



**GOOCHLAND
COUNTY
PUBLIC
SCHOOLS**

*Inspiring and preparing the next
generation to make a positive impact*

**2022-2023 ELEMENTARY
PARENT-STUDENT HANDBOOK**

Revised: August 2022

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Non-Discrimination Policy

Goochland County Public Schools does not discriminate on the basis of race, color, national origin, age, religion, political affiliation, disability, handicapping conditions, or gender in its educational programs, athletics and extracurricular activities or employment. No person shall be denied employment solely because of any disability or impairment that is unrelated to the ability to engage in the essential activities involved in the position or program for which the application has been made.

Mission, Vision, and Core Values

Vision – Inspiring and preparing the next generation to make a positive impact

Mission – To maximize the potential of every learner

Core Values – Excellence, Creativity, Courage, Honor, and Optimism

Families are encouraged to review the division's [Strategic Plan](#)

Goals

- 1) To maximize each student's potential in preparation for a successful life
- 2) To create an engaging and responsive experience where everyone feels informed, included, valued, and empowered
- 3) To enhance and support the instructional and learning needs of all students and staff

Curriculum

Students in grades K-5 receive instruction in language arts, mathematics, science and history. Co-curricular classes include art, music, and physical education. All instruction is based on the Virginia Standards of Learning.

The library media centers provide students with opportunities to engage in a variety of instructional technological applications.

Goochland County Public Schools elementary curriculum is publicly available here: [Elementary - Curriculum](#)

Entrance Requirements

A child who will be five years old on or before September 30 is eligible to enroll in kindergarten. In all cases, if the child is enrolling in (Virginia Public) school for the first time, he or she must have a completed Virginia medical form, a state birth certificate, proof of residency, and a doctor-signed record documenting that the required immunizations have been completed.

Attendance

Parents or guardians are required to contact the school when their child is going to be absent. A note may be required when the child returns to school stating the reason for the absence. Absences are categorized as excused or unexcused. When a child is absent due to illness and a parent or guardian wishes to pick up homework for that day, please notify the office by 9 a.m. so the teachers can assemble the work during their planning time and send it to the office. Any school work missed due to absences must be made up within five days of returning to school.

Students who are absent from school are not permitted to participate in extracurricular activities that same day. Excused or unexcused chronic absenteeism will be referred to the designated authority. More than 24 student absences per year may result in retention.

Tardiness/Early Dismissal

Students should arrive at school between 7:45 a.m. - 8:00 a.m. Consistent attendance is important for students to achieve their highest potential. Tardiness results in students missing critical opening announcements or plans for the day and often delays instruction for the entire class. Students arriving at school later than 8:00 a.m. must be signed in by their parents or guardian in the office since they will be considered tardy. Students will be given a pass to report to their class. Excessive tardiness and/or early dismissals will be referred to the designated authority.

Students should refrain from early dismissal except in cases of necessary medical appointments or family emergencies. Parents are encouraged to make appointments after 2:30 p.m., when possible. If it is necessary for a student to leave school early, we ask that you contact the school and share the time, date and reason for the student to leave. All dismissal changes must be made in writing (email is fine) by 12:00 PM. A student should never leave the school grounds unless permission is given by the principal's office. These measures are necessary for the protection and safety of the students.

Students who are dismissed early from school due to illness are not permitted to participate in extracurricular activities that same day.

Arrival

Students should not arrive at school prior to 7:45 a.m. There is no adult supervision available prior to that time.

Change In Plans/Emergency Plans

Parents are expected to inform their children of changes in afternoon buses or dismissal procedures before they leave home each day. The school should also be notified of these changes **in writing (email is fine) by 12:00 PM. Bus changes are not permitted due to limited resources.**

It is also essential that your child knows what to do if school should dismiss unexpectedly. Please make sure the emergency form is completed and returned to school. The school should be notified immediately of any changes that occur during the school year.

Insurance

Although school insurance is not required, parents are urged to consider the information sent home with students. Two types of insurance are available: regular coverage and 24-hour coverage. Premiums are to be paid directly to the insurance carrier. Please read the policy carefully.

Volunteer Program

We encourage parents, grandparents and community members to volunteer in our schools. Consideration for volunteering does involve an application process, which includes a background check; this security measure is completed at the school division's expense for volunteers who have regular, repeated interaction with students. Additional information about volunteering within our schools can be found [here](#) on the division's website. We appreciate your willingness to partner with us and give our students and staff the gift of your time.

Visitors To School

Parents and interested citizens are invited to the school to observe the instructional program and related activities. Parents are especially encouraged to visit the school on scheduled days for conferences with teachers, special school programs and projects, parent-teacher meetings and "Back To School" nights. Parents have the right and duty to consult teachers about their child's progress; however, in order to protect valuable instructional time, teachers will only be available for conferences after school and during their planning times.

All visitors (including parents) to the school must report to the principal or designee for permission to visit a classroom or a teacher. Appointments are preferred. Teachers may not be interrupted while they are in the process of instructing students. All classroom volunteer visits must be scheduled in advance with the classroom teacher.

All visitors are required to have a photo identification card and sign in at the office. No one may proceed beyond the office without following sign-in procedures and wearing an identification badge. Any classroom observations must be scheduled in advance and must be approved in writing by the building principal.

Parent Teacher Association

Goochland County Public Schools are fortunate to have very active PTAs. Parents are encouraged to actively attend, sign up for committees, and support their programs.

Dress Code

Per [Policy JFC-R Standards of Student Conduct](#), the responsibility for student dress and general appearance rests with individual students and parents. However, the Board requires students to attend school in appropriate dress that meets health and safety standards and does not interfere with the learning process.

Appropriate school dress has a positive impact on student behavior and increases the esteem in which students and the Goochland community regard the school. Students have the responsibility to use discretion and common sense in their choice of clothing. Students are expected to wear clothing appropriate to the school, weather, and anticipated classroom activities for the day.

- Any clothing that interferes with or disrupts the educational environment is unacceptable. Clothing and accessories with language or images that are

vulgar, discriminatory, or obscene, or clothing that promotes illegal or violent conduct, such as the unlawful use of weapons, drugs, alcohol, tobacco, or drug paraphernalia or clothing that contains threats such as gang symbols is prohibited.

- Consistent with our division's policies regarding the Prohibition of Harassment and Retaliation (JFHA/GBA) and Equal Educational Opportunities/Nondiscrimination (JB), clothing and accessories that contain derogatory or suggestive diagrams, pictures, slogans, or words that may be interpreted as racially, religiously, ethnically, or sexually divisive that cause or are likely to cause a disruption within the school environment are also prohibited.
- Additionally, disciplinary action will be taken against any student taking part in gang-related activities that are disruptive to the school environment, which include the display of any apparel, jewelry, accessory, tattoo, or manner of grooming that, by virtue of its color, arrangement, trademark, or any other attribute, denotes membership in a gang that advocates illegal or disruptive behavior. Parents of students requiring accommodation for religious beliefs, disabilities, or other reasons should contact the principal.

Students not complying with this policy will be asked to cover the noncompliant clothing, change clothes, or go home. Students must comply with specific building dress regulations and of which students will be given prior notice in the school handbook.

Personal Property

Students should refrain from bringing valuables and unnecessary money to school. Items such as toys, games, electronic devices, e-readers, electronic watches, and cell phones are encouraged to be kept at home.

Cell phones or other mobile/electronic devices that come to school need to be turned off and remain in the child's backpack. Electronic watches that are worn to school are to be silenced and not to be used to communicate with others during school hours. If students are found communicating on cell phones/watches the following will result in:

- 1st offense: student conference, warning
- 2nd offense: student's phone/mobile device is confiscated and returned to the student at the end of the school day; parent contact
- 3rd offense: student's phone/mobile device is confiscated and returned to the student's parent

School personnel cannot be held responsible for recovering any lost items. If items are found, they will be held until parents pick them up. Pupils losing clothing and personal belongings should check the "lost and found." Items not claimed at the end of each 9-week marking period will be donated to charitable organizations.

Accidents

Accidents and injuries should be reported immediately to the teacher. It is important that student emergency information be current so that parents may be promptly notified should an accident occur.

Student Records

Student records shall be maintained in accordance with rules and regulations established by the State Board of Education. Information to third parties will not be released without specific written parental consent. Parents who wish to review their child's records should arrange an appointment with the principal. Photocopies of the student file can be provided to parents/guardians for a copying fee. When a non-custodial parent desires an additional copy of a student's progress report, a self-addressed envelope should accompany each request.

Library Books

When checking out books from the school library, students assume responsibility for the books. Students will be charged a fee for lost or damaged books based on the replacement cost determined by the school librarian. Students will not be permitted to check out any additional books until the replacement cost has been paid.

Gifted Services

Students formally identified as gifted and students on monitor status will be provided with services from the Gifted Resource Teacher as appropriate. In addition, classroom teachers provide differentiated instruction including additional enrichment opportunities. Anyone may complete the Gifted Referral Form that initiates the gifted identification process (available online at the GCPS website). Additionally, all students in grades 2 and 5 are universally screened for gifted aptitude.

Reporting Pupil Progress

A formal report of each student's progress in school is sent to parents or guardians at the end of each nine-week grading period. Parents may access their child's grades at any time through PowerSchool.

In grades 2-5, interim reports will not be sent home unless requested by the parents. In grades K-1 an interim report will come home marking period 1 only.

In Kindergarten/First Grade, the marking system is:

- E--Excellent Performance
- S--Satisfactory Performance
- I--Improvement Needed
- U--Unsatisfactory Performance

Reading Target:

On Target or Off Target

Standards:

- N, Not Assessed at this time
- +, Skill Mastered

x, Skill Not Mastered

In second through fifth grade, the marking system is:

A=90-100	D= 60-69
B=80-89	F= 59 and below
C=70-79	

Quarterly report card grades will be calculated and weighted based on the division guidelines below:

Summative Assessments, 65% (Teacher/Classroom Assessments)

A summative assessment is any assessment that summarizes what students have learned at the conclusion of an instructional segment. GCPS summative assessments include unit tests, graded and planned quizzes, final exams, culminating projects, and book reports. Any test or project that will be counted as a summative grade must be identified to students before the assignment is given. If a rubric is being used to grade the assignment, the rubric will be included with the project information when the project is assigned.

Formative Assessments, 35% (Teacher/Classroom Assessments)

A formative assessment is any assessment that occurs concurrently with instruction to provide ongoing feedback about specific areas to guide teaching and improve learning. GCPS formative assessments are any assignments not listed in the summative assessment section above including, but not limited to, ungraded quizzes, oral questioning, teacher observations, draft work, think-alouds, concept maps, journals, classwork, reading logs, extra credit, and unannounced quizzes.

The report card will be used to notify parents of student progress throughout the school year. If the teacher decides that student progress is unsatisfactory, the teacher will request a conference. Parents can access their child's grades/academic record anytime through PowerSchool. Specific requests for written progress reports outside of the quarterly report cards should be made directly to the classroom teacher.

Each student should return a signed report card envelope to his/her homeroom teacher the next school day. At any time, parents may access their child's grades through PowerSchool. Your child's school will provide you with access information, training and a password. Assignments turned in to the teacher during an academic week will be posted in PowerSchool no later than 3:15 p.m. on the following Tuesday.

If a student is being considered for retention at any grade level, a letter shall notify the parents or guardians no later than eight weeks before the end of the school year and a parent conference shall be requested. If the decision to retain a student is finalized, parents shall be notified and/or a conference held prior to the final report card. The parent(s) or guardian(s) of any student who is not achieving at a satisfactory level may be notified of the possibility of retention earlier in the year.

Growth Measures: Measures of Academic Progress

Students in grades 1-5 will take the NWEA MAP test (Measures of Academic Progress) in the fall, and spring in the areas of literacy and mathematics. These

assessments are computer adaptive (test items increase or decrease in difficulty in response to performance), nationally normed, and designed to measure individual growth. These growth measures will take the place of many of the traditional “marking period tests” used primarily for test preparation.

State Growth Assessments

Legislation passed in the 2021 General Assembly ([HB2027](#) and [SB1357](#)) requires the implementation of “through year” growth assessments in reading and mathematics in **grades 3-8**. The Virginia Department of Education developed the State Growth Assessment to fulfill this new law. Students will take these computer adaptive tests in the Fall and Winter. Spring testing will be assessed through a traditional SOL.

Formative Assessments

Brief (5-10 question) common assessments will be administered throughout the school year as a means to formatively measure student progress.

Curriculum information can be found [here](#), identifying the standards that are covered each marking period, as well as to provide additional information and tips for students and parents.

Retesting

Students who fail a summative assessment will have the opportunity to participate in remediation and be retested **at the discretion of the teacher**. If a student is granted the opportunity to retake a test, the higher grade will be recorded as the final grade in PowerSchool. Students will be given adequate time to retake a failed test.

Assignments

Students will be required to complete any formative or summative assignments that are incomplete or unsatisfactorily completed during non-core instructional time on the day the assignment is due. Assignments will be evaluated based on completeness at the end of the day. **At the discretion of the teacher**, interruptions in the daily schedule will be taken into consideration if students aren’t provided ample time to complete the assignment.

Teacher Sharing through Canvas, Email, Schoology, and Seesaw

Teachers share class information through Canvas, email, and/or Seesaw. These resources are updated regularly to include important class information including homework, current concepts being studied, and quiz/test dates.

Homework

Homework is defined as curriculum-related tasks assigned by teachers that are meant to be completed by students during non-school hours. Examples may include at-home reading, writing, practice problems, projects, and studying. While empirical research on the topic of homework varies, strong evidence supports homework as a beneficial component to students’ overall academic experience.

Including general reading as an at-home academic task, there are five broad types of homework:

1. Reading - This includes regular shared and/or independent reading that may or may not be directly related to school; therefore, it is not always considered formal homework.
2. Completion - This type of homework begins as classwork and helps students keep up to date with day-to-day curricula.
3. Practice - This type of homework increases and/or improves fluency of a skill or process that is not yet fluent.
4. Preparation - This type of homework prepares students for upcoming instruction and assessments.
5. Extension - This type of homework expands and/or refines learning across new contexts, encourages problem solving, and prompts critical thinking.

Effective homework has several purposes. Effective homework:

- prepares for, reinforces, and extends concepts introduced in class.
- introduces new material to be presented by the teacher in an effort to activate prior knowledge.
- assesses student understanding.
- facilitates application of previously learned skills to new situations.
- prompts students to produce creative products.
- provides an important link between school and home.
- develops strong study habits, time management skills, self-direction, self-discipline, self-regulation, and self-reliance.

Effective homework is characterized in the following ways:

- It is designed to meet specific purposes and goals.
- It is meaningful.
- It is individualized to the greatest extent possible.
- It is assigned only after student understanding of teacher expectations is verified so that successful completion is reasonable.
- It is assigned after a student's access to resources and materials has been considered to the greatest extent possible.
- It is accompanied by clear, constructive, timely teacher feedback.
- It is never used for disciplinary purposes.

Frequency and Duration

<i>Grade/Academic Level</i>	<i>Frequency</i>	<i>Duration</i>	<i>Type</i>

Preschool	Daily Average	5-15 minutes	Shared reading ¹
Kindergarten	Daily Average	5-15 minutes	Shared/independent reading
	Flexible	<5 minutes	Numeracy practice
Grade 1	Daily Average	10-15 minutes	Shared/independent reading
	Flexible	<10 minutes	Numeracy practice
Grade 2	Daily Average	10-20 minutes	Shared/independent reading
	Flexible	<10 minutes	Numeracy practice
Grade 3	Daily Average	10-20 minutes	Shared/independent reading
	Flexible	<20 minutes	Other homework
Grades 4-5	Daily Average	10-20 minutes	Shared/independent reading
	Flexible	20-40 minutes	Other homework
Middle School Coursework	Daily Average	10-20 minutes	Independent reading
	Flexible	30-60 minutes	Other homework
High School Coursework	Daily Average	10-20 minutes	Independent reading
		30-90 minutes	Other homework
College-Level Coursework	Daily Average	10-20 minutes	Independent reading
		90+ minutes	Other homework

These time allocations provide guidance to students, families, and instructional team members. They are not absolutes. Students work at varying paces and require an element of personalization in order to achieve mastery. These time allocations are articulated as cumulative daily averages. Finally, with the exception of some college-level courses, homework will not be assigned to students over the Thanksgiving holiday, winter break, or spring break.

Parent-Teacher Conferences

Faculty members are committed to maintaining a close working relationship with parents. Parents are encouraged to contact the school office by telephone for a conference

¹ Shared reading is an approach to literacy in which the independent reader explicitly models for the dependent reader (i.e. child) the strategies and skills of proficient readers.

when they have questions or concerns. One parent-teacher conference will be scheduled during the school year in the fall. These days are designed for parents to visit the school and discuss their child's progress with the teachers. Each school will communicate the specific dates for conferences with parents.

Promotion and Retention

Student achievement will be reviewed on an on-going basis. The principal will determine the student's placement for the following year with input from instructional staff. Parents will be notified if the decision to retain a student is being considered.

Field Trips

Trips of an educational nature are scheduled during the school year to extend the students' learning experiences beyond the classroom.

Students participating in field trips must submit a dated permission slip signed by a parent or guardian. A fee will be accepted from each family to cover the costs associated with the educational trip. Bag lunches will be available from the cafeteria. Lunch orders must be returned with the permission form.

Parents will be invited to chaperone on a rotating basis. Chaperones must go through the volunteer application process (see the section called Volunteer Program) every two years. Due to the supervising responsibilities of each chaperone and liability issues, siblings are not permitted to go on field trips. Chaperones must be 18 years or older.

Any student suspended from school will lose his/her privilege of attending the field trip. Any student who chooses not to participate must attend school on the day of the field trip, and parents must make a formal request in writing to the principal. An alternative classroom setting will be provided.

School Breakfast and Lunch

Meal Payment-Student breakfast meals are \$1.45, Elementary school lunch meals are \$3.00. A free and reduced meal application will need to be completed by qualifying families in order to receive meal benefits as well as other benefits within your school (student fees, gym suits, etc.) An application will not need to be completed if a letter of eligibility from GCPS is sent to your household before the start of the school year. Applications will be available at your school site. An online application as well as a printable PDF is available on the nutrition services website. www.goochlandschools.org

Our school cafeterias will continue with a “cashless” payment system for student meals, ala carte items and adult meals. You can access this system at <https://www.mypaymentsplus.com/welcome>. There is a free phone app available or you can call customer service at 1-877-237-0946/ Option 8 to pay by phone.

Balances left on a student's account at the end of the school year will carry over to the next school year. Refunds are only issued if a child is leaving Goochland County Public

Schools. Requests for refunds must be made within 30 days of the student's last day at GCPS; otherwise, the amount left on the student's account will be considered a donation to the Cafeteria meal fund.

Student Cafeteria Conduct-Students must sit in the area designated for their class. Students are to return trays to the dishwashing area.

Students are expected to:

- practice good table manners
- converse in a normal speaking voice to students at their tables
- remain at their table except when returning trays, buying food, or with permission from a staff member
- refrain from bringing gum, carbonated drinks, candy, or glass containers
- obtain permission from a teacher or monitor to leave the cafeteria for any reason

Menus-Lunch menus must provide one-third of the daily-recommended levels for protein, calcium, iron, vitamin A, vitamin C and calories. Breakfast must contain one-fourth of these daily recommendations. The daily menus will consist of a minimum of two main entrees, cold plates and salads, choice of one fruit and two vegetables and two selections of milk. All bread items served must be whole grain. Menus are designed to average fewer than 30% calories from fat and 10% calories from saturated fat each week. Monthly menus will be posted on our county web site at www.goochlandschools.org.

A La Carte-All items contain a minimum of 10% of Daily Value (DV) for a nutrient of public health concern (i.e. calcium, potassium, vitamin D, or dietary fiber). A la carte items will contain no more than 35% of calories from fat and no more than 35% by weight sugar content per serving. In addition, products are prohibited from having caffeine or being carbonated. The purpose of a la carte sales is to enhance, not replace a balanced meal. Some prices have been increased; therefore, limits have been placed on purchase quantities.

Parents are invited and encouraged to eat lunch with their children any time during the school year. Please send a note or call by 9 a.m. on the day you wish to come to ensure that sufficient food will be prepared. Adult lunches are \$4.50.

Students are not allowed to use school appliances, such as microwave ovens.

Clinic/Medication Policy

Students who are sick in the morning should not attend school. Once at school, a student who is injured or too ill to remain in class may check into the clinic until his/her parents are contacted. Once contacted, parents are required to pick up injured or ill children promptly. Students who are absent or dismissed early from school due to illness are not permitted to participate in extracurricular activities that same day. Emergency numbers and special instructions when parents are out of town should be given to the school ahead of time so appropriate medical attention may be secured in their absence.

GCPS Medication Guidelines & Policy

Each dose of medication will be documented on the medication record. Documentation will include: name of student, name of medication, dosage, route, date, time and initials of person administering the dose.

Prescription Medication

1. *A written order from the student's physician giving the name, dosage and time to be administered is required for each medication. The prescription label on the bottle may be accepted as the physician's order.*
2. *The medication must be brought to school by the parent in the **original container** that is appropriately labeled by the pharmacist or physician. The parent must complete a medical request form, which can be obtained from the school office. **SUGGESTIONS TO PARENTS:** When it is necessary to bring a prescription medication to school, please have the pharmacist divide the dosage into two appropriately labeled bottles so that one can be at school and one at home.*
3. *Only a one-week (or less) supply of medication should be brought to school unless medication is to be taken on a daily basis throughout the school year. The parent must pick up unused medication, or it will be properly discarded within 30 days.*
4. *Exceptions to these regulations may be necessary depending on individual circumstances. Exceptions may only be authorized by the principal or school nurse during the principal's absence.*

Non-Prescription Medication

1. *Written permission must be provided indicating the name of the medication, dosage, time to be given and the parent's signature.*
2. *The medication and permission slip must be delivered to the school by the parent in the original container.*
3. *Any non-prescription medication that is to be given for more than three consecutive school days must be authorized by a physician in writing.*

REMINDER TO PARENTS: *Always bring the original container of medication; no other will be accepted. A student may not bring medication on the bus.*

Transportation

Code of Virginia 22.1-176 states “School boards may provide for the transportation of pupils, but nothing herein contained shall be construed as requiring such transportation except as provided in §22.1-221”. Failure to comply with school bus rules and or compromise the safety of passengers may result in suspension of bus privileges. Parents will be required to transport to and from school if bus privileges are suspended.

Bus Expectations:

Students should arrive at the bus stop at least 10 minutes before the bus is scheduled to arrive. Parent(s) or their designees are requested to accompany the younger child(ren) to and from the bus stop. Specifically, PK through 3rd students require an approved individual physically present to receive the student in the afternoon. PK through 3rd grade students who must cross require that an adult assist them with crossing procedures. Parents should not wait on the porch or in vehicles. Failure to meet the bus will result in the driver returning your student back to the school for safety purposes. The Transportation Department may set acceptable distance to stops at .30/mile- elementary and .50/mile- middle and high school but is not required to do so. It is the responsibility of the parent to ensure that the student gets to and from the bus stop safely.

Bus drivers have the responsibility and authority for maintaining order and discipline on the bus. Students shall follow all bus rules and driver instruction, including assigned

seating, when necessary. Students and parents are directly responsible for the willful damage or destruction of school property by a student. Violations of school board policies, school regulations, bus rules or state and federal laws that compromise the safety of others will not be tolerated.

Bus Rules:

1. Obey driver's instructions.
2. Be seated immediately; remain there.
3. Share seats equally.
4. Be courteous, respect property.
5. Stay inside the bus, keep aisles clear.
6. Observe good conduct.
7. Not permitted: smoking, profanity, fire, large objects, eating, trash, glass objects, loud noise, fighting, horseplay, vandalism, threats/weapons.
8. Wireless communication devices may be used on school buses by students, provided that the device does not distract the driver, compromise safety, or violate the student code of conduct for GCPS.
9. Have a safe ride!

For more information please visit goochland.schools.org and click the Transportation tab or call 804-556-5361 if there is no answer please leave a detailed message.

Cars are not permitted to enter the bus loading area. Privately transported students should be discharged in the designated drop-off area. In the afternoon, students transported privately should be picked up beginning at 2:30 to ensure safe departure for all students. Please work with your child's school on their procedures for a change in transportation. Please avoid early dismissals as much as possible. Students will be placed on their regular buses unless the school has received appropriate communication per their procedure. After 2:15pm, parents will be asked to meet their child at their bus stop or return to the car rider pick up area if they have not previously notified the school of an early dismissal.

School/Classroom Parties

School/Classroom parties may be held 20-30 minutes during the school day for the following:

- Fall Festival
- Winter Break
- Valentine's Day
- Spring Break

In addition, an end-of-the-school-year celebration is permitted (length and type at the discretion of the principal). Parties are not to interfere with core instructional time.

One appropriate treat per student may be provided during lunch on your child's birthday. Remember that only store bought items with the ingredients clearly printed on

the package may be shared. These items must be approved for the class by the school nurse.

Room Parent

Each school has specific guidelines to assist parents who have been chosen to be room parents. Any correspondence to be sent to parents from room parents must be approved by the principal prior to sending it home.

Student Behavior and Discipline Policy

The Board is committed to fostering a safe and healthy environment for all of our students and employees. These standards are established with that in mind as well as helping ensure that public education in Goochland County is conducted in an atmosphere free of disruption and threat, where people and property are respected, where individual rights are supported, and where effective teaching and learning can take place.

Success in this effort is not possible without parental involvement. Accordingly, parents are reminded that Virginia law expressly states that parents have a duty to assist the schools in enforcing these Standards. Va. Code § 22.1-279.3. For a more comprehensive statement on roles and responsibilities of parties on the subject of Student Conduct, please see [School Board Policy JFC](#) Student Conduct.

Corrective actions per regulations [JFC-R1 Conduct Code Violations and Consequences](#) and [JFC-R2 Specific Conduct Code Violations and Consequences](#) are among those available to the school administration for violation of the Student Code of Conduct. The facts and circumstances of each offense are considered fully in determining reasonable corrective actions.

School Counseling Program

As an integral part of the elementary school experience, the elementary school counselor provides counseling related services within each elementary school in our district. The school counselor is available to work with students in dealing with problems and situations that may arise during their school day and beyond. The elementary school counselor is able to meet the needs of students by looking at all aspects of a situation and coordinating services accordingly. To accomplish this, elementary counselors work with children individually, in groups, in the classroom and through consultation with others involved with the child, such as parents and teachers. Please be aware that parental permission is needed for students to meet with their counselors on a regular (or scheduled) basis. To speak to your child's counselor, parents should contact their child's elementary school office.

Enforcement of Rules And Regulations

Warnings and counseling will be used where appropriate to assist students to understand when their conduct interferes with their educational process, threatens the rights of others or is contrary to school policy or regulations and needs to be corrected. Should such measures fail to bring about the desired behavior, or if stronger measures are needed, these actions may follow:

- A student may be detained after school for a specified and reasonable period of time. During this time the student may be required to engage in such activities as may reasonably contribute to better behavior. Any student who has been assigned an after-school detention shall inform his/her parents immediately, and the parents shall be responsible for providing transportation home for the student. At least one day's notice will be given before the assignment of any after-school detention.
- A student's privilege to participate in extracurricular activities and/or school-sponsored activities may be suspended for a fixed period of time or until specified conditions have been fulfilled. Suspension from extra-curricular activities may be imposed in conjunction with other penalties.
- Discretionary privileges, such as riding the bus, may be suspended for a fixed period of time or until specified conditions have been met. Such suspensions may be imposed in conjunction with other penalties.
- A student may be suspended from school for violations of this policy or other School Board policies or school rules and regulations.
 - Each case of suspension shall be thoroughly considered by school officials.
 - Students may be suspended up to ten days at any time. A student must appear before the Superintendent, her designee or, at her discretion, the School Board to be readmitted to school.
 - A suspended student may not enter any school building or come on any school property during the period of suspension except with prior permission of the principal.
- The principal may impose a penalty, or penalties, provided by School Board policy or school regulations for behavior that violates a state or federal law. It may be necessary to use appropriate legal means to solve the problem.
- A student's privilege to attend school may be terminated by the School Board under the authority of the Code of Virginia.

Due Process

In order that each student within Goochland County Public Schools shall be treated fairly and equally, these steps shall be followed before the suspension of a student:

1. The student shall be informed of the nature of the facts of the alleged misconduct.
2. The student shall be given an opportunity to explain the circumstances of the alleged misconduct from his/her perspective and, if appropriate, to present witnesses on his/her behalf.
3. The student shall be informed of the conditions of the suspension, such as required parental conference prior to return and/or prohibition from coming on school property and/or to scheduled school activities.
4. The principal shall execute a letter of suspension stating the cause of suspension, the conditions of the suspension and the date the student may return to school. Copies of the letter of suspension shall be sent to the student's parents, to the superintendent's office and filed in the student's records. When a home phone is available during regular school hours, the parents should be notified by phone.
5. The parents of a suspended student may appeal the suspension decision of a principal to the Superintendent. The Superintendent's decision is final.

