

# **ELKTON ELEMENTARY SCHOOL**

**“Recover, Redesign, Restart”**



**2020-2021  
Parent-Student Handbook  
For Reopening of School**

### **FREE and APPROPRIATE EDUCATION (FAPE)**

Elkton Elementary School is dedicated in providing a free and appropriate public education to disabled persons ages 2 through 21 who live in Rockingham County. Questions about special programs, policies, and procedures, should be directed to one of the special education teachers, counselors, or an administrator.

### **DISCLAIMER**

A good faith effort has been made by the administration of Elkton Elementary School to include in this handbook all information students and parents should need to successfully navigate the 2020-21 school year. Since, however, it is impossible to anticipate all applications and interpretations of these policies, EES reserves the right to make changes and adjustments where necessary to ensure the smooth and successful operation of the school. It should be understood that all members of the EES community are subject to these regulations, both written and implied. Further explanations and clarification, if needed, are available from the appropriate school officials.

### **NOTICE**

Students will receive a second handbook from Rockingham County Public Schools to include the **Student Code of Conduct** with more comprehensive policies, procedures, and guidelines that are applicable to all Rockingham County Public Schools. Students and parents are expected to read and follow these policies as well. The signature page included in that handbook must also be signed and returned.

### **SCHEDULE**

**Reopening for November 16, 2020**

**Kindergarten and First Graders- M, T, Th, F- 8:00-3:00**

**Grades 2-5- Blended A (M, Th) and B(T, F)**

**Remote Learning for all students- Wednesday**

**New students to Pre-K- begin November 19, 2020**

**Group A (Last name A-K)- Monday and Thursdays- Grades 2-5**

**Group B (Last name L-Z)- Tuesday and Fridays- Grades 2-5**

**Pre-K, Kindergarten, and First Grade- Monday, Tuesday, Thursday, and Friday**

**Remote Learning- All students- Wednesday**

### **DAILY SCHEDULE**

#### **Opening**

7:50 - First bus arrives – Students report to bus room or breakfast-**When School Resumes Normally**

8:00 - First bell – Students report to homeroom/Bus Room-**When School Resumes Normally**

8:20 – Tardy Bell

#### **Closing**

2:40 -3rd-5th grade student load buses

2:45- 2nd grade student load buses

2:47- Pre-K-1 load buses

2:52 - busses depart

2:53-3:00- walkers dismissed

**Elkton Elementary School**  
**A Rockingham County Public School**  
**302 West B Street**  
**Elkton, VA 22827**  
**Principal, Barbara Palmer**

Telephone (540) 298-1511

Fax # (540) 298-1471

November 2020

Dear EES Students and Families,

As you know the 2020-2021 school year is going to look different in terms of the schedule and daily operations within the building. One thing that is not different is that our top priority will be the safety, health, and well-being of our students. EES will follow the documentation prepared by RCPS and will adhere to the health and safety regulations given out by the state of Virginia.

When your child returns to school, teachers and staff are prepared to provide instruction traditionally, through remote learning, and a hybrid of both. Instruction will be student focused, highly engaging, relevant to students' lives, and offer students choice and voice. As a school, we will focus on the social-emotional needs of students, be equitable in practice and focus more on deeper learning than rote memorization.

This handbook was developed to provide information about what the school day and school environment will look like for your child. It is in addition to our "normal" EES Handbook. Keep in mind that the uncertainty of these times may cause some of these guidelines to change. Thank you for your flexibility and patience as we begin the process of reopening our school.

At EES, we want to continue our tradition of a warm and nurturing environment where everyone feels valued. This school community has a history of enthusiasm and pride. How wonderful is that!

We look forward to a great year ahead of us! It will be a year of challenges, yet an innovative year. Please do not hesitate to reach out to me if you have any questions, concerns, and ideas that you would like to discuss.

Have a great rest of the summer!

Kind regards,

*Barbara Palmer*

Barbara Palmer, Principal

**Rockingham County School Board Members**

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Broadway, VA 22815

Renee A. Reed  
3432 Charleston Boulevard  
Harrisonburg, VA 22801

Lowell Fulk  
11830 Fort Turley Trail  
Linville, VA 22843

Dr. Charlotte McQuilken  
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Bridgewater, VA 22812

Dan Breeden  
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Broadway, VA 22815

Frederick E. Eberly  
3155 Harpine Highway  
Harrisonburg, VA 22802

## **ORGANIZATION AND ADMINISTRATION**

### **Administration**

Barbara Palmer

### **Administrative Intern**

Blair Harper

### **Secretaries**

Beverly Lam  
Tina Coffman  
Ann Hensley

### **School Nurse**

Sandy Baugher

### **Kindergarten**

Amber Wampler  
Robin Wallace- HLA  
Katie Walker

### **First Grade**

Donna Mueller  
Bobbie Jo Kite  
Abby Phillips- HLA

### **Second Grade**

Lynda Shifflett  
Lisa Lewis-HLA  
Rebecca Cox

### **Third Grade**

April Buckmaster  
Angelica Williams  
Carrie Drum

### **Fourth Grade**

Lauren Sandridge- HLA  
Chase Raynes  
Laura Sunder-Rao

### **Fifth Grade**

Justin Hitt  
Lauren Shifflett  
Michelle Ridder

### **Specialty Team**

Katie Nauman  
Linda Doherty  
Pat Failes  
Sarah Peters  
Alesia Talbot  
Edwina George

### **TLC**

Jana Beyer  
Farren Francis- HLA

### **Title I**

Kiera Heatwole-HLA

### **Special Education**

Sheri Loomis  
Mary Johanna Klein  
Kristyn Gould  
Seth Crissman

### **Guidance**

Cynthia Hepner

### **School Resource Officer**

Lamarr Wharwood

### **Behavioral Support Assist.**

Lee Anne Simmons

### **4-Year-Old-Program**

Michele Defreese  
Merrill Taylor

### **Instructional Assistants**

Leeanne Dofflemyer  
Melinda Dofflemyer  
Regina Merica  
Stephanie Richards  
Sharon Morris  
Teresa Shifflett  
Charles Angersbach  
Susan Eaves  
Cindi Zodda  
Summer Conley

### **Custodians**

Wayne Knight  
Keith Hensley  
Connie Morris  
Mike Riddle

### **Cafeteria**

Sheila Gibson  
Tammy Breeden  
Jennifer Biller

### **Cafeteria Assistants**

Angela Dean  
Jennifer Foltz

### **Bus Drivers**

Lisa Lam  
Garland Dean  
Carolyn Meadows  
Jeanie Dean

## **HISTORY OF ELKTON ELEMENTARY SCHOOL**

Elkton Elementary School with its magnificent colonial façade and walled portal is located on West B Street in Elkton, Virginia. The building was originally built in 1936 to house Elkton High School.

An addition was added to the school in 1972 replacing an older elementary school building. The school was further enlarged in 1995 with the addition of a new gym-auditorium and new kindergarten and third grade wings.

The building and environs are beautifully maintained and landscaped.

Elkton Elementary School has an excellent reputation as an educational center. The school is particularly noted for its:

1. Status as a fully accredited school as defined by the Virginia Department of Education.
2. High academic standards with emphasis on the basic skills in reading and mathematics.
3. Comprehensive, child centered instructional and activity programs.
4. Strong community support, as indicated by parent volunteers and an overwhelming support with fundraisers.
5. Excellent academic faculty and support personnel.
6. Attractive educational environment.
7. Strong physical education, music and fine arts program.

## **PHILOSOPHY OF ELKTON ELEMENTARY SCHOOL**

Education is the individual development of interrelated concepts so that when faced with a problem in life an individual can choose from several alternatives. The basic purpose of the education of each student is to cultivate and extend the intellectual and cultural development of each student to their fullest potential. Every child must be provided with an educational environment which will allow them to respond, grow and develop their capacities in a continuing process. It is in this manner that a child will be enabled to become a useful, productive, and economically self-sufficient member of society.

The child must be the center of attention and the primary reason for the existence of the school. Elkton Elementary School places its educational emphasis on the student and learning. Since each student is an individual who differs from others in ability, attitude and rate of growth, we seek to provide an atmosphere in which each student can develop acceptable intellectual, physical, emotional, aesthetic, social and moral skills and values.

We build on the tasks begun in the developmental kindergarten program and continue developing these skills throughout the elementary years. We believe that students learn best through active involvement in the classroom. The professional staff will develop learning environments and instructional programs that will actively engage students in the learning process.

We believe that the school shares with the home and community the responsibility for the encouragement, guidance and instruction of each student. In cooperation with the community we will strive to provide enriching experiences in academic and social development to meet the needs of the student, the school and community.

## **MISSION STATEMENT**

**We believe that all children can succeed. We recognize that due to the early school closing last spring, there will be an increased risk for mental health concerns for our students. We will continue to provide a positive school climate that will make students feel safe, connected, and engaged in learning. Whatever mode of instruction occurs (remote, blended, or face-to-face), our focus will be on unfinished learning**

of content/skills from the previous year as well as instruction of new content. We will continue to integrate the essential knowledge and Virginia's 5 C's- critical thinking, creative thinking, communication, collaboration, and citizenship.

### **Updated Policies/Guidelines During This Time**

#### **Staying home if sick:**

Students must stay home if they are feeling sick or have any symptoms associated with COVID-19. It is important that each parent do a "health" check on their child before sending them to school. If any student comes to school and Covid-19 Symptoms are noticed, the school nurse will contact the parent.

Here is the health check list:

[https://docs.google.com/spreadsheets/d/1EQJu8EHdHDMCmkW\\_yh66VkHDCUTeferf-nkDY6t3zuQ/edit?usp=sharing](https://docs.google.com/spreadsheets/d/1EQJu8EHdHDMCmkW_yh66VkHDCUTeferf-nkDY6t3zuQ/edit?usp=sharing)

#### **Isolation and discharge protocols for students who may become ill during the day:**

A specific room near the nurse's clinic will be available for students with COVID-19 symptoms. This room will be supervised by an adult. The parent/guardian will be asked to pick up the child within an hour of a phone call. The child will need to stay home the next school day. The child must be fever free for 24 hours without taking medicine. Admin will follow up with a phone call to the parent to check-in on the student.

#### **Attendance:**

We will follow the RCPS Attendance policy. However, we will not be recognizing Perfect or Good Attendance this school year.

There will be an attendance policy for students who are doing 100% distant learning. It will be based on the completion of assignments. More information will come out on the expectations.

#### **Face coverings and masks:**

Students and staff must wear face coverings or masks. There will be cases in which face coverings or masks are not possible so social distancing of six feet is required, unless not feasible due to the personal situation. Parents will be responsible for providing students with face coverings or masks. The school will have backup disposable masks available for students who forget their mask. Masks must be worn on the school bus due to not being able to keep the required 6 feet distance. There will be breaks given when students can remove their mask. If a student becomes defiant and refuses to wear the mask, the parent will be called to pick up their child.

#### **Frequent hand washing and hand sanitizing:**

All students must engage in frequent hand washing, including upon arrival, before and after meals, after bathroom use, after coughing or sneezing, and before dismissal. Protocols must be established for effective hand washing in which individuals use soap and water to wash all surfaces of their hands for at

least 20 seconds, wait for visible lather, rinse thoroughly, and dry with an individual disposable towel. If hand washing is not available, hand sanitizer will be used.

**Maintaining six feet of separation at all times:**

All students and staff must maintain a social distance of six feet to the greatest extent possible. Desks must be spaced at least six feet apart and facing the same direction. The county has purchased some yoga mats, tubs for personal items, and flexible seating for our younger students so that they are not in desks all day.

**Smaller, isolated groups of students assigned to one teacher:**

Successfully implementing six feet of social distancing will require significantly smaller class sizes and reduced staff-to-student ratios. This is why students in grades 2-5 have a staggered weekly schedule. Our large Kindergarten classes will be divided into two sections each. The teacher, assistant, reading specialist and other staff will rotate between the classes. The first grade classes are small enough to keep the students in each class together. Transitions will be kept to a minimum. Resource teachers will come to the classroom for instruction.

Pre-K- 2 will have breakfast taken to their classroom. Grades 3-5 will be able to pick up breakfast in the cafeteria and then go to their classroom. Pre-K-1 will eat lunch in the cafeteria with proper distancing guidelines in place. Lunch will be served in the classrooms to grades 2-5. At this time, restrictions are in place for how many people can be in one room at a time (the number varies by the size of the classroom or space).. Parents will not be allowed to eat lunch with their child or visit the classroom.

**Regular cleaning, sanitizing, disinfecting, and disposal protocols:**

The school building, including desks, chairs, and all surfaces that are touched, will be regularly cleaned, sanitized, and disinfected in accordance with health and safety guidelines.

## Health Plan for Reopening of Schools (Phase III) 2020-2021

[Health Plan Document](#)

[Executive Summary of Health Plan Document](#)

RCPS has provided hand sanitizer stations and cups to be used by students.

**Parent Visitation:**

EES will keep parent visitation to a minimum for the start of the year. Parents will not be allowed to walk their child to class, volunteer in the classroom or eat with their child. We hope this will change as the school year progresses.

**WatchDog Program:**

This program is suspended until the school gets back to a normal schedule.

**Student Dropoff at EES:**

Students may arrive as early as 7:50. Upon entry, students will go straight to their classroom. Breakfast will be delivered to students in Pre-K-1. Students in grades 2-5 may pick up a breakfast upon entering the building. They will bring breakfast to their classrooms.

**Field Trips:**

There will be no field trips in the fall. We hope this will change as the school year progresses.

**Sign-in/Sign out Procedures:**

The office staff will sign-in and sign-out students. Parents will be asked to say goodbye to their child in the vestibule area inside the school. A parent or guardian may not walk their child to class. There will be an EES staff there to walk students to class. Any parent wishing to pick up their child early, will use the call button to notify an office staff member. Office staff will call for your child. We are asking for the parent/guardian to wait in the vestibule for their child.

**Instruction:**

EES will continue to use innovative approaches to teaching and learning. We understand there will be a need to address missing content. Our plan is to incorporate the missing skills/content into the 2020-2021 school year instruction.

Instruction will be student focused, highly engaging, relevant to students' lives, and offer students choice and voice. We will focus on social emotional needs of students, be equitable in practice, and focus more on deeper learning than rote memorization

Teachers will focus on student's social and emotional needs first, and then focus on academics. Knowing there will be large gaps, teachers will provide differentiated learning opportunities for their students. Authentic learning experiences will be provided. Subjects taught will be related to the real world. This will help to promote critical thinking skills, improve creativity, increase engagement, motivate students, boost retention of information, and help build 21st Century skills.

A cross curriculum will be used so that multiple subjects can be taught together. Students will learn how to use their device to access their assignments. Lessons will be student-focused and will use teaching practices that a student can do independently at home.

Teachers will identify individual students within their classes who need extra resources and support. They will collaborate with colleagues to address solutions and support for these students. Together lessons can be adapted to meet the specialized needs of their student populations.

### **Blended Model/HLA**

I want to clarify the difference between the Home Learning Academy vs- Blended Model for grades 2-5. This chart explains the difference.

#### Home Learning Academy

- Provides a certified teacher not necessarily from your child's school.
- This model is designed for students who do not plan to attend school physically (At least for the first nine weeks.)

#### Blended Model

- Provides a certified teacher from your child's school (This may or may not be the teacher that your child has upon return to the school building.)
- This model is designed for students who plan to transition back to school physically.
- Students PreK - 1 can attend school physically four days a week.
- Students in grades 2 - 5 will start school virtually for the first nine weeks and transition back to school physically when schools reopen.

While instruction across the state transitioned from traditional to remote on short notice in March 2020, school divisions and their teachers now have a little more time to plan and prepare for this new approach to education. It will be important to the EES staff to support continued learning when not in a face-to face instructional setting. Unlike last spring, students will be held accountable for the school work they complete at home.

Each student in grades 2-5 will be given a device (2-3 iPads, 4-5 chromebook) that they will use to complete assignments. This device is on loan for the school year. A device lease form will need to be signed by the parent first. The deployment of devices is Sept. 8/9th. A schedule will come out soon.

Your child's teacher will communicate through email, SeeSaw, notes, phone calls, video conferences, and zoom/google meetings.

If your child is participating in the RCPS Home Learning Academy, he/she will be assigned a RCPS teacher to conduct virtual lessons at scheduled times. These times will be determined by the teacher. These students will follow the same lesson plans as students participating in the Blended Model.

## **RESOURCES**

[COVID-19 Parent Guide](#)

[COVID-19 A Parent Guide for School-Age Children](#)

[Social Emotional Wellness Considerations for Parents and Caregivers](#)

[Project HOPE Virginia Resources for Families in Crisis](#)

[Addressing Families Social-Emotional Needs During COVID-19](#)

## **CURRICULUM**

The Virginia Standards of Learning drive the curriculum at Elkton Elementary. These standards are set for grades K-5 in the core areas of reading, writing, math, social studies and science. In addition to the Standards of Learning, we believe students should have the opportunity to explore topics that interest them. Along with this basic curriculum, Elkton Elementary also provides instruction in other areas including: physical education, music, art, health, handwriting, family life and spelling. The following is a list of additional programs available to qualifying students:

- A. TLC Reading Program – Students with special needs in reading may qualify for this supplemental reading program.
- B. At-Risk Preschool (4 Year-Old Program) - This program is designed for 4-year-olds who qualify as at-risk based on an eligibility interview which includes a Family Needs Assessment and Developmental Tasks Assessment of the child.
- C. Speech and Hearing – These programs are designed to identify students with special needs in the areas of speech and hearing. Identified students receive additional instruction.
- D. Learning Disabled – These programs provide services to children who have a disorder in the basic processing involved in understanding or in using spoken or written language.
- E. Challenge – Identified students receive differentiated instruction under the supervision of the challenge teacher. The challenge teacher provides resource assistance to the classroom teacher, as well as, pulls out and pushes in class instruction. Classroom activities are open-ended so that all students can achieve at their own levels.
- F. Intellectually Disabled – These programs provide services to children who have a delay in cognitive and academic areas.
- G. Title I - is a federally-funded educational program which provides extra instruction for students who need it most. Title I is short for "Part A of Title I of the No Child Left Behind Act of 2001, Reauthorization of the Elementary and Secondary Education Act of 1965." Title I funds are directed to school districts and schools based on poverty level indicators.

## **RCPS NON-DISCRIMINATION STATEMENT**

It is the policy of 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 Public Schools 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.

## **ACCEPTABLE USE POLICY FOR ELECTRONIC INFORMATION, SERVICES AND NETWORKS(Policy IIBEA)**

Rockingham County Public Schools supports the use of technology for research, communication, instruction, and to provide access to unique resources and opportunities for collaborative work. The use of RCPS computer networks, including Internet access, must be consistent with the educational objectives or work climate of Rockingham County Public Schools and the Virginia Board of Education. The following uses of Division computer networks including Internet access are not permitted by any users:

- a. to "hack into" or otherwise access data not intended for the user including, but not limited to other users files and administrative data;
- b. to share passwords with others, circumvent the menu/password and/or Internet filtering software installed on Division computers;
- c. to access, upload, download, create or distribute profane, pornographic, obscene, sexually explicit, or illegal material;
- d. to transmit profane, obscene, abusive, sexually explicit, or threatening language that could be characterized as bullying, harassing, or damaging to one's reputation; e. to vandalize, damage, or disable the property of another individual or organization including destroying data by creating or spreading viruses or by other means;
- e. to violate copyright or otherwise use the intellectual property of another individual or organization without permission;
- f. to abuse or monopolize technology resources for non-educational use; and
- g. to violate any local, state, or federal law.

Students should be aware that any use of RCPS technology may be monitored to ensure compliance to this policy.

## **AR- Due to budget cuts, there will be no AR for the 2020-2021 school year**

AR is individualized reading practice. It is not reading instruction. Not all grade levels participate in the AR program.

Goal of AR: Improve an individual's reading ability.

AR is a 100% incentivized program. Students can earn rewards for meeting goals, but are not given punitive consequences for not doing so.

**AR is not part of the student's reading grade.**

1. For a K-1 student, who is beginning AR, send them to the computer lab, for his/her first AR quiz.
2. ZPD: For Fiction, it is determined by PALS screening tool and classroom teacher.. For Nonfiction, it is a range that is up to one point lower than the fiction range.
3. Students should only take quizzes of books that they have read, in the ZPD range. Blocks can be set in AR for this purpose.
4. Student's point goal:
  - \*Students in grades 3, 4 and 5 point goals should be set by using the point goal chart. If a student needs accommodations or has special needs, the teacher can (and should) adjust the point goal.
  - \*Students in grade 2-this has been left up to the individual teacher as to how they want to do this. Some teachers give them point goals. Some have them read one or two AR's a week.
  - \*Students in grades K and 1 – no point goal. Students read and test as desired.

\*Time to read: for grades 3 and 4, the point goal is based on 45 minutes of reading. At EES, approximately a half-hour is done at school, and 15 minutes is done at home. This reading should be a part of homework. (It doesn't have to be every day.)

5. Taking an AR quiz:

\*Students have read the book. They should use the book to enter the title and check the author. (They need to be sure to choose the correct version). Students are encouraged to check back in the book for the correct answers.

\*While taking an AR quiz, talking with another student is not allowed.

\*The child needs to take the quiz by him/herself with no input from parents or others.

6. Once the point goal has been met, students are not allowed to take quizzes on books below their levels to bring up their average. They may continue to read and take AR quizzes on books in their range, if they would like to. AR tests are only given on the child's range.

7. Once a student has met his/her goal, they may continue to read and take AR quizzes, if he/she wishes to do so. It is the student's choice. If a student does not want to take any more AR quizzes that 9 weeks, it is ok.

8. AR in grading.

Per county policy, AR is not to be calculated as a percentage of a student's grade. It is to be used as a supplemental resource and students may earn additional recognition for their accomplishments. Individual grade levels will communicate the AR policy at the beginning of the school year.

\*85-95% average is the target of AR. 100% average indicates that the books are too easy and the level needs to be adjusted up.

### **ARRIVAL AND DEPARTURE OF BUSES**

When unloading, all buses will stop at a central location. Students will enter the building through the bus canopy.

Students will leave their areas by assigned exits and proceed to the buses in an orderly manner.

### **ARRIVAL - STUDENT DROP-OFF BY ADULT**

1. Walkers should not come to school before 7:50 am
2. Students in grade 3 – 5 have the option of riding bicycles to school. These students must have a note from home granting permission. The principal may refuse permission due to safety.
3. Students are to go directly to their classroom. Breakfast will be provided at the classroom.

### **ASBESTOS STATEMENT**

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

### **ATTENDANCE POLICY**

1. In order for a child to be successful in school, he/she must attend regularly. Any student with excessive absences (see note #3) must obtain a Doctor's excuse or visit the school nurse to determine if the student is healthy enough to be at school. If a child misses an excessive amount, according to school policy, the parent will be expected to meet with a school official to explore solutions to the problem. If the problem persists, the case will be reported to the Rockingham County School Attendance Officer. The Attendance Officer will bring the case before a Community Service Committee for further interventions. If this does not solve the problem, the case will be brought before the judge in the Rockingham County Juvenile Domestic Relations Court.
2. On the 7<sup>th</sup> absence from school (regardless of reason), a letter will be sent to communicate our concern for the number of absences for a student from school.
3. From the 12<sup>th</sup> absence forward, all absences (for any reason) will require a note from a doctor, professional appointment, school nurse note, or school related. All absences without this note will be recorded as unexcused.
4. At 5 Unexcused/Unverified absences, the RCPS truancy policy takes effect. This policy requires school officials and the parent/guardian of the student to meet and create an Attendance Improvement Plan (AIP) to improve the student's attendance.
5. If a student is absent from school, parents/guardians/emergency contacts are asked to make contact with the school by 8:45 a.m. If not, school personnel will make an attempt to contact the parents/guardians/emergency contacts of students absent from school. If contact cannot be made, an "Unverified" absence will be recorded.
6. Homework assignments will need to be requested by 10:00 a.m. and picked up after 3:00 p.m.
7. Tardy students are to come to the office to get a tardy slip before going to the classroom. A student is considered tardy when he/she arrives at school after the 8:20am bell rings. Tardiness and early dismissals will also be monitored by the office and excessiveness in these areas will require attention from the principal.
8. Continued problems with attendance after an Attendance Improvement Plan (AIP) meeting will be forwarded to the County Attendance Officer. This policy requires school officials, parent/guardian, county attendance officer, and related community services to schedule an Interdisciplinary Team Meeting (ITM) to improve the student's attendance. Continued problems with attendance after the ITM meeting may result in a summons to the juvenile domestic courts.
9. **The Social Distancing protocol that is in place will not allow students to go home on the bus with a friend or for a student to be added to the bus because the parent can't pick the student up. In addition, EES will not honor any dismissal changes for pick-up unless the parent sends a note with the student on the morning of.**  
**Please make arrangements before the school day concerning dismissal changes.**

10. Any student wishing to be dismissed early or to leave the school grounds must have a note from home and permission from the office. In order for a child to be released before 2:59 p.m., a parent must sign the student out in the office. **If a child leaves early from a field trip, it is an early dismissal.**
11. Students must be in attendance, at a minimum, the last four hours of the school day in order to participate in any extra-curricular activity that day. (See RCPS Handbook for more information)

### **TARDY/EARLY DISMISSAL POLICY**

1. 5 unexcused tardies/ unexcused early dismissals: letter to parent/guardian
2. 10 unexcused tardies/ unexcused early dismissals: Parent/Guardian meeting with principal to resolve the difficulty
3. More than 10 unexcused tardies/ unexcused early dismissals: referral to RCPS Attendance Officer

**ATTENDANCE RECOGNITION- Due to a virtual opening of school and the unknown about the school year, there will be no attendance recognitions for the 2020-2021 school year.**

### **BUS RIDING**

Riding a RCPS school bus is not a guaranteed right granted to students. A student may be denied bus privileges if he/she does not follow all RCPS and EES policy and procedures while riding a school bus to or from school or any school related event.

### **BUSINESS PARTNERS/DONORS**

The following area businesses/donors support Elkton Elementary School as business partners. The support and expertise that these businesses provide is valuable. If you are interested in becoming a business partner/donor, please contact the school office.

Rockingham Education Foundation Incorporated- (REFI)  
Merck, Miller/Coors, Harrisonburg/Rockingham County Boys & Girls Club, Elkton Lions Club, Ran Mar, Farmers and Merchants Bank, E.A. Breeden, Elkton Police Department, Big L Tire Elkton, Ace Dean Home Center, Elkton Family Pharmacy, Blue Elk Coffee, McDonalds in Elkton, 7-11 in Elkton, Ciro's/Goodfellas/Elpaso in Elkton, Elkton Progressive Improvement Committee (EPIC), Town Council of Elkton, Kim Conley Shifflett, Woodman of the World (local branch), Mama Mia's, Subway in Elkton, Dominoes in Elkton, Evangelical Presbyterian Church in Elkton, Elkton VFW, United Bank, Myers Ford, Mt. Paran Baptist Church in Elkton, Elkton Freewill Baptist Church, Elkton Pentecostal Church.

### **CHANGE OF ADDRESS/TELEPHONE**

If you have a change of address or telephone number during the school year, please stop by the office and complete a change of address form so that we may keep our records updated.

### **CODE OF 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 preparing 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, regulations, 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.

### **Cell Phone Violations**

A student may have a cell phone in their book bag, but it must be turned off. If a student is caught using their cell phone, the following violations occur:

First Offense- Phone is taken and given to Admin. Admin calls parent and phone is returned to the student at the end of the school day.

Second Offense- Phone is taken and given to Admin. Admin calls parent and phone has to be picked up by parent.

Third Offense- Same as above, but student serves a half day in ISS (in school suspension)

**The above policy also applies when students are on school field trips.**

## **CODE OF RESPONSIBLE STUDENT CONDUCT/DRESS CODE**

Rockingham County School Board Policy JFC provides certain examples of dress/attire, which are unacceptable under the terms of Rockingham County Schools' Code of Responsible Student Conduct.

The listing includes:

- Clothing which exposes undergarments;
- See-through apparel;
- Clothing that exposes the midriff, lower back, cleavage, or bare chest;
- Strapless tops or tops with spaghetti straps;
- Dresses, skirts, pants, or shorts that are shorter than the student's mid-thigh;
- Hats, hoods, or head coverings inside the school building, unless they are required for religious or medical reasons;
- Sunglasses or other obscuring glasses inside the school building, unless they are required for medical reasons or for a special event;
- Spiked accessories or wallet chains;
- 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;
- 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;
- Dress that promotes, depicts, or in any way affirms, explicitly or implicitly, drugs, tobacco, alcohol, or illegal activity, including gang activity;
- Dress that promotes, depicts, threatens, or in any way affirms, explicitly or implicitly, violence, profanity, vulgarity, or sexually implicit or explicit messages; and,
- Dress that promotes or depicts discriminatory messages or practices or that denigrates a particular group of people.

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.

### **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:	One day of in-school suspension, lunch detention, or Saturday school and notification of parents.
Third Offense:	Three days of out-of-school suspension (with required notification to parent).
Fourth Offense:	Five days out-of-school suspension (with required notification to parent).
Fifth Offense:	Ten days of out-of-school suspension with recommendation to the Division Superintendent of Schools for regular school suspension for the remainder of the semester or school year (with required notification to parent), with the opportunity to continue academic studies in an alternative setting or arrangement, as may be available.

## **CODE OF CONDUCT - GENERAL REGULATIONS**

In order to promote safety, desirable working conditions, and care of personal and public property, certain regulations are necessary.

1. Students are expected to exercise courtesy and show respect to others.
2. Weapons of all types are prohibited at school, in accordance with Rockingham County School Board Policy.
3. To avoid congestion in the halls, students should keep to the right and avoid loitering in halls and doorways.
4. Defacing or destruction of school property is punishable by law. Malicious or careless breakage must be paid for by the students.
5. The use or possession of fireworks is forbidden by law in public buildings. To disregard this law is a serious offense.
6. Students are expected to walk, in the halls, classrooms, and on the stairs. They are expected to refrain from rough and rowdy play while in school, rooms and gym.
7. Any use of tobacco is not permitted at Elkton Elementary School, in accordance with School Board Policy.
8. Students who become ill must report to the nurse for permission to be taken home. Permission must be given from the nurse before students call home for someone to come for them.
9. Dress should be appropriate and in good taste. Hats cannot be worn in the school.
10. Students are requested to enter and leave buses without crowding and pushing. Shouting and excessive loudness on the buses is not permitted. To avoid accidents, students must remain in their seats and refrain from activity that could lead to injury. Students should walk, not run, to and from the buses.
11. The use of cell phones, pagers, and other communication devices is prohibited in Elementary Schools as per Rockingham County School Board policy.
12. Fighting is not permitted. If you have specific problems with other students, bring such concerns to the teacher or principal.

### **COMMUNICATING STUDENT EVALUATIONS**

We believe that realistic evaluation of the learner's achievement and communication between home and school are essential components of the learning process. Parent-teacher conferences are scheduled twice each year but are always encouraged at the parent or teacher's discretion. A graded progress report card is sent home four times a year in kindergarten through fifth grade. This evaluation is designed to communicate achievements in relation to one's own ability as well as to those within the same grade level. The responsibility for effective evaluation and communication lies with both the parent and the teacher. Please contact your child's teacher to schedule a conference.

Parents, you can also keep up to date on your child's progress through the use of the "PowerSchool Parent Portal". The login in for this site is located on the EES web page

<http://blogs.rockingham.k12.va.us/ees/>

You have to come to school to pick up the password for this site. It can't be sent home with your child.

### **COMMUNICATION DIGITALLY WITH PARENTS/GUARDIANS**

EES will utilize the communication system which began during the 2018-19 school year to provide information to parents and guardians throughout the school year. In addition, the EES website and Facebook page will be maintained to provide the most up-to-date information as possible. Look for the Thursday Memo which comes out as an email each Thursday at 5:30. It highlights the events for the upcoming week.

### **COMMUNICATION BETWEEN SCHOOL AND HOME**

At EES communication between school and home is the key to the success of children. EES teachers may provide communication through newsletters, blogs, webpages, SeeSaw, phone calls, E-mail, and most importantly, face to face.

- ★ In the event that a parent has a concern, the parent is encouraged to communicate with the teacher first. More often than not, this communication can resolve the concern. You are always welcome to contact the Principal when a concern arises.

## **EMERGENCY CARE FORM**

An emergency care form is on file in the office for each student. **It is very important that three emergency contacts and phone numbers are given for each student. Please come to the office when emergency phone numbers need to be updated or changed.**

## **EMERGENCY SCHOOL CLOSING**

School closings and early dismissals due to weather conditions will be announced on local TV and radio stations. This information will be sent to all that have signed up for the RCPS notification system. **Please do not phone the school, teachers, or the radio stations for this information.** It is advisable to have a predetermined plan for your child to follow in the event of an early school closing. Please see the Rockingham County Policy Handbook for a list of radio stations that will make the announcements.

**FIELD TRIPS- Due to the Coronavirus pandemic, there will be no field trips until we enter a normal school year with no restrictions.**

During the course of the year, groups take trips to places of educational interest to gain first hand experiences as an aid to learning. A notification letter and permission slip must be signed and returned to the teacher before a student may take part in the trip.

**According to the Rockingham County School policy and insurance regulations, preschool children (children not enrolled in Elkton Elementary School) are not allowed to go on field trips with parents who are chaperoning.**

Students will be under all rules and regulations that govern RCPS while in attendance at any school related function.

## **FIELD TRIPS - CHAPERONE GUIDELINES**

Parents who attend an EES field trip or who come to help in the classroom must understand that they are under the direction of the teacher and under the policies of Rockingham County Public Schools. All chaperones and classroom helpers are asked to adhere to the following guidelines to assist in making your time with Elkton Elementary School a positive experience for all involved:

1. Information about students is always confidential;
2. Cell phone use is limited to emergency situations. Please remember you are requesting to interact with students' learning experiences;
3. Assist the teacher with lunches and coolers;
4. Required to remain with the assigned groups or class for the entire experience;
5. Assist in maintaining the proper behavior of all students. On all school related activities students are under the rules of RCPS even when a parent is involved;
6. Report any problems to the lead teacher of the activity or trip;
7. Follow the RCPS dress code (both chaperones and students). The dress code can be found in the student/parent handbook;
8. Use of **alcohol, drugs, and tobacco** products is strictly prohibited;
9. Must be 21 years of age or older to be allowed to chaperone;
10. Only parents or guardians are allowed to be chaperones unless approved by the principal. Each request will be evaluated on a case by case basis;
11. Preschool aged students and students not on the rosters of the teachers involved are not allowed to participate in the field trip or activity;
12. **Pictures taken on field trips or school events should not be posted on social networking sites as this can be considered a violation of our students' and families' privacy;**
13. School field trips are an educational experience for EES students; therefore chaperones will be selected on a rotating basis dictated by the number of spaces available for the field trip or

activity. Throughout the school year, teachers will make the best attempt possible to involve as many parents as possible in field trips and activities; and,

14. Students are to ride to and from field trips on the school bus. Any exceptions must be of an urgent nature and approved by the principal prior to the trip. Charter Bus trips require additional planning and preparation by school staff. Field trip costs may not be reimbursed if a student and/or chaperone cancels their attendance. A form requesting that you take your child home from the field trip must be signed by Admin at least 24 hours prior to the trip. Keep in mind this does count as an early dismissal.

## **FOOD & NUTRITION SERVICE**

**2020-2021**

The cafeteria is pleased to offer nutritious meals, served in compliance with National School Lunch and Breakfast guidelines. Each student receives a free/reduced price household application form. To be considered for eligibility, one form per household must be completed each year (unless notified that student is directly certified). If a student qualifies for a free or reduced price lunch, this also extends to breakfast. An on-line version of the free/reduced price meal application will be available and can be accessed from the RCPS web site. Once an application form is submitted, a response letter is sent to the household. **If the meal status qualifies the student for additional services, the parent must retain a copy of this approval letter for further documentation.**

### **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.

### **MEAL PRICES (NOTE INCREASE)**

Full-paying student lunch	\$2.40
Reduced student lunch	\$ .40
Adult lunch	\$3.50
Full-paying student breakfast	\$1.25
Reduced student breakfast	\$ .30
Adult breakfast	\$1.75
A la carte entrée (selected schools 3 <sup>rd</sup> - 5 <sup>th</sup> only)	\$1.75
Milk, Juice	\$ .35
Bottled Water	\$ .50

Additional a la carte items may be available. **All a la carte sales (including milk) require a positive account balance. Regardless of meal status, if student packs lunch and desires to drink milk, cash or money in account is required.**

### **FINANCIAL PROCEDURES**

Each student receives a PIN number for use in the cafeteria. This number is to be kept confidential. Parents are encouraged to send checks (PIN # written in the memo section) for the prepayment of meals. Charging of meals is strongly discouraged. Parents have the opportunity to deposit money into their child(ren)'s account using a credit card on the internet. To learn more and be able to view account balance, visit: [www.myschoolbucks.com](http://www.myschoolbucks.com). Lunch account balance can also be viewed from the parent portal of PowerSchool, but note that balance is typically one day behind.

### **OFFER VS SERVE**

This term refers to the ability of all students to refuse items that are offered at lunch in order to minimize food waste. To be considered a lunch meal, the student must select at least three out of the five menu

components and one of these must be a ½ cup serving of fruit or vegetable. If an item(s) is not desired, students are encouraged to make this clear when coming through the cafeteria line. At breakfast, all grade levels are able to refuse one or two of the menu items, but at least one fruit or juice must be selected.

## **ENTRÉE CHOICES**

At lunch, students have the opportunity to select among two entrées (on most days). Students are asked to make their lunch entrée selection early in the day, and remain consistent with that choice when going through the lunch line.

## **FOOD FROM HOME**

For packed lunches and class parties, students are encouraged to bring nutritious foods and beverages. **Carbonated drinks are strongly discouraged.** Refrigeration for packed lunches is not available. Trading of food during meal times is not permitted. In accordance with the school division wellness policy, commercial restaurant “fast foods” are not to be consumed in the cafeteria during meal times.

## **DELAYED SCHOOL**

In the event school is delayed one or two hours, breakfast will still be served (with possible menu change).

## **ALLERGIES**

Students with special dietary needs or allergies require annual physician statement for food substitutions.

## **PARENT INFORMATION ON SNACK AND PACKED LUNCHES**

Children are ready to learn when they eat healthy foods and get regular exercise. The purpose of this document is to provide some practical suggestions on how parents can help the school adhere to our student wellness policy and create a positive nutritional atmosphere at school.

A) Snacks/Parties - The classroom teacher makes the decision regarding the frequency of snacks and classroom parties. It is desirable that “nutritious” items be included in the planning for these events. One safe way to assure that it is “nutritious” is to limit the foods to fruits and veggies. WHY? Most children do not eat the recommended daily servings of fruits and veggies. Fruits and veggies are loaded with vitamins and minerals; are low in fat, sugar, and salt; and are high in fiber. Students with medical conditions (diabetes, allergies, etc.) can also participate. Some ideas include:

Apples	Nectarines	Grapes	Pineapple Chunks
Orange Slices	Baby Carrots	Bananas	Melon Chunks
Celery Sticks	Cucumber Slices	Strawberries	Squash Slices
Raisins	Kiwi	Applesauce	Watermelon

While fruits and veggies are the best choices, other ideas include:

Cereal Based Snacks	Baked Salty Snacks	Muffins
Graham Crackers	Popcorn Snacks	Yogurt
Granola Bars	Cereal Bars	Animal Cookies
Ginger Snaps	String Cheese	Frozen Juice Bars

Beverages can be limited to 100% juices, juice drinks, and lemonade. Soft drinks and Kool-Aid are discouraged.

B) Packed Lunches Children are invited to participate in the nutritious meal program provided at school. However, if a lunch is packed at home, note the following: The school does not have a way to keep the lunch refrigerated, so an ice pack is recommended if perishable items are included. Please refer to package directions on the refrigeration / freezer requirements for specific foods. Packing students with a positive account balance may purchase milk, juice, or bottled water; but free milk is not available to

students who pack and are “free lunch eligible”. In the event that a student comes to lunch with only one item of very poor nutritional value in the packed lunch (candy or chips), the student will be provided (and charged) a school lunch and the parent notified. In this regard, school personnel do not intend to be “food police”, but the belief is that parents would want to be made aware of this situation. This is rarely, if ever necessary.

The student wellness policy discourages parents and others from bringing commercial restaurant foods-to-go (fast food) into the cafeteria. Students are not to receive food from others during meal periods (exception-parents for their own children). By way of reminder, understand that if free or reduced benefits are received for lunch, this same eligibility also applies to breakfast. Parents are invited to eat breakfast or lunch at school at any time.

## **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 life long 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:

- I Nutrition Promotion & Education
- II Nutrition Standards
- III Related School-Based Activities that Promote Wellness
- IV Physical Activity Goals
- V Communication, Implementation, & Evaluation

### **I. NUTRITION PROMOTION & EDUCATION**

- A. Students in grades pre-K – 12 receive nutrition education that is interactive and teaches the skills they need to adopt healthy eating behaviors.
- B. RCPS personnel teach nutrition and health education in accordance with Virginia SOL’s Standards of Learning. Annually teachers are encouraged to integrate nutrition education into other curriculum areas.
- C. Students receive consistent nutrition messages throughout schools, classrooms, and cafeterias. Positive nutrition messages are frequently placed on published menus.
- D. 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.
- E. Each school FNS manager maintains an active student Nutrition Advisory Council or similar student group.
- F. It is desirable for the FNS director to be a registered dietitian to provide qualified leadership and training for FNS staff.
- G. Parents of elementary students are provided nutritional guidelines and recommendations pertaining to packed lunches and food brought to school for snacks and parties.
- H. The RCPS internet home page contains links to nutrition and wellness websites appropriate for students, teachers, and parents.
- I. Students are involved in the selection, tasting, and marketing of appealing healthy foods and beverages.
- J. Monthly menus and food specific allergy and nutrient information for purchased food items are available on the division website.

## II. 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](http://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 & 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 -
    - i. Individual – To the extent that student incentives are employed, teachers and other school personnel will use individual student incentives other than food when possible.
    - ii. Group Parties– If food is included in the recognition of academic performance, it should be used infrequently in the general celebration of 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 –
    - i. 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 (exception-parents for their own children).
    - ii. From 6:00 AM until the end of the school day, unflavored water in a clear plastic container is the only approved beverage for student consumption (exceptions – during meal periods; and for school-endorsed activities).
    - iii. 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- bottled water machines [only] available after lunch). 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.

### III. 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 adequate time to eat (22 minutes lunch). Bus schedules are coordinated to allow ample time before class to eat breakfast.
- D. A "character counts" program is in place at each school ensuring a supportive environment for social and emotional well-being.
- 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.

4/17 RCPS

ROCKINGHAM COUNTY SCHOOL BOARD

File: JZP

### IV. 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.

### V COMMUNICATION, IMPLEMENTATION, & EVALUATION

- A. The FNS director is authorized to monitor policy compliance. The FNS director, school principals, and the SHAB 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 the student handbook and on division website. Revisions, updates, and documentation regarding triennial assessment are available on the division website.

Adopted: 6/13/06. Revised 8/8/06, 6/9/09, 6/8/10, 5/24/11, 5/29/12, 5/28/13, 5/27/14, 5/26/15, 4/25/17

Legal Refs. : Reauthorization Act of 2004 and 2010 (public law 108-265)

Cross Refs:	EF	Food Service Management	IGAI	Character Ed.
	EFB	Free and Reduced Price Food Services	JL	Fundraising
	IF	Curriculum	JZC	Parties
	IFE	Curriculum Guides		
	IGAE	Health Education		

**GIFTED EDUCATION: The Challenge Program- Mrs. Doherty will be pushing into classrooms when students return. Pull out of students will take place when the school is under no restrictions. She will be providing virtual learning opportunities for her students.**

Rockingham County Public Schools subscribes to the philosophy that intellectually gifted students (those of very superior and superior intellectual ability) possess abilities that differ from those of their peers to such a degree that they require intentional and differentiated 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 abilities of many intellectually gifted students will remain undeveloped or underdeveloped.

There is a distinction between students who demonstrate qualities of being gifted, and those who are high achievers and advanced learners. The RCPS Local Plan for the Education of the Gifted is intended to address the needs of gifted students (some of whom may also be high achievers and/or advanced learners). Students who demonstrate qualities of being high achievers and advanced learners, and who do not exhibit qualities of giftedness, as much as possible should not be identified for the Challenge Program. Their needs for differentiation should be met by the regular classroom educational program and advanced course selection in the secondary years.

In the elementary school years, formal identification for the Challenge Program begins with an eligibility process for students who have been referred to in the spring of second grade, with direct services provided for identified students in 3<sup>rd</sup>-5<sup>th</sup> grades (45-60 minutes per week). Students in grades 3-5 are also offered an optional after school enrichment program that includes up to 8 sessions per year. Teachers in grades K-5 complete screening checklists at the end of the first nine-weeks grading period to determine which students may be demonstrating qualities of giftedness and/or those who are high achievers/advanced learners. Students in grades 3-5 (who were not found eligible in 2<sup>nd</sup> grade) can be referred for the eligibility process in November/December. Younger students in grades 1-2 are served informally as individuals or in small groups. Integrated "STEM" education and Children's Engineering forms the basis for the elementary Challenge Program.

For more information, please contact the Challenge teacher at your local school or your school's administrator.

### **GUIDANCE PROGRAM**

At Elkton Elementary School, counseling involves two major areas of emphasis. Classroom guidance is provided for all students through the collaborative efforts of counselors and classroom teachers. In addition, small group or individual counseling is available for selected students. The counselor works to promote the social and emotional development as well as the academic and career development of each student. The goal of these activities is to help students feel comfortable in the school setting and become effective and active learners.

**HOMEWORK- Students will be expected to complete the work given during the remote learning days. Distant learning work/activities may take longer than the allotted homework time. Attendance is impacted if students do not participate or complete assignments.**

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.

1) It is the teacher's responsibility to ensure that homework is:

- purposeful
- relevant
- reasonable in length and follows guidelines
- directly related to the curriculum
- allotted an adequate completion time
- understood by the students
- reviewed by the student and teacher, with appropriate feedback, and
- positive in nature.

2) It is the student's responsibility to complete homework neatly, correctly and on time.

3) 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:

- practice to reinforce learning
- preparation to obtain background knowledge for upcoming instruction
- application of knowledge in creative ways

#### **6/17 RCPS ROCKINGHAM COUNTY SCHOOL BOARD**

The following guidelines are adopted for Rockingham County Public Schools:

1. KINDERGARTEN

Student should read or be read to at home daily.

2. ELEMENTARY GRADES 1-5

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

Grade Level Minutes- **These times will vary for grades doing distant learning at home.**

First - 10

Second - 20

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.

### **LIBRARY**

The center of the school is the library with its store of books and related materials to supplement classroom instruction. Books and materials checked out by students should be treated with care, and it shall be the responsibility of the child and parents to see that the books are returned on time and in the proper condition. The school is networked throughout. Students can gain access to the library card catalog and to encyclopedias directly from their classroom computer.

**LIBRARY HELPERS-** There will be no library helpers until all restrictions are lifted and students can assist.

Students are selected from grade 5 to serve as the Library Helpers. These students are trained to assist the librarian and classroom teachers in the library. This training, put into practice, becomes an excellent learning experience.

### **LOST AND FOUND ARTICLES**

Each year the school receives calls regarding articles of clothing students reported to their parents as "stolen" or misplaced. A considerable amount of clothing and other articles are turned in to the lost & found every year and most are never claimed. If your child has lost any worthwhile items, please encourage him/her to check the lost & found (located in the cafeteria). Also, be sure to plainly mark your child's possessions with the child's name. Periodically, clothing will be given to local charities.

### **MONEY**

Large amounts of money should not be brought to school. Teachers and parents should encourage all students to handle money carefully. The school will not be responsible for lost or stolen money.

**PARENT VOLUNTEERS-** EES will not have school volunteers until all restrictions are lifted and it is safe to have more people in the school building.

Volunteer help from parents is a vital component in the successful operation of Elkton Elementary School. Parents support the school in a variety of ways through the PTA and other areas. Volunteers are used in the library and in classrooms to support the instructional program. If you are interested in helping, please call your child's teacher, the administration, or the PTA President. You are encouraged to sign up for a PTA committee.

**PROCEDURES FOR MORNING DROP-OFF AND AFTERNOON PICKUP-** When all students return, this may change due to an increase amount of students being dropped off.- TBD

### **Drop Off**

**Separation of Bus and Car Drop-Off Areas for Children** - The mixing of cars and buses in front of the school as children are dropped off presents a safety concern for all of us. Because of the limited area around the school, there is no easy solution to the problem. One solution that will provide greater safety for children being let out from cars is to use the alley. Students are not to be dropped off before 7:50 a.m. (unless attending the AM Boy's and Girl's Club in which case parents are to follow the B&G club procedures).

Cars should enter from B Street and release their child/children at the side entrance in the east alley from 7:50 a.m. – 8:20 a.m. The cars can then proceed out to C Street for departure. An adult will be on duty to ensure the children safely enter the school. Children can go directly to the cafeteria if they eat breakfast. At 8:00, they are dismissed to Bus Rooms/Homerooms.

### **PM Pick-up (Walkers)- Parents will pull up on B Street and child will be called out to the car.**

Parents may pick up their child/children in the afternoon once the buses have pulled off (around 3:0).5 Please DO NOT take children from the bus line unless contact has been made with the office. Failure to inform the school creates confusion and concern for student safety.

Depending upon how many students are walkers, will determine if a second Pick-up spot is needed. Currently, there is one pick up spot on B Street in front of school. The Alley by the school may be a second pick up spot for grades 3-5.

### **PTA: We are currently looking for members. Consider joining the PTA for \$5.00. Look for a link to join in the weekly memo sent out by Mrs. Palmer**

Elkton Elementary School has a strong history of support from our PTA. For this organization to continue to be successful it takes the efforts of Parents and Teachers joining the Association and contributing (time and/or money) to the many events that the PTA sponsors.

All the money raised by the PTA (minus expenses) goes back to the students and teachers at EES. Historically this money has been spent to increase technology, materials for instruction, and other items teachers will use in the education of your children.

### **PTA OFFICERS: These have not been finalized**

President..... Amber Wampler  
Vice President..... TBD  
Treasurer..... TBD  
Recording Secretary..... Alesia Talbot  
Corresponding Secretary..... TBD

### **REPORTS OF INJURY**

Any injury received at school should be reported to the office/nurse right away. Accident forms are provided for this purpose.

### **SAFETY PATROL - This will resume once all students return to school.**

The Safety Patrol is an important part of Elkton Elementary School. As Safety Patrol members, fifth grade students learn to accept responsibility and to develop leadership abilities. Depending on class size and number of students who meet the criteria, the administration may deem it necessary to include 4<sup>th</sup> graders into the pool of Safety Patrol candidates. Safety Patrol members become aware of their roles as safety leaders and realize they can make an important contribution to the safety of other children. Safety Patrol members are selected on the basis of maturity, leadership, health, dependability, and consent of parents. The duties of patrol members are described fully in several training sessions at the beginning of the school year. Recognition is provided at the end of the school year for Safety Patrol members. Safety

Patrol students who do not maintain good grades and who have disciplinary infractions may be placed on a warning status or may be removed from Safety Patrol.

### **SCHOOL TELEPHONE**

The school telephone number is 298-1511. Any IMPORTANT messages will be gladly delivered. Parents and friends are urged to call only when absolutely necessary, and all calls should be brief. Children will be called to the telephone only in an emergency.

### **SEARCH AND SEIZURE**

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 law.

**NOTICE: 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.**

### **SOCIAL MEDIA AND STUDENT IMAGES**

When photographing or videoing students during school related activities please keep in mind the privacy of students of other families when posting pictures to be viewed on social media and/or other sites on the internet.

### **STUDENT BIRTHDAYS- Parents may not send in birthday cupcakes or other treats until further notice.**

For safety and privacy, teachers will not be allowed to give out students' names and addresses for invitations. In addition, parents should not send invitations to school to be passed out unless the entire class of students is invited.

### **Birthday Book Room- This will resume once all students return to school.**

Each Friday, students who had a birthday that week will be called down to the new birthday book room to pick a book to keep. Summer birthdays will be recognized in August/Sept/June.

### **STUDENT COUNCIL ASSOCIATION (SCA)- This will resume once all students return to school.**

Children will have an opportunity to select leaders, serve on committees, and gain some understanding and appreciation of the democratic process through Student Government. Students elect a president, vice president, treasurer and secretary to serve on the Student Council Association.

### **STUDENT HEALTH SERVICES - ILL AND INJURED STUDENTS**

While it is important that your child attends school regularly, it is also necessary that they not be sent to school when ill. Not only will your child be unable to benefit from school when sick, they will also be spreading germs and infection to other students.

The following are some indicators or conditions that your child is not well, should not be sent to school, and may need to see a doctor or school nurse:

\*Fever

\*Runny nose or eyes, sneezing and/or coughing

- \*Pink Eye
- \*Diarrhea
- \*An undiagnosed rash
- \*Head lice or nits

School personnel are not allowed to administer medication of any kind without written direction from the parent/guardian. See the nurse with any questions.

## **STUDENT HEALTH SERVICES - MEDICATION AT SCHOOL**

### **Medication**

The Rockingham County School Board policy regarding the administration of medicine to children in the school is as follows:

#### Section JHCD Administering Medicines to Students

1. 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. The medication must be delivered to the school in the original pharmaceutical package.
2. Nonprescription drugs in the original pharmaceutical package may be administered by school personnel with the prior written permission of the parent(s), stating the type, dosage, and duration of treatment, without written direction or order of a physician. Homeopathic medications similarly may be administered with written parental permission. Nonprescription/homeopathic drugs/medications may not be administered for more than five consecutive school days, during a calendar month, without a physician's order. When any non-prescription or homeopathic substance is requested by parent(s) to be given to a student in a manner that raises immediate substantial concern to the nurse or other dispenser at school, the nurse or dispenser may call the parent or a physician and question the appropriateness of the drug/medication.
3. Be familiar with the resources to which substance abuse problems may be referred.
4. Require all students who possess or take any medication or substance at school to have prior written parental permission on file stating the type, dosage, and duration of treatment as described.

### **Student Possession and Self-Administration of Asthma Medication**

1. Certain students may possess and self-administer inhaled asthma medication or auto-injectable epinephrine during the school day, at school-sponsored activities, or while on a school bus or other school property.
2. The following guidelines must apply:
  - a. written consent of the parent and statement of verification that the student has demonstrated the ability to safely and effectively administer the prescribed medication;
  - b. written notice from the student's primary care provider, medical specialist, licensed physician, or licensed nurse practitioner;
  - c. development of an individualized health care plan including emergency procedures to include:
    - (1) identification of the student and diagnosis of medical condition.
    - (2) verification that the student has approval to self-administer the prescribed medication.

- (3) specification of the name and dosage of the medication and the frequency in which it is to be administered and the circumstances which may warrant the use of the prescribed medication.
  - (4) identification of the symptoms of a reaction to the medication.
- d. Consultation with parents before any limitations or restrictions are imposed and before the permission to possess and self-administer the medication is revoked;
  - e. must be consistent with the purpose of the Virginia School Health Guidelines and the Specialized Health Care Procedures Manual;
  - f. disclosure or dissemination of information pertaining to student health condition must be in accord with FERPA;
  - g. permission is effective for one school year and shall be renewed annually.

**TEXTBOOKS- There will be no collection of fees this school year.**

Textbooks are provided to all students free of charge. However, students will be charged the following fee for materials and supplies:

Kindergarten	\$25.00
Grades 1 - 5	\$15.00

**VISITORS TO THE BUILDING- This will happen after all restrictions are lifted by the county/state.**

Parents, guardians, and visitors must report to the office before going to the classrooms or picking up children.

***All school doors will be locked to outside entrances between the hours of 8:20 a.m. – 3:20 p.m. except the front doors by the office. Please use these front doors and check in at the office. All visitors will be required to enter the office directly from the secured vestibule. All visitors must wear an identification sticker.***

**VISITOR PARKING**

Parents are asked not to park in employee lots at the West and East end of the building. The church lot across the street is available.

**PARENTS ARE URGED TO REVIEW CLOSELY BASIC SCHOOL ADMINISTRATIVE POLICIES AND PROCEDURES. YOUR COOPERATION IS NECESSARY FOR US TO PROVIDE A SAFE AND SECURE ENVIRONMENT FOR YOUR CHILDREN.**

**In Rockingham County Public Schools, “learners” encompass faculties, students, staff, parents, and community members.**

**RCPS learners grow as CRITICAL THINKERS when they**

- Identify issues and formulate questions for investigation
- Discover (and appreciate) multiple solutions and perspectives
- Apply, analyze, interpret, and evaluate (and synthesize)
- Reason and make inferences

-Reflect on their own thinking

**RCPS learners grow as COMMUNICATORS when they**

- Actively Listen for understanding
- Know and respect their audience
- Recognize and effectively use verbal and non-verbal cues
- Effectively utilize all forms of communication (listening, reading, speaking, and composing)
- Provide and receive constructive feedback
- Ask clarifying questions and recognize their gaps in knowledge and understanding

**RCPS learners grow as COLLABORATORS when they**

- Work towards and support a common goal
- Compromise and demonstrate flexibility
- Value and search out a diversity of opinions, perspectives, and abilities
- Share responsibility

**RCPS learners grow as CREATORS when they**

- Are willing to take risks (in experimentation) and learn from failures
- Build on the past and embrace new ideas
- Recognize and utilize their individual strengths to reach goals
- Employ their imaginations with confidence
- Value the process of producing original work
- Demonstrate resourcefulness

**RCPS learners grow as CITIZENS when they**

- Demonstrate trustworthiness, respectfulness, fairness, responsibility, and caring
- Appreciate democratic values and institutions
- Strive to understand the past, participate in the present, and care about the future
- Recognize diversity as a strength
- Act as a steward of self, community, and world

**In all of these areas, we seek to foster dispositions such as compassion, perseverance, passion, and a growth mindset.**

**This is the attendance policy for when all students are in school. The Blended and HLAI Attendance Policy is still being drafted and will be shared later.**

## **STUDENT ABSENCES/EXCUSES/DISMISSALS**

I. Rockingham County Public Schools' Attendance Policy - General

Students are expected to be in school all day, every day and make academic progress. Students are expected to be in class every period 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.

## II. Definitions

**"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 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.

**"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.

**"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

**"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.

**"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, 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.

**"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.

**"Multidisciplinary 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 representative.

**"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.

**"Unexcused Absences"** means an absence where the student misses his scheduled instructional school day in its entirety with no indication has been received by school personnel within three five days of the absence 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 determines 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.

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

**"Truancy"** means the act of accruing one or more unexcused **or unverified** absences.

### III. 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 **the day of the absence 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 principal or designee 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."** The school staff shall record the student's absence for each day as "excused, "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 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 multidisciplinary 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 multidisciplinary team) and may include community service providers.

The school-based multidisciplinary 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.

Intervention and Strategies may include the following:

- 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.
- Parent suggestions such as: scheduled bedtime and wake up time, curfew, limited use of electronics, gaming and phone at nighttime, required use of school transportation to and from school.
- Parent may be required to provide proof of medical appointments scheduled during the school day.
- 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.

Chronic non-compliance with school attendance may result in consequences such as:

- Suspension of driving privileges
- After-school detention
- Suspension of extra-curricular activities
- Poor school standing
- In-school suspension/BIP
- Requirement to attend Saturday School
- Return of an out of district student to their home high school.
- Referral to the Attendance Officer for a community based Interdisciplinary Team Meeting or a referral to the Juvenile and Domestic Relations Court

## 5. 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 Interdisciplinary 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.

#### IV. Parent Provided Transportation

If a parent chooses to provide transportation to and from school for their child, 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.**

#### V. Early Dismissal

Students who leave school early are required to follow proper procedures and must leave school property. Students are not permitted to leave school before their school day is completed unless they are approved in the office and 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.

#### VI. 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.

#### VII. 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:

- Suspension of driving privileges
- After-school detention
- Suspension of extra-curricular activities
- Poor school standing
- In-school suspension
- Lunch detention.
- Requirement to attend Saturday School.
- Return of an out of district student to their home high school.

#### VIII. 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).

#### IX. Family Vacation

The school division recommends no more than five absences due to family vacation during regularly scheduled school days. Parent/Guardian shall notify the principal or designee in writing 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 of vacation 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.

#### X. 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. The Superintendent shall compile this information and provide it annually to the Superintendent of Public Instruction.

#### XI. 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.

#### XII. 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 extra-curricular 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.

#### XIII. 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 the 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.

#### XIV. 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.

