

- a. If possible, schedule medication to be given before and after school.
- b. Give the first dose of the medication at home
- c. Bring prescribed medication to school in correctly labeled pharmacy container
- d. Bring over-the-counter medication to school in the original pharmaceutical package with student's name on the bottle
- e. Provide the school with a completed medication authorization/parental consent form.
- f. Provide prescription medication to school in a timely manner when school staff has indicated that medication needs refill.
- g. Provide school with new authorization and correctly labeled bottle when medication dosage is changed by the physician.

FAVOR DE LLENAR Y FIRMAR ESTE FORMULARIO Y DEVOLVERLO A LA ESCUELA
Autorización de Padres para la Administración de Medicamentos – Primaria

Yo, padre/madre o tutor legal del estudiante mencionado abajo, autorizo sin condiciones a las Escuelas Públicas del Condado de Rockingham y a sus empleados que permitan a este estudiante tomar la siguiente sustancia descrita para el tratamiento medicinal legítimo de una condición médica actual. Reconozco que hemos revisado con el estudiante la política de abuso de sustancias de la Junta Escolar del Condado de Rockingham y que cualquier violación de la misma puede resultar en la suspensión o expulsión de un estudiante. Yo certifico que toda la información contenida en esta autorización es correcta, y afirmo que la Junta Escolar del Condado de Rockingham y sus empleados pueden confiar en esta autorización hasta que se la retire por escrito. Yo los libero a la Junta Escolar del Condado de Rockingham y a sus empleados de cualquier reclamo o responsabilidad relacionados de alguna manera con esta autorización, y me comprometo a indemnizar, defender y mantener indemne a la Junta Escolar del Condado de Rockingham y a sus empleados de cualquier reclamo o responsabilidad relacionados de alguna manera con esta autoridad. Los medicamentos recetados pueden ser administrados por personal de la escuela sólo con el permiso previo y por escrito de los padres y del médico (el permiso está implícito en el envase farmacéutico original), indicando el tipo, la dosis y la duración del tratamiento.

Solicito que se le dé el medicamento siguiente a mi hijo/a durante el día escolar:

Nombre del Estudiante: _____

Nombre del padre/madre/tutor legal: _____

Teléfono: _____ (casa) _____ (trabajo) _____ (celular)

Condición médica que requiere medicamento: (Ejemplo: dolor de cabeza, malestar ciclo menstrual, etc.) _____

Nombre del medicamento utilizado para tratar la condición médica: _____

Receta: _____

Médico que prescribe: _____

Medicamento sin receta: _____

Dosis necesaria durante el día escolar: _____

Hora cuando se debe tomar el medicamento: _____

Fecha de inicio: _____ Fecha de fin: _____

_____/_____/_____
Fecha

Padre/Madre/Tutor legal

El listado siguiente resume las responsabilidades parentales para la administración de medicamentos durante el día escolar:

- a. Si es posible, programe la administración de medicamentos a ocurrir antes de las clases por la mañana o después de las clases por la tarde.
- b. Déle a su hijo(a) la primera dosis en la casa.
- c. Traiga los medicamentos recetados en el envase farmacéutico con las etiquetas correctas.
- d. Traiga los medicamentos de venta libre en el envase farmacéutico original con el nombre del alumno escrito en la botella.
- e. Entregue a la escuela una autorización de medicamento llenada/ formulario de consentimiento parental
- f. Entregue a la escuela los medicamentos recetados a tiempo cuando los empleados de la escuela le hayan indicado que requieren un resurtido.
- g. Entregue a la escuela la autorización nueva y la botella etiquetada correctamente si el doctor cambia la dosis del medicamento.

PLEASE COMPLETE THIS FORM AND RETURN TO SCHOOL

PARENT AUTHORIZATION FOR THE ADMINISTRATION OF MEDICATION – SECONDARY

I/We, the undersigned parent or guardian of the below-named student, hereby authorize without condition the Rockingham County Public Schools and its employees to allow this student to take for legitimate medicinal treatment of a present medical condition the following described substance. I/We acknowledge that we have reviewed with this student and understand the Substance Abuse Policy of the Rockingham County School Board and that any violation of it may result in the suspension or expulsion of a student. I/We certify that all of the information contained in this authorization is correct and represent to the Rockingham County School Board that its employees may rely upon this authorization until it is withdrawn in writing. I/We release the Rockingham County School Board and its employees from any claim or liability in any way connected with reliance on this authorization, and we promise to indemnify, defend, and hold harmless the Rockingham County School Board and its employees from any claim or liability in any way connected with reliance on this authority. Prescription drugs may be administered by school personnel only with the prior written permission of the parents and the physician (permission implicit in the original pharmaceutical package), stating the type, dosage, and duration of treatment.

I request that the following medication be given to my child during the school day:

Name of Student: _____

Name of Parent/Guardian: _____

Phone: _____ (home) _____ (work) _____ (cell)

Medical condition requiring medication: _____

List of all allergies to medication: _____

Name of medication used to treat medical condition:

Prescription: _____

Prescribing Physician: _____

Non-Prescription: Extra Strength Tylenol Advil Ibuprofen

Other: _____

Dosage needed during school day: _____

Time medication is to be taken at school: _____

Beginning Date: ____/____/____

Ending Date: ____/____/____

____/____/____

Date

Parent/Guardian Signature

The following list summarizes parental responsibilities for medication administration at school:

- a. If possible, schedule medication to be given before and after school.
- b. Give the first dose of the medication at home
- c. Bring prescribed medication to school in correctly labeled pharmacy container
- d. Bring over-the-counter medication to school in the original pharmaceutical package with student's name on the bottle
- e. Provide the school with a completed medication authorization/parental consent form.
- f. Provide prescription medication to school in a timely manner when school staff has indicated that medication needs refill.
- g. Provide school with new authorization and correctly labeled bottle when medication dosage is changed by the physician.

FAVOR DE LLENAR Y FIRMAR ESTE FORMULARIO Y DEVOLVERLO A LA ESCUELA
Autorización de Padres para la Administración de Medicamentos - Secundaria

Yo, padre/madre o tutor legal del estudiante mencionado abajo, autorizo sin condiciones a las Escuelas Públicas del Condado de Rockingham y a sus empleados que permitan a este estudiante tomar la siguiente sustancia descrita para el tratamiento medicinal legítimo de una condición médica actual. Reconozco que hemos revisado con el estudiante la política de abuso de sustancias de la Junta Escolar del Condado de Rockingham y que cualquier violación de la misma puede resultar en la suspensión o expulsión de un estudiante. Yo certifico que toda la información contenida en esta autorización es correcta, y afirmo que la Junta Escolar del Condado de Rockingham y sus empleados pueden confiar en esta autorización hasta que se la retire por escrito. Yo los libero a la Junta Escolar del Condado de Rockingham y a sus empleados de cualquier reclamo o responsabilidad relacionados de alguna manera con esta autorización, y me comprometo a indemnizar, defender y mantener indemne a la Junta Escolar del Condado de Rockingham y a sus empleados de cualquier reclamo o responsabilidad relacionados de alguna manera con esta autoridad. Los medicamentos recetados pueden ser administrados por personal de la escuela sólo con el permiso previo y por escrito de los padres y del médico (el permiso está implícito en el envase farmacéutico original), indicando el tipo, la dosis y la duración del tratamiento.

Solicito que se le dé el medicamento siguiente a mi hijo/a durante el día escolar:

Nombre del Estudiante: _____

Nombre del padre/madre/tutor legal: _____

Teléfono: _____ (casa) _____ (trabajo) _____ (celular)

Condición médica que requiere medicamento: (Ejemplo: dolor de cabeza, malestar ciclo menstrual, etc.) _____

Lista de todas las alergias a medicamentos: _____

Nombre del medicamento utilizado para tratar la condición médica: _____

Receta: _____

Médico que prescribe: _____

Medicamento sin receta: Extra Strength Tylenol Advil Ibuprofen

Otro: _____

Dosis necesaria durante el día escolar: _____

Hora cuando se debe tomar el medicamento: _____

Fecha de inicio: _____ Fecha de fin: _____

_____/_____/_____
Fecha

Padre/Madre/Tutor legal

El listado siguiente resume las responsabilidades parentales para la administración de medicamentos durante el día escolar:

- a) Si es posible, programe la administración de medicamentos a ocurrir antes de las clases por la mañana o después de las clases por la tarde.
- b) Déle a su hijo(a) la primera dosis en la casa.
- c) Traiga los medicamentos recetados en el envase farmacéutico con las etiquetas correctas.
- d) Traiga los medicamentos de venta libre en el envase farmacéutico original con el nombre del alumno escrito en la botella.
- e) Entregue a la escuela una autorización de medicamento llenada/ formulario de consentimiento parental
- f) Entregue a la escuela los medicamentos recetados a tiempo cuando los empleados de la escuela le hayan indicado que requieren un resurtido.
- g) Entregue a la escuela la autorización nueva y la botella etiquetada correctamente si el doctor cambia la dosis del medicamento.

PLEASE COMPLETE THIS FORM AND RETURN TO SCHOOL
PARENT AND STUDENT HANDBOOK SIGNATURE PAGE FOR 2022-2023

Parents and Students: Please sign and return this page to your school. Your signature and your child's signature verify that your child agrees to follow all Rockingham County Public School Board policies including, but not limited to, the computer use policy, compulsory school attendance policy, and the student conduct policy, and that you as a parent will assist the school in enforcing these policies. At any time, a parent or student has the right to express disagreement with a policy and pursue appropriate means to have a policy reviewed, for possible change, by the School Board.

If there is any part of this information that you do not fully understand, you should contact your child's principal.

School	
_____	_____
Child's Name (print)	Grade
_____	_____
Child's Signature	Date
_____	_____
Parent/Guardian Signature	Date

FAVOR DE LLENAR Y FIRMAR ESTE FORMULARIO Y DEVOLVERLO A LA ESCUELA
ESCUELAS PÚBLICAS DEL CONDADO DE ROCKINGHAM
MANUAL DE LOS PADRES Y EL ESTUDIANTE PARA EL CICLO 2022-2023
HOJA DE FIRMAS DEL PADRE Y DEL ALUMNO

Para los padres y alumnos: Favor de firmar y devolver esta hoja a la escuela. Sus firmas confirman que su hijo(a) acepta seguir todas las políticas de la Junta Educativa de las Escuelas Públicas del Condado de Rockingham incluyendo, pero sin limitarse a, las políticas sobre el uso de las computadoras, las políticas de asistencia escolar obligatoria, y las políticas de conducta del estudiante, y que usted como padre se compromete reafirmar estas políticas en colaboración con la escuela. En cualquier momento, los padres y los estudiantes tienen el derecho de expresar su desacuerdo con cualquier política y seguir los medios apropiados para que la junta educativa revise alguna política para hacer posibles cambios.

Si hay cualquier información que no entienden enteramente, deben ponerse en contacto con el/la director(a) de la escuela.

Escuela	
_____	_____
Nombre del alumno	Grado
_____	_____
Firma del alumno	Fecha
_____	_____
Firma del padre o tutor legal	Fecha

