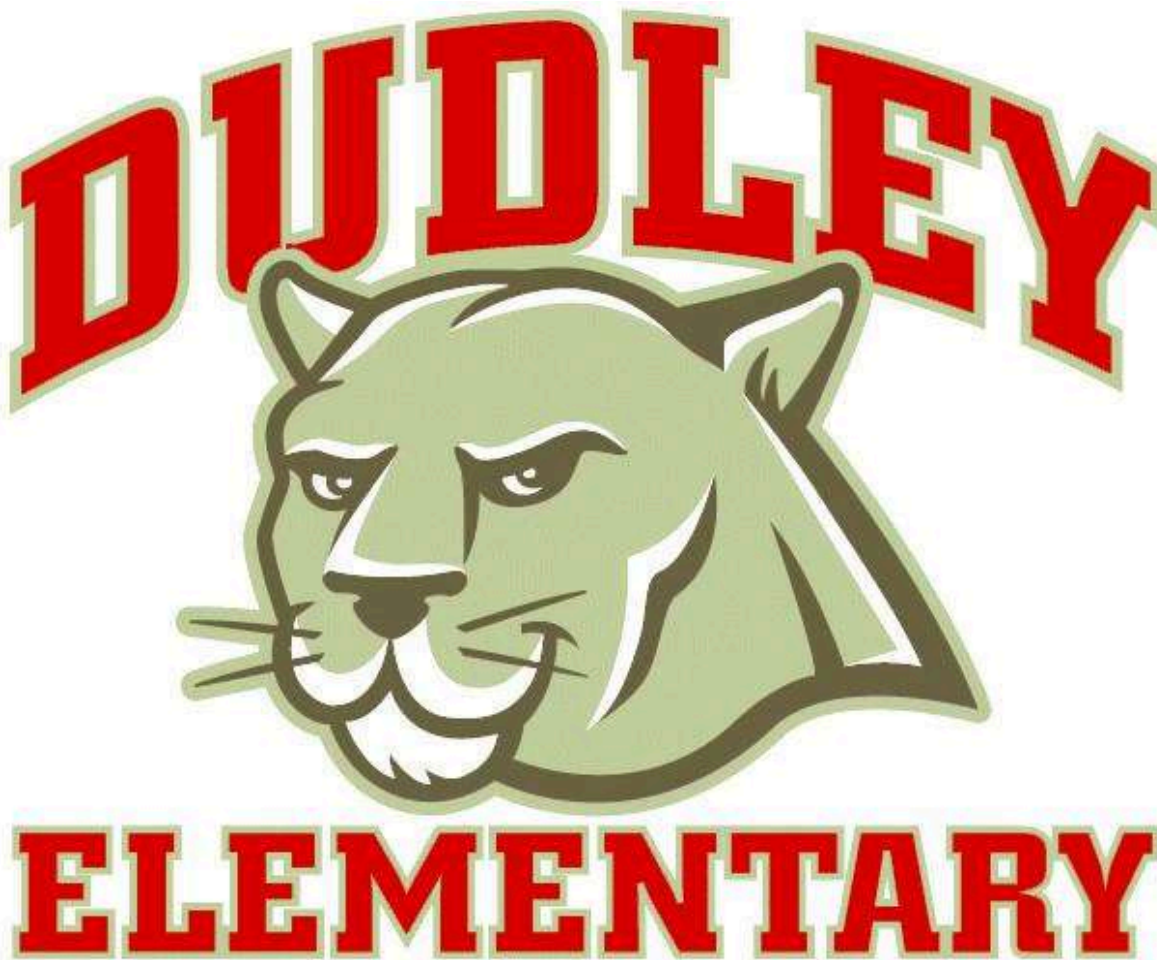


Dudley Elementary School

7250 Brooks Mill Road, Wirtz, VA 24184

Phone: 540-721-2621 (school) 540-721-3741 (fax)



Student & Parent Handbook 2024-2025

Dudley Elementary School Website: <http://dudley.frc.k12.va.us/home>

Franklin County Public Schools Website: <http://frc.k12.va.us/>

"Like" us on Facebook: <http://www.facebook.com/DudleyElementary/>

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Dear Families and Students,

On behalf of our faculty and staff, I would like to welcome you and your family to the 2024-2025 school year. I am looking forward to serving the community to create a positive learning environment where families partner with our school to build strong academic students who are leaders in 21st-century skills of confidence, initiative, and collaboration with others.

You are a valued member of our educational team. Your role in assisting with homework, volunteering in the classroom or at home, attending school activities, and participating in the PTO are all fundamental to the success of our school/home alliance. Together, we can contribute to a bright and rewarding future for our children.

The policies contained in this booklet are important for setting the proper atmosphere for the educational process. Please review these with your children. By becoming familiar with this information, we can work collectively for a positive school climate. Together we can ensure that our students will experience a productive and successful year.

I look forward to working with each of you!

Sincerely,

Mrs. Carrie Altice

Principal

carrie.altice@frco.k12.va.us

School Motto

"STRIVING TOGETHER FOR WORTH AND KNOWLEDGE"

The best path for learning is always traveled together.

Dudley School Pledge

I believe in myself and my ability to do my best.

By doing my best, I will **ACT RESPONSIBLY** and **SHOW GOOD CHARACTER**.

Today, I pledge to **PRACTICE KINDNESS** and **SERVE OUR COMMUNITY**.

That's what **LEADERS** do!

School Colors & Mascot

Red & White / Cougar

Mission Statement

Dudley Elementary School's mission is to provide leadership opportunities that will inspire every child to become responsible, respectful, and self-motivated life-long learners and agents of positive change for themselves, their community, and the world. As a professional staff, our team is committed to teaching and modeling excellence.

Vision Statement

Dudley Elementary will team with parents and our community to provide a high quality education for ALL students.

Dudley Elementary Core Values

- P repare and empower students to reach full potential.
- E valuate and become critical problem solvers.
- A ct with kindness and respect at all times.
- C ommunicate and cooperate with others.
- E njoy each day.

Statement of Non-Discrimination

Franklin County Public Schools does not discriminate on the basis of race, color, national origin, sex, age, or disability in its programs, activities, or employment practices, as required by Title VI, Title IX and Section 504. The person responsible for the coordination of the school division's efforts to meet its obligations under Section 504 and Title IX and implementing regulations is the Superintendent, 25 Bernard Road, Rocky Mount, Virginia 24151, (483-5138).

School Accreditation & School Improvement Plan (SIP)

Dudley Elementary School is fully accredited. You can see our School's Report Card at [School Quality Profile Dudley Elementary](#). Dudley Elementary School annually assesses educational goals through its School Improvement Plan (SIP). This plan is a cooperative process that involves a steering committee made up of faculty, administration, and the community. The main function of this committee is to set school goals based on results of data collected from students, teachers, and parents. The Dudley Elementary School Improvement Plan is developed, monitored and updated as needed by the steering committee. The committee is responsible for reporting information to the entire faculty and soliciting their input to refine activities that support the goals.

DUDLEY ELEMENTARY OFFICE STAFF

Principal	Mrs. Carrie Altice
Administrative Assistant / Bookkeeper	Mrs. Regina Robertson
Administrative Assistant	Mrs. Brittany Collins
School Nurse	Mrs. Brittany Tolley

INSTRUCTIONAL STAFF

Pre-K Program:	Mrs. Lynn Jalbert Mrs. Stephanie Whitt
Kindergarten:	Mrs. Layne Altice Mr. Russell Kent Ms. Maranda Hoyt
Grade 1:	Ms. Laura Angle Ms. Carrie Schweitzer
Grade 2:	Ms. Julie Sparks Mrs. Jaclyn Keith
Grade 3:	Mrs. Brianna Diaz Mrs. Rachel Sink
Grade 4:	Mrs. Lisa Thornton Mrs. Elizabeth Davis Mrs. Elizabeth Rigney
Grade 5:	Ms. Samantha Carper Ms. Maura McNeil

Academic Coach	Mrs. Melissa McNeely
Academic Tutor	Mrs. Katrina Chandler
Art	Ms. Miranda Banks
EL	TBA
Family Liaison	Mrs. Elizabeth Stock
Gifted Coach	Mrs. Rebeka Flora
Librarian	Mr. Tom Rickard
Music	Mrs. Robin Lavinder
Paraprofessionals	Ms. Sierra Brown Ms. Patricia Dequoy Ms. Ashley Kent Ms Sarah Nichols Ms. LeighAnn Quist Ms. Amber Reagan Ms. Sharon Varner Ms. Amber Vaughan Ms. Brittany Woodard
Physical Education	Mr. Jacob East
RIS (Reading Intervention Specialist)	Mrs. Lisa Vaughan
School Counselor	Ms. Laney Fralin
School Resource Officer	Deputy Suzanne Moses
Special Education Coordinator	Mrs. Julie Realmuto
Special Education Teachers	Mrs. Gabriela Bowne Mrs. Sarah Cepelanik Ms. Jennifer Flora Mrs. Tambi Gunnell Mrs. Chinah Jewell

Speech & Language	Mrs.Kristen Riley
STREAM	Mrs. Teresa Anderson
Student Assistance Specialist (SAS)	Ms. Melinda Black
Tutor	Mrs. Kelly Billings

SUPPORT STAFF

Custodians	Mrs. Shelby Simmons (Head Custodian) Mr. Randy Laity Ms. Christine Robertson
Cafeteria Staff	Mrs. Christine Brewer (Cafeteria Manager) Mrs. Cindi MacPherson TBD

DAILY SCHEDULE

8:05 AM Doors Opens
8:05 – 8:25 AM Breakfast
8:25 AM Instructional Day Begins
11:10 AM – 1:05 PM Lunch (see classroom schedule for specific times)
3:10 PM Instructional Day Ends / Dismissal

School doors open at 8:05 AM. Car riders may be dropped off between 8:05-8:24 in the car rider line located at the entrance of the school.

Afternoon dismissal begins at 3:10 PM; parents of car riders are asked to line up in the same area as morning drop off and wait inside their vehicle until the student is supervised out of the building. All students are to be picked up in the car rider line by 3:25 PM.

TARDY SIGN-IN PROCEDURE

If a student arrives at school after the bell rings at 8:25 AM, an adult must accompany the student into the office and sign the student in on the computer. The student will be marked tardy on the child's attendance record.

ATTENDANCE POLICY

A key to steady academic progress is regular school attendance. If a student must be absent, a written excuse should be sent with the student on the first day back at school. Staff members will attempt to contact the parents of students who are absent. Parents can help in this process by calling the school by 8:30 AM if a student is going to be absent. Sometimes students must be absent for an extended amount of time for various reasons,

should this situation arise, the student will be considered for homebound instruction.

The following absences are considered excused, but proper documentation must be provided to the office within three days of the absence in order to be marked excused.

1. Death in the immediate family
2. Subpoenaed court appearance
3. Medical appointments (for the student)

Students are allowed up to five parent notes per semester for sickness. If a student accumulates seven (7) unexcused absences a referral to truancy may be made. For every five times a student checks in late and/or leaves early, it is viewed and counted as one day's absence. Please Note: Students who are tardy and/or have early dismissal for five (5) days cannot be considered for perfect attendance. Students must be present for at least ½ day in order to be counted as present for purposes of perfect attendance.

PARKING / LOADING AND UNLOADING STUDENTS

In the mornings, students should exit from cars in the drop off car rider line at the front entrance of the building. Faculty members will be on arrival duty from 7:30 to 7:55 AM. If you choose to walk your child to the building, we ask that you please find a parking spot to the left of the building and NOT use any section of the front entrance lot to park; there are too many cars moving in the morning which puts too many lives at risk. Please be mindful not to block other cars in and to not block the sidewalk.

In the afternoon, parents may park in the car rider's line and wait in their vehicles for their children to be dismissed at 3:10 PM. No cars are allowed to park in the bus loading zone. Parents are not permitted to pick up students in the bus lot. Faculty members are on dismissal duty from 3:00 PM until 3:25 PM.

TRANSPORTATION

There are times when it is necessary for a student to leave school early. All student checkouts during the day must be made in the front office. If a student must leave school early, parents are requested to send a note to the teacher stating the date and time of departure, and to sign the child out in the office. Students will not be called to the office for check out until the parent/guardian is in the office.

NOTE: Since we cannot interrupt classes to deliver personal messages, we ask that all afterschool plans be made before students arrive at school. If you need to change a student's afternoon transportation plan for the day, we ask that you notify the school by phone BEFORE 2:30 PM to make any changes regarding their transportation.

If a student is not going home by his/her usual means, a note from the parent is required. The student must bring a request in writing to his/her teacher. If there is a change of buses a bus pass will be written for the student. Written notice is required if a student is to leave the school in any way other than what is normally designated.

If your child is a car rider each afternoon, please notify the homeroom teacher or office on business day. Sign this form stating your intentions to pick up your child each afternoon. This needs to be done only once. Your

child will automatically be sent to the car rider loading area following bus departure. We ask that you please be prompt in picking up your child.

Persons signing students out of school (other than parent/guardian) must be listed on the designated Pick-up Card you completed in order for them to pick up your child in the car rider loading area following bus departure. In addition, he/she should be ready to show identification. This procedure is designed for the safety of our children.

BREAKFAST / LUNCH PROGRAM

Our school will offer a breakfast/lunch program. Breakfast will be served from 8:05-8:25 a.m. We will be implementing a new option available to schools participating in the National School Lunch and School Breakfast Programs called the Community Eligibility Provision (CEP) for the current school year. All enrolled students of FCPS are eligible to receive a healthy breakfast and lunch at school at **no charge** to your household each day of this school year. There is no further action required of you. Your child(ren) will be able to participate in these meal programs without having to pay a fee or submit an application.

CAFETERIA PROCEDURES

1. Students will eat with their classes at designated tables. A "silent table" will be available for misbehavior in the cafeteria.
2. Rules for student behavior: Students are to remain seated throughout the lunch period, and are to leave only when they are instructed to leave.
3. Students may talk to those next to them or across from them, but not further down the table or at another table. Use an "inside" voice.
4. Food is to be eaten, but NOT shared due to allergies among students. Please do not play with or throw food. A possible consequence for this is cleaning up the cafeteria tables and floor in place of the person who would normally do this chore.
5. Cafeteria monitors are responsible for the behavior of students during lunch.
6. Student cafeteria conduct and consequences for inappropriate behavior in the cafeteria will be reviewed with each student at the beginning of the school year.

CURRICULUM

The students at Dudley Elementary School receive instruction that complies with the Elementary Program of Studies of Franklin County and the State Standards of Learning. Curriculum is also designed from the core of essential skills, knowledge and attitudes that students must acquire and practice in order to succeed in school and in life. Fundamental skills that are incorporated into daily work and units of study include critical thinking, problem solving, effective communication, and opportunities for creativity and collaboration.

Essential knowledge is derived from the following subjects: Language Arts, Math, Science, Social Studies, Health, Physical Education and Cultural Arts.

INSTRUCTION

The curriculum is integrated so that learning occurs primarily through interdisciplinary units, exploratories, projects, computer-assisted instruction, cooperative learning, learning centers, and other activities to challenge and enhance skills. Specialized resource teachers team with classroom teachers to enhance, extend, and enrich the curriculum within the regular classroom setting.

CLASSROOM RESOURCES AND MATERIALS

A listing of needed supplies can be found on the school website. The loss, damage, or destruction of any books or resources will result in payment by the student to replace the item.

HOMEWORK

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

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

Homework assignments should not be made, and cannot be justified, on the following basis:

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

Homework Guidelines:

- Grades K-3: Maximum of 30 minutes for written work
- Grades 4-5: Maximum of 60 minutes for written work

Parents will be notified when their child consistently disregards homework assignments. Ultimately, the student is responsible for the academic and disciplinary consequences of not completing homework assignments. All homework will be designed to have students complete the assignments independently with minimal adult support needed. However, we encourage parents and guardians to participate in their child’s homework routines each day.

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

1. Completed homework should always be checked by, or at the direction of the teacher.

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

TESTING PROGRAM

Franklin County participates in various standardized testing programs throughout the school year. Test results are used to determine individual, group, or school division's progress, and plan instruction. Grade levels designated for standardized testing may vary from year to year based on school division priorities, funds, and State Department. of Education mandates. Questions about the elementary testing program may be directed to the principal or school counselor. Franklin County Public Schools administer the following standardized tests:

Kindergarten Screening

Helps determine how ready a child is for kindergarten instruction.

VALLS (Virginia Literacy Screening) - Grade K, 1, 2, and 3

Students in grades K, 1, 2 and 3 will be given the VALLS reading test in the fall, midyear and spring.

SOL (Standards of Learning) Test - Grades 3, 4 ,5

The State of Virginia requires that all students take Standards of Learning tests in grades in the above mentioned grades in areas of Reading and Math Grades 3 through 5 with additional tests in Science, and Virginia Studies in Grade 4 and 5.

Any student who fails a Standards of Learning test with a grade of 375-399 will be remediated and given an opportunity to retake the test. Students are expected to show mastery of the Standards of Learning at the conclusion of the remediation session. A link to the Department of Education and the Standards of Learning is available on the school website www.frco.k12.va.us (under instruction). A hard copy of the SOLs is available to parents upon request.

STUDENT RECORDS

Franklin County School Board has adopted Management of the Students Scholastic Records in the Public School of Virginia (Revised, 1979) as the formal procedures and regulations regarding the management, access, or release of student information. Any questions regarding student records should be directed to the building principal.

All students have cumulative folders that are housed in the school. Some students may have confidential folders housed in the Central Office with copies in the school's office. Student records are available to help plan the education of the child, and authorized school personnel have access to these records. The student's teacher uses these records carefully and for the benefit of the student. Upon appointment, the parent or legal guardian may see his or her child's cumulative folder with authorized school personnel present.

GRADING

Grades PreK – 1

Letter grades are not given during the primary years. Grades are considered inadequate reflections of children's ongoing learning. Checklists indicating student progress accompanied by written comments are sent to parents each nine-week marking period. Parents are encouraged to express any concerns or questions to their child's teacher, if applicable.

Grades 2, 3, 4 & 5

The letters A, B, C, D, and F are used to indicate student progress in academic subjects. Students will be graded on a 10 point grading scale. Parents are encouraged to express any concerns or questions to their child's teacher, if applicable.

PROMOTION AND RETENTION

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

REPORT CARDS / PROGRESS REPORTS

The most important role of the school is to help children grow in knowledge, skills, and attitudes. Our teaching staff is well equipped to lead and instruct children. Our school includes formal classroom settings and conducts several activities such as assemblies, thematic units, and "motivators" of various kinds. Report cards are issued every nine weeks. Parent conferences will be held at the end of the first and third nine weeks so that parents may discuss their children's progress with individual teachers. Additional conferences may be requested by the teacher or parents during the year. Report cards will be e-mailed to families.

Progress reports are sent home during the *fifth week of each nine-week grading period*. These reports will be helpful to communicate your child's academic progress. Please feel free to respond to these reports. Progress reports will be e-mailed to families. Parents may also access current grades for students in grades 2-5 at any time using our parent portal.

Information for the Parent Portal and more are available at: <http://frco.k12.va.us/parents>

HONOR ROLL

The countywide honor roll policy is as follows: The Principal's List consists of 3rd, 4th and 5th graders with A's in all subjects. The Honor Roll consists of 3rd, 4th and 5th grade students who have an A/B average in all subjects. Students who are on the Honor Roll or Principal's List all four marking periods will be honored at the school's awards program at the end of the year.

AWARDS ASSEMBLY

There will be an awards assembly to recognize students in the school for individual achievements such as perfect attendance, Principal's Honor Roll, Good Citizen award, and Presidential Academic Fitness Award at the end of the year. Please refer to school/classroom Newsletters for specific dates and times.

PARENT-TEACHER COMMUNICATION

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

- Class Dojo: Used school-wide for parent and teacher communications
- Notes and Telephone Calls: Teachers and administrators will use notes, letters, phone calls, etc. to give you information and/or ask for your assistance in dealing with certain situations.
- Conferences: Parents are encouraged to request conferences with teachers and/or administrators. If you have a concern, please contact your child's teacher first. If the teacher is unable to answer the question, he/she can direct you to the appropriate person. *Teachers will schedule conferences with all parents at the end of the first and third nine weeks.* We are encouraging student led conferences to involve students in their own educational progress. Additional conferences will be held throughout the school year as needed.
- Newsletters: Newsletters/calendar reminders are e-mailed or sent home from our office monthly. The newsletters contain announcements about upcoming activities, meetings, and policy reminders. Grade levels also e-mail or send home grade level newsletters regularly.
- Dial-out Programs: You will receive automated phone calls for upcoming event reminders, etc.

LIBRARY SERVICES

Parents/Guardians are important partners to school libraries.

- Parents/Guardians are informed, via email, when their child(ren) checks out books from the school library unless they have opted out of the notification process.
- Parents/Guardians have the option to complete a [Limited Checkout Form](#) if they wish to restrict their child(ren) from checking out books of a certain title, series, author, or in a specific classification section (example: Mythology 290s or Graphic Novels).
- Students and parents/guardians also have the option to return books to the library during school hours if they are not satisfied with their selection.

The library is open during school hours from 8:05 AM to 3:00 PM. All students are scheduled for regular library periods each week. Kindergartners through 5th graders check out books each week. All books are due each week on a certain day for each homeroom class. A student may renew a book if they did not finish reading it. Students may also place holds on books that are checked out. If a student loses or damages a book, it has to be paid for by the student/parent and there will not be refunds issued if the books are found at a later date.

The Dudley Elementary School Library will host two to three (2-3) Book Fairs during the school year. These fairs allow for students and families to purchase books and other literacy items to encourage reading. A portion

of the sales support our school library. The librarian provides instruction in the use of the library and lessons that incorporate SOLs from all subject areas.

STREAM / STEM LAB

Dudley Elementary School's STREAM Lab = Science, Technology, Reading/Research, Engineering, Arts, & Math is available for all students and generously funded by our PTO. Students will have opportunities to practice and apply skills obtained in the classroom setting and apply across the curriculum. Cooperative and project-based learning is fostered in the classroom and the STREAM Lab.

VISION AND HEARING

All students are screened for possible vision and hearing problems. The Lion's Club provides annual vision screening. If problems are suspected, parents will be notified.

HEALTH SERVICES

Dudley Elementary has one (1) full-time nurse on campus during the school year. The school nurse and the primary teachers screen students for height and weight according to state guidelines. The division also participates in scoliosis screening (grades 5-9). Speech, vision, and hearing tests are given when the students enter school for the first time and according to state guidelines (K, 3, 5, 7 and 9). The Mobile Dentist is also scheduled on average twice a year.

In case of accident or illness, only first aid will be administered. Parents will be notified if the situation should require emergency treatment. If adults listed on the Emergency Information Contact List cannot be reached, the family physician will be called for instructions, or the Rescue Squad will be called.

SPECIAL HEALTH CONCERNS

Parents are requested to notify the school if a student has a special health problem. The information should also be noted in the medical section of the student's InfoSnap (online registration) and the emergency information provided to school. Medical action plans will be created for individual students based on recommendations from their primary care physician. Parents are required to communicate this information with relevant paperwork to the nursing staff by Business Day or the first date of enrollment.

MEDICATIONS

All prescription medication must be kept in the school clinic and must be in the original container. Any medication brought in any other container will not be allowed at school. Children are not permitted to carry medication on the bus or bring the nurse their medication. All medicines must be given to the nurse by the parent/guardian of the child. Medication will be administered only in accordance with the instructions by the physician's signed medical order to the school and a signed consent by the parent/guardian.

Non-Prescription Medications

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

ILLNESS OR INJURIES NOTIFICATION

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

IMMUNIZATIONS

State law requires certain immunizations: diphtheria, tetanus, whooping cough, polio, mumps and measles. Medically validated records of such immunizations must be on file for all students. 13

STUDENT ACCIDENT & DENTAL INSURANCE

Supplemental student accident and dental insurance is available through Markel Insurance, Inc. Your health insurance continues to be your primary coverage. You may contact the school's secretary for further information or call the company's toll-free number 1-877-444- 5014. You can enroll on-line at www.markel.sevencorners.com. A link can be found on our website at www.frco.k12.va.us under Parents.

STUDENT EMERGENCY INFORMATION

Schools must have emergency information on file for each child with all telephone numbers for parents/guardians and telephone numbers for two other adults who may be called in the event of an emergency or illness. It is crucial that parents/guardians help the school keep information current.

RESPONSIBILITIES

The Standards of Student Conduct, which can be found in the front section of this handbook, has been established for Franklin County Public Schools. The School Board, acting through the Superintendent, holds all school employees responsible for supervising student behavior while students are legally under the supervision of the schools. The School Board holds all students responsible for appropriate conduct as defined in the Franklin County Standards of Student Conduct. Policies and references within the Standards of Student Conduct can be found in Franklin County Public Schools Policy Manual available at each school and are consistent with Virginia State Laws.

Administrators, teachers and support personnel all work together as an educational team to ensure the rights of each student in the school system. The educational team is responsible for:

- a. Promoting regular school attendance.
- b. Providing an orderly school environment, a favorable psychological environment for learning and an atmosphere of mutual respect.
- c. Encouraging self-discipline.
- d. Maintaining open and proactive communication with parents.
- e. Formulating and implementing school rules and regulations in compliance with the Standards of Student Conduct.
- f. Disseminating and discussing the school handbook and the Standards of Student Conduct at the beginning of each school year to all students and providing both documents to each new student upon registration throughout the school year.
- g. Developing a discipline plan of action, whenever possible based on the needs of the student \ and the school environment as a whole.

STUDENT CONDUCT

This school has the responsibility to work with each student in developing acceptable standards of conduct. Since patterns of conduct and discipline begin at home and are well established by the time a child comes to school, the full cooperation and support of all parents are absolutely necessary.

All school employees and students are expected to demonstrate proper respect for each other. Touching other people inappropriately and making unwelcome and inappropriate comments, gestures or derogatory remarks will not be tolerated. We encourage all students to use the 7 Habits to Prevent Problems and Build Confidence and Problem Solving Skills.

The home and school provide many opportunities for the development and practice of desirable behavior standards. Working together is the way to successfully accomplish our goal.

SUSPENSION

Authority to suspend a student is vested in the administration of each school. Suspension is the formal act that denies a student access to the school premises without removing his/her name from the school register. Each school principal, assistant principal or teacher-in-charge is delegated authority to suspend a student when, in their judgment, this action is required. In the exercise of this authority, the principal (or a designee) is subject to all provisions of law and this policy.

Suspension may result due to the following reasons:

- 1. Willful disobedience of school regulations.
- 2. Disrespect toward administration, staff, and other students.
- 3. Use of profanity or vulgarity.
- 4. Acts of dishonesty such as cheating and stealing.
- 5. Damaging or defacing personal, private or school property.
- 6. Involvement in fights or any activity that tends to create disorder and/or disruption.
- 7. Demeaning a person's race, religion, sex, national origin, disabling condition, or intellectual

- ability.
8. Other behaviors / conduct that warrants suspension.

Please refer to the Franklin County Public School Student and Parent Handbook section on Student Conduct pages 21-24 for more information.

SEARCH AND SEIZURE

The school administration may search or permit the search of a student's personal property when there is reasonable suspicion to believe the student possesses a dangerous, inappropriate, illegal or stolen item.

BUS REGULATIONS

Student safety is our primary concern during the loading and unloading of school buses and during the period that students are on the bus. Although the responsibility for student safety rests with the driver, the conduct of the students is regulated by administration. The disciplining of students for infractions of the bus rules rests with administration and parents.

Students must not engage in any behavior on the bus that might distract the driver or cause a safety hazard. This includes any form of misbehavior, rule violation, loud talking or laughter, or talking to the bus driver while the bus is in motion (except in an emergency). Waving or shouting at others, extending arms, legs, head or objects through the window, or riding on the outside of the bus is prohibited. Food and beverages of any type are not to be consumed on the bus. Tampering with the emergency door or other bus equipment is prohibited. Electronics, cosmetics, perfumes/body sprays, etc., are not allowed on the bus.

Students should be at their bus stops at least five (5) minutes before the bus is scheduled to arrive and stand away from the road when waiting on the bus. Student behavior at the bus stop should be comparable to behavior expected at school. Parents are required to accompany their young children to and from the bus stop. If a parent/guardian is not in view of the driver at the bus stop in the afternoons, students will not be permitted to exit the bus. They will be required to ride the bus through the remainder of the bus route. Students will be driven back to the school. Dudley Elementary staff will contact parents immediately if this situation occurs.

Riding the bus to and from school is a privilege. Misbehavior on the school bus will not be tolerated and may result in students losing their bus riding privileges. Since the welfare and safety of your children are our primary concern, students who are transported by county buses are expected to remain in their seats and behave in a satisfactory manner. School bus rules and regulations can be found in this handbook.

STANDARDS OF DRESS

DRESS CODE

SECTION I: All students are expected to dress appropriately for a K-12 educational

environment. Any clothing that interferes with or disrupts the educational environment is unacceptable.

- A. Clothing may not depict, imply, advertise, or advocate illegal, violent, or lewd conduct, weapons, or the use of alcohol, tobacco, marijuana, or other controlled substances.
- B. Clothing may not depict or imply pornography, nudity, or sexual acts.
- C. Clothing may not display or imply vulgar, discriminatory, or obscene language or images.
- D. Clothing may not state, imply or depict hate speech/imagery targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or any other protected classification. The Confederate Flag is prohibited.
- E. Clothing and accessories that endanger the safety of others may not be worn.
- F. Apparel, jewelry, accessories, tattoos, or manner of grooming that, by virtue of its color, arrangement, trademark or any other attribute, denotes membership in a gang that advocates illegal or disruptive behavior is prohibited.

SECTION II: Clothing must cover the chest, stomach, back and shoulders even when arms are raised. Tight fitting clothing and/or revealing pants are not allowed. Clothing must be covered with a shirt or garment that is no shorter than 5" above the knee as measured by a 3x5 index card.

- Pants are to be worn at the waist, and are not to drag the ground.
- See-through, mesh or garments with holes must not be worn without appropriate coverage underneath.
- Specialized courses may require specialized attire, such as sports uniforms or safety gear.
- Clothing must have shoulder straps at least 3 inches in width unless covered by jacket/sweater at all times.

SECTION III: Accessories

1. No long chains, jewelry or cosmetic accessories that can reasonably be used as a weapon. (i.e., pants, book bags, etc.).

2. Headcoverings/hats

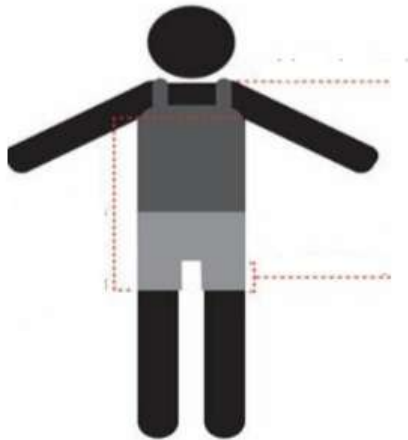
- Pre-K-8: Headgear/head apparel including hats, hoods, headwraps, and caps are not allowed at school unless permitted for religious, medical or extenuating circumstances approved by administration.
- Grades 9-12: Headgear cannot conceal the face unless permitted for religious, medical or extenuating circumstances approved by administration.

3. Shoes

- Shoes must be worn at all times and should be safe for the school environment.

4. Sunglasses may not be worn inside the building.

The Administration at each school reserves the right to determine what constitutes appropriate dress according to the policy. Students who do not adhere to these guidelines will not be allowed to attend class until they are in compliance. Parents will be called to advise them of the situation. As a reminder, this dress code is not an exhaustive list. Any questions regarding this dress code should be addressed with school administration.



Parents will be notified if there is an infraction to the rules outlined in the Standards of Student Conduct.

FCPS Cell Phone Use Policy (effective for the 2022-2023 school year)

During the school day:

Cell Phone K-8

All use of personal cellular telephones and other forms of electronic communication tools are prohibited from 8:00 a.m. to 3:30 p.m.

K-12

Students' may use personal cell phones after school hours and to and from school while on the bus while adhering to the following:

- Inappropriate use of social media, vulgar pictures, text messages, videos, etc. shall not be permitted at any time while the cell phone is on school property, this includes school transportation
- The student is solely responsible for his/her cell phone. The school and its staff are not liable for student's cell phones.

- Cyberbullying will not be tolerated in any form. Engaging in cyberbullying during school hours or during any school sponsored events after hours will result in disciplinary action. In some cases law enforcement will be involved.

Consequences - Grades K-8

First Offense: A warning will be given to the student and a referral processed by Administration.

Second Offense: A referral will be written and processed by Administration. The student's device will be confiscated and returned to the student at the end of the school day.

Third Offense: A referral will be written and processed by Administration. The student's device will be confiscated and the parent must pick up the device from the office at the end of the school day.

Fourth Offense: A referral will be written and processed by Administration. The student's device will be confiscated and the parent must pick up the device from the office at the end of the school day. The student will receive a disciplinary action.

Cell phones will not be used for instructional purposes at any time during the school day.

The Administration at each school reserves the right to determine what constitutes appropriate cell phone usage according to the policy. Students who do not adhere to these guidelines will be subject to disciplinary action. Parents will be contacted to advise them of the situation.

As a reminder, the device usage examples listed above are not an exhaustive list. Any questions regarding cell phone usage should be addressed with school administration.

Adopted by the School Board on May 9, 2022

PERSONAL PROPERTY

Personal property including, but not limited to, toys, games, video games, electronic games, trading cards, music players, fidget spinners, cosmetics, perfumes/body sprays, smart watches, headphones, cell phones, and large sums of money should be left at home. Students are discouraged from bringing any articles of value to school unless requested by the teacher as a part of the classroom lesson or project. Any item brought to school for a classroom activity should have a mark of identification. Jackets, gloves, and caps should be marked for identification.

CAMPUS CLEANLINESS AND CARE OF PROPERTY

We want our school to be an attractive and safe place. We encourage students to take pride in the appearance of the grounds and building. Anyone defacing, destroying or damaging school property will be subject to disciplinary action. Payment and/or cleaning of the damaged property will be required.

FIELD TRIPS

Field trips are provided as an extension of the educational program and the rules governing students' conduct in general are applicable for school-sponsored trips. A parent or guardian must submit a signed permission slip before a student is eligible to participate in school-related field trips.

There are times when parents/guardians may be asked to chaperone their own child in order for the child to participate on the field trip if there are patterns of unsafe/unruly behavior choices at school.

Parents/Guardians may be asked to complete a Social Service/Criminal History screening prior to chaperoning a day trip where they are asked to chaperone children other than their own.

Effective Jan. 1, 2015, anyone attending an overnight field trip will be required to complete a State Police and Department of Social Services background check. There is a \$25 fee to complete this paperwork or you may attend volunteer training at the School Board for free. (ask Volunteer Coordinator for dates or call the school or 483-5138) All participants must be cleared by Franklin County Public Schools to participate in an event. Any felony conviction, especially an offense against a minor, may disqualify the volunteer/parent from participation in an event.

SCHOOL PICTURES

School pictures are taken at the school as a service to parents and students. Pictures are usually taken in the fall and spring. Profits from the sale of pictures go toward the purchase of instructional materials. No purchase is required at any time by the student or parent.

SCHOOL SECURITY & SAFETY

All exterior doors are locked throughout the school day. Visitors must enter through the front door entrance to enter the building by ringing the intercom/doorbell. Be prepared to state your name, the purpose of the visit and your student's name before gaining entrance.

Our school security and safety procedures require all parents and visitors to sign in at the office and get a Visitor's Pass before entering the instructional halls at any time. Be prepared to present your driver's license when checking out a student.

To protect our valuable instructional time with our students, visitors are not to go to classrooms during instructional hours, 8:25 am – 3:10 pm, unless the visit has been pre-arranged with the teacher.

SAFETY DRILLS

Fire drills are required by law and are held during the school year in accordance with State Law 22.1-137 which states: *"In every public school there shall be a fire drill at least every week during the first month of each school session, and more often if necessary, in order that pupils may be thoroughly practiced in such drills. During the remainder of the school session, fire drills shall be held at least monthly."*

Tornado drills are required by law and are held during the school year in accordance with State Law 22.1-137.1 which states: *“In every public school there shall be at least one tornado drill every school year; in order that students may be thoroughly practiced in such drills.”*

Lockdown drills are required by law and are held during the school year in accordance with State Law 22.1-137.2 which states: *“In every public school there shall be a lock-down drill at least twice during the first 20 school days of each school session, in order that students may be thoroughly practiced in such drills. Every public school shall hold at least two additional lock-down drills during the remainder of the school session. Lock-down plans and drills shall be in compliance with the Statewide Fire Prevention Code.”*

EMERGENCY PLANS

Dudley Elementary School has an active emergency (crisis management) plan for employees to follow in numerous situations. As part of this emergency plan, an evacuation destination has been established. If it would ever be necessary to evacuate our school, Burnt Chimney Elementary is the destination for staff and students. In the event of injury or violent/threatening behavior, teachers will follow our crisis management plan in order to maintain safety of all students. If a child sustains an injury, the nurse will determine the necessary plan of action to follow.

EVACUATION PLANS

After being contacted by the Director of Public Safety, or the fire chief, to evacuate the school, the following plan will be put into effect:

1. The superintendent of Franklin County Public Schools will be notified of the evacuation by the Dudley Elementary School Principal.
2. The director of transportation will be notified by the principal.
3. The director of transportation, with the aid of public officials, will decide the safest evacuation location route, and then dispatch buses to the school.
4. With the aid of the transportation office, announcements will be placed on radio and television stations in the immediate listening area to alert parents and interested citizens of the evacuation and to make them aware of where they may pick up their child (ren). Other procedures will be announced throughout the day as decisions are made.
5. The school administration and staff will try to contact each parent, guardian or caregiver to notify them of the circumstances as to where and when children may be picked up.
6. Parent notifications may also be via a dial out or phone text. Parents may sign up for the community text alerts from our Franklin County Public Schools website. <http://frcok12.va.us/wpforms/community-text>

PARTIES & GUIDELINES FOR OUTSIDE FOOD

Parties at school are limited because of the state's standards regarding required instructional time. Only two parties are allowed per classroom each year.

Birthday Celebrations: Our school recognizes birthdays during morning announcements; by giving the birthday child a special birthday pencil & sticker from the principal. We ask that party invitations not be handed out at

school unless the whole class is invited.

Due to the increasing number of life threatening food allergies, no outside food will be allowed to be brought to the school except for a student's packed lunch. This will include, but is not limited to, fun Friday activities as well as student birthdays.

In the event that parents are asked to supply food/snacks/candy, those items may only be prepackaged store-bought items that contain nutrition labels with all ingredients clearly listed. Note, for classes that contain a student with a nut allergy, no products that are manufactured in a factory that also processes nuts will be allowed in the classroom. Products must be manufactured in a nut free facility. No items containing a known allergen for any student in that class will be allowed in that classroom. ALL ITEMS must be submitted to the school nurse for prior approval before any item will be allowed in the classroom.

LEADERSHIP

Dudley Elementary has fifteen classrooms serving pre-kindergarten through fifth grades with two or three classes at each grade level. Support personnel provide special services including library, guidance, physical education, speech, art, music, computers, gifted education, and special education. Faculty, staff, and administration incorporate a teamwork approach in assisting each child in his/her educational development.

We are proudly a Leadership School that encompasses a whole-school transformation model that acts like the operating system of a computer — it improves performance of all other programs. Based on *The 7 Habits of Highly Effective People®*, our leadership program produces transformational results such as higher academic achievement, fewer discipline problems, and increased engagement among teachers and parents. Better yet, leadership equips students with the self-confidence and skills they need to thrive in the 21st century economy:

- Leadership
- Adaptability
- Initiative and Self-direction
- Responsibility, Accountability
- Problem Solving, Communication
- Creativity, Teamwork

To develop Leaders, one child at a time, we teach the 7 Habits not as a curriculum, but in a ubiquitous fashion, integrating them into the curriculum, traditions, systems, and culture at Dudley Elementary. Educational experiences and classroom climate are developed and maintained to assist every child in reaching his/her greatest potential.

We are proud to be a Leadership School and we encourage our students throughout the day to use the 7 Habits as they learn and interact with others.

WE FOLLOW THE 7 HABITS

Habit 1 - Be Proactive

You're in Charge - I am a responsible person. I take initiative. I choose my actions, attitudes, and moods. I do not blame others for my wrong actions. I do the right thing without being asked, even when no one is looking.

Habit 2 - Begin with the End in Mind

Have a Plan - I plan ahead and set goals. I do things that have meaning and make a difference. I am an important part of my classroom and contribute to my school's mission and vision. I look for ways to be a good citizen.

Habit 3 - Put First Things First

Work First, Then Play - I spend my time on things that are most important. This means I say no to things I know I should not do. I set priorities, make a schedule, and follow my plan. I am disciplined and organized.

Habit 4 - Think Win-Win

Everyone Can Win - I balance courage for getting what I want with consideration for what others want. I make deposits in others' emotional bank accounts. When conflicts arise, I look for third alternatives.

Habit 5 - Seek First to Understand, Then to Be Understood

Listen Before You Talk - I listen to other people's ideas and feelings. I try to see things from their viewpoints. I listen to others without interrupting. I am confident in voicing my ideas. I look people in the eyes when talking.

Habit 6 - Synergize

Together is Better - I value other people's strengths and learn from them. I get along well with others, even people who are different than me. I work well in groups. I seek out other people's ideas to solve problems because I know that by teaming with others we can create better solutions than any of us can alone. I am humble.

Habit 7 - Sharpen The Saw

Balance Feels Best - I take care of my body by eating right, exercising and getting sleep. I spend time with family and friends. I learn in lots of ways and lots of places, not just at school. I find meaningful ways to help others.



Dudley Elementary School is recognized by Leader In Me as a Lighthouse School. The Leader in Me Lighthouse School title is awarded by Franklin Covey to honor the attainment of a well-rounded leadership model. Lighthouse Schools serve as models of leadership and mentors to other schools.

VISITORS

Visitors are welcome at Dudley Elementary School. Visitors are asked to report to the school's main office upon arrival to sign in and receive a Visitor's Badge to be worn for the duration of the visit. Please be sure to have photo identification available upon request at each visit. Visitors are welcome to wait in the office lobby or designated area for an activity or event to begin. Adults are not allowed to visit classrooms during instructional times unannounced. If you would like to visit your child's classroom, please make an appointment with your child's teacher and administration to set up an appropriate time. We look forward to seeing you at Dudley Elementary.

VOLUNTEER PROGRAM

Dudley Elementary School welcomes volunteers to our volunteer program. Volunteers help our teachers and students to enhance the quality of instruction and serve to strengthen our school community relations. The school program is organized and carried out through the Franklin County School Volunteer Program. Volunteer procedures will be reviewed at the beginning of the year.

DUDLEY ELEMENTARY PTO

We encourage each of you to become active members of the Parent-Teacher Organization. Your energy, enthusiasm, and concern for our PTO are beneficial to our children's education. Please become an active member. The PTO provides financial support for many of the fun activities that your children participate in

throughout the school year. Please help the PTO by joining and volunteering your time. You can also support them by participating in the fundraising opportunities they offer, which benefits our school and students directly. Your positive involvement is needed and appreciated!

FAMILY LIFE EDUCATION

In response to the Code of Virginia, instruction in Franklin County Public Schools (FCPS) includes a comprehensive, sequential Family Life Education (FLE) program for kindergarten through high school. The FLE program is designed to provide students with the knowledge and skills to make informed, responsible decisions related to growth and development; communication and relationships; and emotional and social health.

You can view the FCPS Family Life Education program by visiting the following links:

Kindergarten: <http://bit.ly/FCPSFLEGradeK>

1st Grade: <http://bit.ly/FCPSFLEGrade1>

2nd Grade: <http://bit.ly/FCPSFLEGrade2>

3rd Grade: <http://bit.ly/FCPSFLEGrade3>

4th Grade: <http://bit.ly/FCPSFLEGrade4>

5th Grade: <http://bit.ly/FCPSFLEGrade5>

Middle School: <http://bit.ly/FCPSFLEMiddleSchool>

High School: <http://bit.ly/FCPSFLEHighSchool>

If you determine your child should not be included in FLE this school year, forms will also be available at your child's school on Business Day.

Unless you indicate otherwise, your child will be included in FLE. You do not need to return the form if you wish for your child to participate in FLE instruction.

Franklin County Public Schools Student Handbook Signature Process

All Franklin County Public School's students and/or parents must sign the student handbook rules provided electronically in order to complete the school enrollment process.

- 1) Students without electronic or hardcopy signature sheets will be denied all privileges associated with full school registration.
- 2) The denied privileges may include but will not be limited to participation in extracurricular activities, attendance at school functions, computer access, inclusion on honor roll lists, and other activities associated with acceptance of applicable school rules, regulations and policies.

- 3) All privileges will be reinstated upon receipt of a properly signed and submitted rules and regulations signature sheet.

FRANKLIN COUNTY PUBLIC SCHOOLS AGREEMENTS AND NOTIFICATIONS

2024-2025

AGREEMENTS

This document contains agreements for parents and families relating to: Acceptable Use Policy, Personally owned devices, Student Code of Conduct and Bus Rules and Regulations, and photographic release

NOTIFICATIONS

This document contains Title I Notifications; FERPA, Directory Information, and meal charge information



Acceptable Use Policy

**Notice for Directory
Information**

Rights under FERPA

Rights under PPRA

**Title I Parent
Notifications**

**Consent and Release
for Photographic Media**

**Fees, Fines, and Meal
Charge Information**

Agreements

State Expulsion Form



Please be advised that the Board of Education may revise or create policies over the course of the school year. State Laws, State Board of Education Bylaws, Virginia Department of Education, and Franklin County School Board Policies and Regulations shall supersede those statements and references contained in this publication.

FRANKLIN COUNTY PUBLIC SCHOOLS
Acceptable Computer System Use Regulations
(ACCEPTABLE USE POLICY)

This policy shall apply to all students, faculty, staff, and users of any of the Franklin County School Division's computer system.

Revised March 12, 2019

Vision

Franklin County Public Schools (FCPS) recognizes that access to technology in school gives the student a greater opportunity to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. FCPS is committed to helping students develop 21st century technology and communication skills. Technology is an integrated component in the lives and education of the students and staff.

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

Franklin County Public School's responsibility is to give access to technology, teach students how to use technology, and digital citizenship.

ACCEPTABLE USE OF THE INTERNET

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

Digital Citizenship

Aspects of Digital Citizenship include ethical, responsible, and safe use of computer systems. As an educational system, Franklin County Public Schools will prepare our users to ethically, responsibly, and safely use technologies. We must ensure users understand how to use computer systems in an acceptable and safe manner.

Acceptable Computer Systems Use

All use of the Franklin County School Division's computer system shall be consistent with the school board's goal of promoting educational excellence by facilitating resource sharing, innovation and communication. The term computer system includes, but is not limited to, hardware, software, data, communication lines and devices, terminals, display devices, printers, CD, DVD and other media devices, tape or flash drives, storage devices, servers, mainframe and personal computers, tablets, laptops, telephones, cameras, projectors, multimedia devices, workstations, the internet and other electronic services and any other internal or external network. This includes any device that may be connected to or used to connect to the school division's network or electronically stored division material.

Computer System Use-Terms and Conditions: Acceptable Use

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

Privilege

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

Unacceptable Use

Each user is responsible for his or her actions on the computer system. Prohibited conduct includes but is not limited to:

- using the network for any illegal or unauthorized activity, including violation of copyright or contracts, or transmitting any material in violation of any federal, state, or local law.
- sending, receiving, viewing or downloading illegal material via the computer system.
- unauthorized downloading of software.
- using the computer system for private financial or commercial purposes.
- wastefully using resources, such as file space.
- gaining unauthorized access to resources or entities.
- posting material created by another without his or her consent.
- submitting, posting, publishing, or displaying any obscene, profane, threatening, illegal, or other inappropriate material.
- using the computer system while access privileges are suspended or revoked.
- vandalizing the computer system, including destroying data by creating or spreading viruses or by other means.
- intimidating, harassing, bullying, or coercing others.
- threatening illegal or immoral acts.
- any attempt to circumvent the school's safety measures and filtering tools.
- the arranging of a meeting with an online acquaintance.
- any attempt to gain unauthorized access to network infrastructure.

Network Etiquette

Each user is expected to abide by generally accepted rules of etiquette, including the following:

- be polite.
- users shall not forge, intercept or interfere with electronic mail messages.
- use appropriate language. The use of obscene, lewd, profane, lascivious, threatening or disrespectful language is prohibited.
- users shall not post personal information other than directory information as defined in Policy JO Student Records about themselves or others.
- users shall respect the computer system's resource limits.
- users shall not post chain letters or download large files.
- users shall not use the computer system to disrupt others.
- users shall not modify or delete data owned by others.
- users shall not attempt to gain access to other personal resources using unauthorized credentials.

Security

Computer system security is a high priority for the school division. If any user identifies a security problem, the user shall notify the building principal or system administrator immediately. All users shall keep his/her passwords confidential and shall follow computer virus protection procedures. Users are expected to take reasonable safeguards against the transmission of security threats over the school network. This includes not opening or distributing infected files or programs and not opening files, programs, or emails of unknown or untrusted origin.

If a user believes a device he/she is using might be infected with a virus, the user should alert his/her teacher, supervisor, or Technology Services staff and immediately power down the device and wait for further instruction.

Vandalism

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

Charges

The school division assumes no responsibility for any unauthorized charges or fees as a result of using the computer system, including telephone, data, or long-distance charges.

Electronic Mail

The school division's electronic mail system is owned and controlled by the school division. The school division may provide electronic mail to aid students and staff in fulfilling his/her duties and as an education tool. Electronic mail is not private. Students' electronic mail will be monitored. The electronic mail of staff may be monitored and accessed by the school division. All electronic mail may be archived. Unauthorized access to an electronic mail account by any student or employee is prohibited. Users may be held responsible and personally liable for the content of any electronic message they create or that is created under his/her account or password. Downloading any file attached to an electronic message is prohibited unless the user is certain of that message's authenticity and the nature of the file.

Web Access

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

Cyberbullying

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

Enforcement

Software will be installed on the division's computers having internet access to filter or block internet access through such computers to child pornography and obscenity. The online activities of users may also be monitored manually. Any violation of these regulations shall result in loss of computer system privileges and may also result in appropriate disciplinary action, as determined by School Board policy, or legal action.

Downloads

Users should not download or attempt to download or run executables on the school network or onto school resources without express permission from the Technology Services staff. For the security of our network, download such files only from reputable sites, only for education purposes, and with consent of the Technology Services staff.

Users should not download secure or confidential information to personal devices.

Plagiarism

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

Personal Safety

Users should carefully safeguard the personal information of themselves and others while using Internet capable devices. Some Internet activities are not only dangerous but illegal. Parents, students, and employees should be aware of relevant laws.

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

Mobile Devices

Franklin County Public Schools may provide users with mobile devices to promote learning outside of the classroom. Users should abide by the same acceptable use policies when using school devices off the school network as on the school network. Users are expected to treat these devices with extreme care and caution. Users should report any loss, damage, or malfunction to the Technology Services staff immediately. Users may be financially accountable for any damage resulting from negligence or misuse. Use of school-issued mobile devices off the school network will be monitored.

Personally-Owned Devices Regulations and Guidelines

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

- Before bringing his/her own device, the student and his/her parent/guardian must read, sign, and complete the Franklin County Public Schools Personally-Owned Electronic Devices Permission Form.
- Personal devices must have up-to-date antivirus software installed and running.
- The student takes full responsibility for his/her device and will keep it on his/her person at all times. The school division is not responsible for lost, damaged, or stolen devices.
- Students must connect to the school's wireless network when using a device at his/her school. Students should not use personal MiFi devices. No personally owned devices may be connected to the network via a network cable.
- Only the student who owns the device will have access to it while it is on the school network.
- All activities involving personally-owned devices must be only at the direction of the classroom teacher/supervisor, and his/her use must not be disruptive to instruction.
- The scope of the usage of personal devices within an instructional setting will be determined by the classroom teacher/supervisor. Students/staff who go beyond that established scope (for example, taking photographs when the established scope is Internet usage only) are subject to disciplinary action.
- The administration or the classroom teacher has the right at any time to discontinue permission of use of personally-owned devices in the classroom.
- Franklin County Public Schools administration reserves the right to search or confiscate a privately-owned electronic device in accordance with the FCPS Acceptable Use Policy if the student is using the device without permission or if there is reasonable suspicion that the student has violated school board or school policies.
- Users who violate any component of the FCPS Acceptable Use Policy may lose the right to use any personal device or school device in the instructional setting and/or face disciplinary action.

Any personal device brought to school will be subject to monitoring by the Technology Services staff

Personally-Owned electronic devices permission form can be found under policy GAB- F3/GAB-F4 in school board policies.

Limitation of Liability

Franklin County Public Schools makes no warranties for the computer system it provides. Franklin County Public Schools shall not be responsible for any damages to the user from use of the computer system, including loss of data, non-delivery or missed delivery of information, or service interruptions. The school division is not responsible for the accuracy or quality of information obtained through the computer system. The user agrees to indemnify the school system for any losses, costs, or damages incurred by the school system relating to or arising out of any violation of these procedures.

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

Franklin County Public Schools will not be responsible, financially or otherwise, for unauthorized transactions conducted over the school network and will not be responsible for any personal devices.

The school division is not responsible for troubleshooting or support of any kind for personal devices. FCPS will not provide accessories to charge or to provide power to student/staff personal devices.

User Privileges

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

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

Violations of Acceptable Use Policy

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

- suspension of computer system privileges.
- notification to parents/guardians, supervisors, and/or appropriate authorities.
- detention or suspension from school and school-related activities.
- legal action and/or prosecution under state, federal, or international law. Adopted:

Legal Refs: 18 U.S.C. §§ 1460, 2256. 47 U.S.C. § 254.

Code of Virginia, 1950, as amended, §§ 18.2-372, 18.2-374.1:1, 18.2-390, 22.1-70.2 and 22.1-78.
Guidelines and Resources for Internet Safety in Schools, Virginia Department of Education
(Second Edition October 2007)

Cross Refs: GCPD Professional Staff Discipline

JFC Student Conduct

JFC-R Standards of Student Conduct

Notice For Directory Information

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

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

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

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

Franklin County Public Schools has designated the following information as directory information:

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

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

Rights Under FERPA for Elementary and Secondary Schools

Model Notification of Rights under FERPA for Elementary and Secondary Schools

1. The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are: The right to inspect and review the student's education records within 45 days after the day the school receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records which the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the school to amend a record should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board.

A school official also may include a volunteer or contractor outside of the school who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records (such as an attorney, auditor, medical consultant, or therapist), a parent or student volunteering to serve on an official committee (such as a disciplinary or grievance committee), or a parent, student, or other volunteer assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

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

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

Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)

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

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

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

Receive notice and an opportunity to opt a student out of:

- Any other protected information survey, regardless of funding;
- Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
- Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- Inspect, upon request and before administration or use –
- Protected information surveys of students;
- Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
- Instructional material used as part of the educational curriculum.

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

Franklin County Public Schools will update policies, allowing for consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes.

Franklin County Public Schools will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes.

Franklin County Public Schools will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey.

Franklin County Public Schools will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and will be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys.

Following is a list of the specific activities and surveys covered under this requirement:

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

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

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

Title I Parent Notifications

On December 10, 2015, the Every Student Succeeds Act (ESSA) was signed into law. Section 1112(e)(1)(A) states that as a parent of a student receiving Title I funds, you have the right to receive certain information. These parental notifications are listed below and can also be found on the Virginia Department of Education's website under [Title I, Part A: Improving Basic Programs Operated by Local Educational Agencies](#)

Right to Request Information on Teacher Qualifications

As a parent you have the right to know the professional qualifications of the classroom teachers instructing your child. Federal law requires the school division to provide you this information in a timely manner if you request it.

Right to Be Informed of the Assignment of Teacher for More than Four Weeks not Meeting Certification/Licensure Requirements.

The school division must inform parents if their child is assigned a teacher for four or more consecutive weeks who does not meet applicable state certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.

Parent Notification for Parents of ELs

School divisions are required to inform parents annually regarding their child's placement in a language instruction education program within 30 days after the beginning of the school year, or within two weeks of the child's placement within a program.

Information about School Student Achievement to Parents

[Virginia's School Quality Profiles](#) provide information about student achievement, college and career readiness, program completion, school safety, teacher quality and other topics of interest to parents and the general public. Report cards are available for schools, school divisions and for the commonwealth.

Information on the Level of Achievement of an Individual Student

School divisions will provide the parent or guardian of each child attending any school, information on the level of achievement of the child in each of the state academic assessments. Parents may access their student's SOL scores through the new [Virginia Assessment Parent Portal](#). Please contact your student's school for assistance with the Parent Portal.

Parental Notification of Assessment Opt Out Policies Under ESSA

Parents may request information about any state or division policy regarding student participation in required assessments.

Complaint Procedures regarding Title I

Procedures for filing a complaint related to the Title I program in your school can be found on the Virginia Department of Education's website [Title I, Part A: Improving Basic Programs Operated by Local Educational Agencies](#) under the Parent and Family Engagement section.

Parental Consent and Release form for photographic media

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

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

A parental consent form must be on file for your child before he/she may be photographed. Children may be photographed alone or in a group setting and from varying distances.

By signing the Rules and Regulation Signature Sheet and initialing one of the "Approval" boxes, you are authorizing Franklin County Public Schools to include your child's image/name in a newspaper article, video production, internet publication (such as the school's or division's website), or other media. Please note that written consent does not guarantee your child's inclusion in the publications.

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

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

FEES, FINES, AND MEAL CHARGES

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

Generally

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

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

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

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

Schedule of Student Fees

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

ELEMENTARY

Possible Fees, fines, Charges	Amount	Purpose
Materials	\$6.00	School specific - hard to fine consumable items and non standard classroom Materials
Student Planner	\$5.00	Replacement Fee
Library Fines	Not to exceed replacement value	overdue or lost books
Textbook Fee	Not to exceed replacement value	damaged or replacement books
Yearbook	Varies	Optional

MIDDLE SCHOOL

Possible Fees, fines, Charges	Amount	Purpose
Activity Fee	\$6.00	School specific – hard to fine consumable items and non standard classroom Materials
Library Fines	Not to exceed replacement value	overdue or lost books
Textbook Fee	Not to exceed replacement value	damaged or replacement books
Yearbook	Varies	Optional
Physical Education Charges	Gym suit \$16.00 Gym Shirt only \$8.00 Gym Shorts only \$8.00 Gym Bag \$8.00	Optional

HIGH SCHOOL

Possible Fees, fines, Charges	Amount	Purpose
Parking Fees	\$50.00 decal \$50.00 replacement	On campus parking
Graduation Fees	\$40.00	Graduation Apparel (cap, gown, tassel, diploma cover)
Physical Education	\$14.00	PE Uniform (optional)
Textbook Fee	Not to exceed replacement value	damaged or replacement books
Yearbook	\$65.00-\$80.00	Optional
Special Class Fees	varies	Dual Enrollment/AP course
Road and Range	\$100.00	Behind the Wheel
Clubs and sports	varies	
Transcripts	\$3.00 after the first copy	printing and postage

Meal Charges

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

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

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

Students who have money to pay for a reduced-price or full price meal at the time of service must be provided a meal. If the student intended to use the money for that day's meal, the School Foodservice Authority (SFA) will not use the money to repay a negative balance or other unpaid meal charge debt. Student are allowed to charge up to \$20 for full priced students and \$5 for reduced students. After that they will receive a choice of a sandwich and a milk until they bring in money or their bill is paid. Students will not be allowed to purchase or charge a-la-carte items if there is a negative account balance. This includes milk and ice cream.

The SFA will notify households of low or negative balances. This will be done by email, phone calls and text messages. The student's household will be notified daily about their negative balance and weekly if their student's account drops below the \$10 threshold.

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

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

ASSISTANCE TO HOUSEHOLDS

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

COLLECTION PROCEDURES FOR DELINQUENT AND BAD DEBT ADVERSE ACTION

When a household has not responded to multiple contacts that are listed above and the parent has not paid the delinquent account balance, collection procedures may be initiated. Households will receive a Notification/Notice of Adverse Action stating collection procedures have begun.

Franklin County Public Schools Agreements

Franklin County Public Schools Code of Student Conduct and individual school handbooks are available on the school website and paper copies available by request only.

Acceptable Computer System Use agreement for Students and Parents

Each employee must sign this Agreement as a condition for using the school division's computer system. Each student and his/her parent/guardian must sign this Agreement before being permitted to use the school division's computer system. Read this Agreement carefully before signing.

I understand and agree to abide by the school division's Acceptable Computer System Use Policy and Regulation. I understand that the school division may access, monitor, and archive my use of the computer system, including my use of the internet, e-mail and downloaded material, without prior notice to me. I further understand that should I violate the Acceptable Use Policy or Regulation; my computer system privileges may be revoked and disciplinary action and/or legal action may be taken against me.

I have read this Agreement and Policy GAB/IIBEA and Regulation GAB-R/IIBEA-R.

I understand that access to the computer system is intended for educational purposes and the Franklin County Public School Division has taken precautions to eliminate inappropriate material. I also recognize, however, that it is impossible for the school division to restrict access to all inappropriate material and I will not hold the school division responsible for information acquired on the computer system. I have discussed the terms of this agreement, policy, and regulation with my student.

I grant permission for my student to use the computer system in accordance with Franklin County Public School Division's policies and regulations and for the school division to issue an account for my student.

Prior to signing this Agreement, read Policy GAB/IIBEA and Regulation GAB-R/IIBEA-R, Acceptable Computer System Use. If you have any questions about this policy or regulation, contact your supervisor or your student's principal.

I understand and agree to abide by the school division's Acceptable Computer System Use Policy and Regulation. I understand that the school division may access, monitor, and archive my use of the computer system, including my use of the internet, e-mail and downloaded material, without prior notice to me. I further understand that should I violate the Acceptable Use Policy or Regulation; my computer system privileges may be revoked and disciplinary action and/or legal action may be taken against me.

I have read and understand the Franklin County Public Schools Student Code of Conduct, my child's school handbook, including the documents listed below, and agree to support all policies, rules, and regulations as explained, including:

Acceptable Computer System Use Policy

I have read and understand the Acceptable Computer System Use Policy for electronic communications. If I select the Approval block below to give permission for my child to access electronic communications at school, I agree to the terms and conditions as explained in the Handbook and in Policy GAB and Regulation GAB-R.

Computer Acceptable Use Agreement required

___Approval, I give my permission to Franklin County Public Schools to permit my child access to electronic communications, including the Internet, while under the direct supervision of school personnel.

___Denial, I DO NOT give my permission to Franklin County Public Schools to permit my child access to electronic communications, including the Internet, while under the direct supervision of school personnel.

Personally-Owned Devices

Each employee must sign GAB-F4 as a condition for using personally-owned electronic devices on the FCPS computer system. Each student and his/her parent/guardian must sign GAB- F3 before being permitted to use personally-owned electronic devices on the FCPS computer system.

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

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

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

In signing below, I acknowledge that I have received and reviewed the Acceptable Use Policy, Code of Student Conduct, Attendance Policy, Dress Code and Bus Conduct guidelines as well as the school handbook with my student.

Parent/Guardian Name (printed)

Parent/Guardian Signature

Date

Parent/Guardian Telephone/Cell Numbers

Parent/Guardian Email address

Student Name (printed)

Student Signature

Date

State Expulsion Form

Virginia law requires that, prior to admission to any public school of the Commonwealth, a school board shall require the parent, guardian, or other person having control or charge of a child of school age to provide, upon registration, a sworn statement or affirmation indicating whether the student has been expelled from school attendance at a private school or in a public school division of the Commonwealth or in another state for an offense in violation of school board policies relating to weapons, alcohol or drugs, or for the willful infliction of injury to another person. Any person making a materially false statement or affirmation shall be guilty upon conviction of a Class 3 misdemeanor. The registration document shall be maintained as a part of the student's scholastic record (Code of Virginia 22.1-3.2).

PLEASE COMPLETE AND SIGN THE APPLICABLE STATEMENT BELOW

I, _____ affirm That _____ **has not been** expelled from school attendance at a private school or public school in Virginia or another state for an offense in violation of school board policies relating to weapons, alcohol or drugs, or for the willful infliction of injury to another person.

Parent, guardian, or person having control or charge of child Date

I, _____ affirm that _____ **has been** expelled from school attendance at a private school or public school in Virginia or another state for an offense in violation of school board policies relating to weapons, alcohol or drugs, or for the willful infliction of injury to another person.

Parent, guardian, or person having control or charge of child Date