***2017-2018***

**THE EAGLE HANDBOOK**

***for Soaring Eagle Students and Families***

**Parental Responsibility**

**Excerpted from the Cody of Virginia 1950, as amended**

**22.1-279.3. Parental responsibility and involvement requirements.**

1. Each parent of a student enrolled in a public school has a duty to assist the school in enforcing the standards of student conduct and attendance in order that education may be conducted in an atmosphere free of disruption and threat to persons or property, and supportive of individual rights.
2. A school board shall provide opportunities for parental and community involvement in every school in the school division.
3. Within one calendar month of the opening of school, each school board shall, simultaneously with any other materials customarily distributed at that time, send to the parents of each enrolled student (i) notice of the requirements of this section and (ii) a copy of the school board’s standards of student conduct. These materials shall include a notice to the parents that by signing the statement of receipt, parents shall not be deemed to waive, but to expressly reserve, their rights protected by the constitutions or laws of the United States or the Commonwealth and that a parent shall have the right to express disagreement with the school’s or school division’s policies or decisions.
4. The school principal may request the student’s parent to meet with the principal or his designee to review the school board’s standards of student conduct and the parent’s responsibility to participate with the school in disciplining the student and maintain order, and to discuss improvement of the child’s behavior and educational progress.
5. In accordance with 22.1-277 and the guidelines required by 22.1-278, the school principal may notify the parents of any student who violates a school board policy when such violation could result in the student’s suspension, whether or not the school administration has imposed such disciplinary action. The notice shall state (i) the date and particulars of the violation; (ii) the obligation of the parent to take actions to assist the school in improving the student’s behavior, and (iii) that, if the student is suspended, the parent may be required to accompany the student to meet with the school officials.
6. No suspended student shall be admitted to the regular school program until such student and his parents have met with school officials to discuss improvements of the student’s behavior, unless the school principal or his designee determines that readmission, without parent conference, is appropriate for the student.
7. Upon the failure of a parent to comply with the provisions of this section the school board may, by petition to the juvenile and domestic relations court proceed against such parent for willful and unreasonable refusal to participate in efforts to improve the student’s behavior, as follows;
8. If the court finds that a parent willfully and reasonably failed to meet, pursuant to a request of the principal as set forth in subsection D of this section, to review the school board’s standards of student conduct and the parent’s reasonability to assist the school in disciplining the student and maintaining order, and to discuss improvement of the child’s behavior and educational progress, it may order the parent to so meet or
9. If the court finds that the parent has willfully and unreasonably failed to accompany a suspended student to meet with school officials pursuant to section F, or upon the student’s receiving a second suspension or being expelled, it may order (i) the student or his parent of participate in such programs or such treatment as the court deems appropriate to improve the student’s behavior or (ii) the student or his parents to be subject to such conditions and limitations as the court deems appropriate for the supervision, care and rehabilitation of the student or his parent. In addition, the court may order the parent to pay a civil penalty not to exceed $500.
10. The civil penalties established pursuant to this section shall be paid into a fund maintained by the appropriate local governing body to support programs or treatments designed to improve the behavior of the students as described in subdivision 3 of subsection G. Upon the failure to pay the civil penalties imposed by this section, the attorney for the appropriate county, city or town shall enforce the collection of such civil penalties.
11. All references in this section to the juvenile and domestic relations court shall be also deemed to mean any successor in interest of such court.

Notice of Requirements of VA Code of 22.0-279.3

I am the parent of the below named child and, by my signature, I acknowledge that I have received a copy of Section 22.1-279.3 if the Code of Va Entitled “Parental Responsibility and Achievement Requirements”.

By signing this Statement of Receipt, I do not waive or abdicate, but do expressly reserve rights protected by the constitutions or laws of the United States or the commonwealth of Virginia. I further understand that I have the right to express disagreement with the school’s or school division’s policies or decisions.

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Student full name Date of birth

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Signature of Parent/Guardian Date

**ACCEPTANCE OF NOTIFICATION**

**2021-2022**

* **I verify that I have reviewed this handbook and that I will support these policies.**
* Nothing contained in this handbook shall preclude the observation of and the adherence to additional policies as they are appropriate, in accordance with other division procedures including those in the School Board Policy Manual.
* Please note any questions, concerns, or suggestions that will allow us to improve the quality of this handbook in the future. Should you have any questions that you wished answered, please contact, Martina Carroll, Assistant Principal.

Student Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Homeroom Teacher:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please remove and return this page to the office or we will call to schedule a conference.

**RUCKERSVILLE ELEMENTARY SCHOOL**

Our goals are measurable, consistent with the division goals, monitored throughout the year to ensure that we are making decisions toward achievement and actualizing our school’s mission. Work progress is measured through parent surveys, student surveys and feedback, administrator and teacher evaluations, school report cards, standardized test scores (ie. SOL scores), and faculty and staff observations.

**OUR MOTTO**

*A team above all. Above all a team.*

**OUR STUDENT PLEDGE**

*We take care of our school, teachers, peers, and most importantly, ourselves.*

**OUR SCHOOL COLORS**

Green (forest) and White

**OUR MASCOT**

*The Soaring Eagle*

**LOCATION**

Ruckersville Elementary School opened in 1998 and is located on Progress Place, approximately one mile from Routes 29 and 33 junction, west of Ruckersville, VA. RES serves over 600 students in grades kindergarten through fifth grade.





**WEBPAGE**

res.greenecountyschools.com

**FACEBOOK PAGE**

[www.facebook.com/ATEAMABOVE](http://www.facebook.com/ATEAMABOVE)ALL

**OFFICE HOURS**

8:00 AM-3:00 PM

For the safety of all students, you will be asked to show a picture ID at the front office each time you enter the building. All visitors must check-in with the office when visiting the campus. Only RES faculty and staff are permitted access to the building without signing in.



**Mrs.Regina Hissong, M.Ed.**

**Principal**

August 2022

Dear RES families,

Welcome to the 2022-2023 school year! It is with great pleasure that I begin my fifth year in Greene County Schools as the Principal here at Ruckersville Elementary School. This year marks my 23rd year in elementary education with 18 years of teaching, 4 years as an Assistant Principal and now I look forward to continuing to grow and learn alongside the students and staff here at RES as Principal. If you are new to our community or school, it will not take you long to realize that this is a special place to be!

We are energized and ready to start the 2022-2023 school year. Everyone at RES has been hard at work designing learning spaces, planning engaging activities and developing themselves professionally in preparation for the students' return.

### At Ruckersville, everyone wants to see your children reach their full potential in a safe and nurturing environment. I personally look forward to building partnerships with parents and the community. I hope we can work as a team for the best interest of your children. We encourage active parent involvement, so please reach out to your child's teacher via email, call the school if you have any questions or arrange a parent/teacher conference with faculty. Together we can make this year a success!

Please feel free to contact me anytime at 434-939-9006 or by email at rhissong@greenecountyschools.com.

My best,

**Mrs. Regina Hissong M. Ed.**

**Principal**

**Dr. Karin Graham**

**Assistant Principal**

August 2022

Dear RES Families,

My name is Dr. Karin Graham and I have been a member of Greene County Public Schools for the past 6 years. Prior to being selected as the assistant principal at Ruckersville, I was an assistant principal at William Monroe Middle School. My 19 year career in education includes instructional coach and high school English teacher in Albemarle County, adjunct instructor for Coastal Carolina Community College, instructor for the USMC Staff Non Commissioned Officers advanced courses, and a high school English teacher in Chelmsford, MA. It is such a privilege to join the Ruckersville family and experience what elementary school is all about!

Providing your child a safe, warm, and caring environment is essential to learning. I believe building relationships and trust is tantamount to creating a community of learners. Our teachers and staff are dedicated to ensuring not only that your student learns, but that they feel loved and cared for. Mrs. Hissong and I are committed to making sure your student’s needs are met each day.

I look forward to working closely with the faculty, students, and family members of the RES Community. It is my mission to encourage students to do their best, foster a love for learning, and instill a sense of pride and accomplishment in their everyday actions at RES.

Please feel free to contact me at any time at (434)939-9006 or [kgraham@greenecountyschools.com](mailto:kgraham@greenecountyschools.com)

Sincerely

Karin Graham

**GREENE COUNTY PUBLIC SCHOOLS**

**Every Child, Every Chance, Every Day**

**Stanardsville, VA 22973**

**434-939-9000**

**School Board**

Mrs. Sharon Mack, Ruckersville District, Vice Chair

Mr. Jason Tooley, At-Large

Mr. Brooks Taylor, Midway District

Mr. Todd Sansom, Monroe District, Chair

Mrs. Becky Roach, Stanardsville District

**ADMINISTRATION**

* Dr. Andrea Whitmarsh, Superintendent
* Dr. Bryan Huber, Assistant Superintendent for Instruction
* Dr. Kyle Pursel, Director of Administrative Services
* Ms. Kristie Spencer, Director of Business and Facilities
* Dr. Donna Payne, Director of Teaching and Learning
* Mr. Dale Herring, Director of Technology
* Mr. Larry Morris, Transportation Director
* Mrs. Lori Shifflett, Receptionist
* Mrs. Amanda Cruey, Social Worker
* Mrs. Sarah Baran, Social Worker
* Ms. Jennifer Walker, Clerk of the School Board

**SPECIAL SERVICES**

* Dr. Wendy Mitchem, Director of Special Services
* Mrs. Christi Dojack, Coordinator of Special Services
* Mrs. Emily Clayton, ESL Coordinator
* Mrs. Samantha French, Supervisor of School Nutrition

**SAFETY**

Safety is, and will always be, our first priority at RES. Optimum learning occurs best in a safe environment. Should you have any questions, concerns, or suggestions, please contact Mrs. Hissong, rhissong[@greenecountyschools.com](mailto:dpayne@greenecountyschools.com).

Please carefully review the following sections for reminders and updates to school safety and security procedures.

Arrivals and Departures

***General Security***

For safety’s sake, it is imperative that the school be able to contact a parent or emergency designee during the day. Please provide accurate and updated information to avoid complications in the event of an emergency. Please expediently complete all forms requesting contact information and keep the school informed of any changes that may occur throughout the year.

All visitors must report to the main office upon entering the building to sign-in on the security computer located in the office, obtain a pass and wear it in a visible place while on campus. Staff should feel free, even obliged, to introduce themselves to anyone unfamiliar to them and ask to see their pass.

Checking-in is only required during school hours. All visitors must be prepared to show valid state identification to be permitted on school grounds.

Anyone volunteering in the classroom, chaperoning field trips, or assisting with school events during school hours, must complete the Volunteer Application. Volunteer Applications are available in the office.

**Car Rider Procedures**

**2022 - 2023**

**Arrivals (Car Loop):**

Our primary focus is for students to be dropped off safely and efficiently between 8:00 – 8:20 am. A staff member will be available to assist students with exiting vehicles and monitoring the drop-off process. Please abide by staff member directions. Should you have any concerns about staff member directions or procedures, please direct them to Dr. Karin Graham, Assistant Principal.

Vehicles are to pull up to the gym doors. Students are to wait in the vehicle until a Ruckersville staff member assists them from the vehicle. Students must exit their vehicles toward the curb side. If students need to exit vehicles on the driver/parking lot side, please inform the Ruckersville staff member so he/she can escort your child/children to the sidewalk. Please do not leave cars unattended, leave the car line, or pass cars while students are exiting their vehicles.

**Arrival and Dismissal Procedures for Car Riders:**

The safety of your children and all of our students is our number one priority. We have established a number of procedures to keep all of Ruckersville students safe as well as providing a smooth transition from your car to our care. Please review the procedures below to ensure a prompt and secure drop off and pick up.

***Morning Car Rider Drop-Off***

* The designated car rider drop-off area is along the sidewalk in front of the gym doors.
* Drop-off time is from **8:00-8:20 a.m.**
* Cars should pull up to the gym doors so that we are able to unload several at a time. Students should only be released when a Ruckersville Staff Member assists them from the car.
* Students should be ready to exit vehicles immediately and only from the passenger side.
* Cars should not block the entrance to the secondary parking lot.
* Cars in line on the hill closest to Route 33 West should pull as far to the right as possible to allow bus access.
* Students cannot be unsupervised. Absolutely no students should be dropped off prior to 8:00. If you arrive prior to 8:00 with your child, you and your child must remain in the car until unloading begins.
* Parents should utilize the car drop off line. At this point, we are not able to accommodate parents walking their students to the entrance as all car riders must enter the gym doors in the mornings.

***Afternoon Car Rider Pick-Up***

* The designated car rider pick-up area is directly outside of the gymnasium doors to the end of the sidewalk. Traffic will flow the same way as morning drop off where a Ruckersville Staff Member will escort your child to your car.
* Students enter vehicles on the passenger side only.
* All students are escorted by staff so there is no need for drivers to exit vehicles.
* Car riders begin loading at 3:00 p.m. and are typically completed by 3:20.
* Vehicles picking up students must display their assigned student number.
* **Students will only be released to authorized individuals**. Identification may be requested if an individual is unrecognized by staff.

# Each vehicle must have a number for each student(s) who is getting picked up. During the first few weeks of school, all car riders should get a number assigned to them. Please clearly place the number hanging from your rearview mirror so it is visible to the staff members assisting with dismissing car riders. Each child will receive two number tags. If you lose your number tag, there will be a $2.00 replacement fee.

# If your child is going to be picked up by another individual, please send a note to school with your child or call the office prior to 2:00 providing that information. Bus transportation changes will not be allowed at this time.

**Notes regarding attendance or transportation changes can either be sent in with your child or emailed to our attendance secretary, Mrs. Megan Ice, at** [**mice@greenecountyschools.com**](mailto:mice@greenecountyschools.com)**. If you do not receive a confirmation within the hour, you may call to verify that your request was received. Should you have an emergency and need to make a change, please use your established password to validate the change. Parents or guardians are the only individuals who have the authority to make any transportation changes. Any people listed on the permission to pick-up card have been granted permission by the parent or guardian to pick up, but they may not be allowed to make any transportation changes. This is for the ensured safety of your children. All requests must be made before 2:00 PM. Requests after 2:00 PM will not be made.**

# ***Late Pick-ups***

# In the event your child is not picked up from school, the office will make every attempt to contact parents, guardians, or emergency contacts. If these efforts are unsuccessful, RES will contact the Greene County Sheriff’s Office for assistance and guidance.

# ***Front Office***

Our front office is a public area and place of business. Please respect the office staff’s needs to maintain an accessible and welcoming environment. Due to the office staffs’ varied responsibilities, they will be unable to watch children while parents attend meetings. Child-care arrangements should be made prior to attending a meeting.

Only faculty, staff, and invited visitors are permitted behind the front counter. Visiting children are to remain with their parents at all times.

Visitors beyond the office area are restricted at this time.

Emergency Procedures

In our efforts to maintain a safe learning environment, we regularly practice emergency preparedness drills. These procedures are implemented with the aid of federal, state, and local emergency response protocols. For quick identification to our children, faculty, and staff, we use the RES SAFETY CODE system.

SAFETY CODE placards are posted in each room and hallway junctures. Faculty and students routinely practice these codes throughout the school year with safety drills to ensure the well-being of everyone in the building. RES Substitute Manuals and visitor communal areas are also provided with these placards.

Department of Social Services

# Reporting Requirements:

# Every employee of Greene County Public Schools who, in his professional or official capacity, has reason to suspect that a child is an abused or neglected child, in compliance with the Code of Virginia §63.2-1509 et seq. shall immediately report the matter.

# All instructional personnel must complete a course in child abuse prevention and recognition. As educators, we are required reporters for Child Protective Services. This means that we do not make judgments about any suspicious comments made by children or any questionable marks or bruises, we simply pass the information on to DSS and let them determine if there are grounds for investigating.

# **Should you have any questions or concerns about a report or the nature of reporting, please see Principal Regina Hissong.**

**Character Education**

Our goals for the RES Character Education program are to inspire, equip, and empower students to make a positive difference in their world.  As a school community we teach children about the impact of their kindness and compassion on others.  The ultimate outcome is a safer, more respectful school community.  These qualities are integrated into our student pledge*: We take care of our school, our teachers, our peers, and most importantly, ourselves!*

**Positive Referrals and “Eagle Class of the Week”**

            We will start every school day the right way by recognizing our accomplishments and good news as a school community on the morning announcements. One of the accomplishments announced daily includes positive referrals. A positive referral is a way for any adult in our school to recognize your hard work, act of caring, and teamwork. If your class or bus earns a positive referral for the week we will announce it on Friday. Among the classes who earn positive referrals, Eagle Ambassador Captains will choose one to be recognized as the “Soaring Eagle Class of the Week.” In addition to the honor and recognition, students and classes earn privileges with their positive referral.

**Eagle Ambassadors***Building Responsibility And Valuing Others*

            Eagle Ambassadors is a team of student assistants who work directly with administration and other faculty and staff at RES. There are many positions on Eagle Ambassadors from working in the office and library, Safety Patrol, Assistant in PE, and other responsibilities. To be considered for Eagle Ambassadors, you must have good attendance, be in 3rd-5th grades, complete an application packet (which only a student may ask for and receive from Mrs. Hissong, Dr. Graham, or the school counselor), get three RES adult references, and submit a fully completed application to the school counselor. You will then participate in an interview process before your Eagle Ambassador position is selected. Interviews will be conducted twice a year, once in the first semester and once in the second semester of school.

**Field Trip Policy**

These policies are consistent with the GCPS policies that were revised in May 2011. Only children directly associated with the grade level, course, or student group may participate in the field trip.

* Students and chaperones participating in the field trip must use school-sponsored transportation.
* All field trips require approved school insured transportation (e.g. school or charter bus).
* While space can be limited, RES makes every effort to allow an approved parent/volunteer to chaperone a trip.
* Parents who intend on chaperoning or joining the trip must make arrangements by the stated deadline.
* **All chaperones require a background check and must be approved through the RES administration.**
* All permission forms and chaperone background checks must be submitted at least one week prior to the field trip—or by the deadline stated on the permission form.
* In instances when there is a limit on chaperones, chaperones are chosen on a lottery system by homeroom/assigned class to ensure fairness in parent participation.
* A photo identification is required for all chaperones on the day of the field trip.
* Students requesting scholarship support to participate in a field trip, must indicate need on the permission slip.
* There are no refunds for field trips. Once money has been paid for a trip, the spot is secured. This applies to circumstances where students lose field trip privileges due to discipline issues or become sick.
* We request that parents attending field trips park in the parking lot next to the ball field located at the entrance of the school. This will allow faculty and staff ample parking. Under no circumstances should any car be parked on the road blocking traffic.

Thank you for your support and understanding. Please do not hesitate to contact us if you have any questions about GCPS or RES policies and procedures.

**CLINIC PROCEDURES**

Our nurse, Ms. Tina Watson, is on duty daily during school hours. She will call parents and send students home if they present with the following symptoms: fever, vomiting, or diarrhea. If a student is sent home for an illness, the child is to stay out of school until they are symptom-free for 24 hours without medication. RES meets the standard of having at least two personnel on staff who are CPR/First-Aid certified. A list of personnel who are trained and certified can be found in the RES Crisis and Safety Manual, located in the RES front office.

**Please visit the Greene County Public School’s Health Services web page for more information.**

# ***Medication Policies***

1. All requests to administer medications will need a medication form completely filled out by a parent/guardian and the signature of the physician for prescription medications.
2. Medication bottles will need a pharmacy label with directions on how the medication is to be administered. We cannot accept containers with only handwritten information.
3. **Asthma Action Plan:** Any student with asthma who requires having an inhaler with him/her during school must have an Asthma Action Plan completed by the parent/guardian and the physician. It is preferable to have the inhaler stored in the clinic and report there as needed if at all possible.
4. The signature of a parent/guardian and the physician is needed in order to change doses or stop a medication.
5. Medication will be sent home if any of the following occur:
   1. If any medication is not accompanied by the proper forms.
   2. If a student does not report to the clinic for his/her medication. If this happens, parents will be notified first.
6. Clinic staff will notify parents when a refill of medication is needed.
7. All prescription medication is to be brought into school by an adult. **No prescription medications should be brought into school by a student.**
8. Lice is an ongoing difficulty in all school settings. Please notify the school nurse if your child has lice. This will help us attempt to alleviate the infestation at school.
9. Hearing and vision screenings are required by law for all Kindergarten and Third grade students. These screenings are provided in school. Parents/guardians will be notified if the student needs further evaluation. If you do not want your child evaluated in school, it is the parent/guardian responsibility to provide evidence that a screening has been completed.
10. Extra clothing is not provided by RES. If your child has a history of bowel or bladder incidents, please provide extra clothing for your child to keep at school.
11. Parents/guardians should provide the school with their most current contact information in case of emergency, as well as a plan, should your child become sick at school.

***Allergy Management Information for Parents and Students of Greene County Public Schools***

Within our school community there are individuals who have potentially life threatening allergies to food(s).

Eating or having contact with food allergens can lead to a life-threatening reaction called anaphylaxis. Signs of anaphylaxis include: hives, difficulty breathing, vomiting and diarrhea, swelling of the lips, mouth and throat, itching and sneezing, loss of consciousness, and death due to shock.

Allergy safe zones will be available, as an option, for students with food allergies, during meal times at school. This should be addressed in a medical or 504 plan.

You can help staff and the school by taking advantage of opportunities to learn more about food allergies, and by helping your child understand the foods they freely enjoy can be dangerous to others.

Here are a few suggestions for you as a parent:

* Never take food allergies lightly; they can be serious and life-threatening.
* Ask your child’s friends what they are allergic to and help them avoid it.
* Tell your child, “Do not share food or eating utensils.”
* Talk with your child about the need for hand washing, with soap and water, after eating. This is an essential step in preventing accidental exposure.

We do not have a ban on any food(s) within Greene County Public Schools. Employees and students can pack any food they choose for their lunch and snacks. We do ask that **only prepackaged** foods that have ingredients clearly labeled, be sent in for classroom celebrations, class projects, after school activities, or any activity where food is brought in for a group. **Items brought in for classroom celebrations should only be distributed in class and should be checked by the nurse for allergy safety.**

If you have any questions please contact Ms. Tina Watson, the school nurse, at [twatson@greenecountyschools.com](mailto:twatson@greenecountyschools.com).

**INSTRUCTION**

The Greene County School System is making every effort to provide the best educational experience for your child. To that end, the system works very hard to recruit and employ the best teachers for your children, therefore we do not permit teacher requests.

You, as a parent or guardian of a child in the Greene County School System, have a right to know the professional qualifications of the teacher(s) your child works with each day. Teacher licensure information can be accessed on the [Virginia Department of Education](http://www.doe.virginia.gov/) website under [Teacher Licensure](https://p1pe.doe.virginia.gov/tinfo/). You also have the right to request the following information regarding a teacher:

1. Whether the teacher has met State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under emergency or other provisional status through which State qualifications or licensing criteria have been waived.
3. The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field or discipline of the certification or degree.

In addition, if your child is provided services by a paraprofessional, you may request information regarding that person’s qualifications. If you are interested in obtaining the above information, it will be forwarded to you in a timely manner if you make a written request to this address:

Assistant Superintendent for Instruction

Greene County Public Schools

P.O. Box 1140

Stanardsville, VA 22973

# Teachers, Student Teachers, and Substitute Teachers

Ruckersville Elementary is committed to providing quality instruction with a highly-trained and qualified full-time staff. On the occasions a full-time staff member is not available, your child may be instructed by a trained substitute teacher, possibly on a long-term basis; or further, student teachers may lead instruction under the supervision of a lead teacher. All teachers, student teachers, interns/practicum students, and substitute teachers must have a completed background check.

# Volunteers

All visitors that want to come into the building during the school day must have **background checks** completed prior to working with students. Volunteers may enter the building during a school day to volunteer on field day, chaperone a field trip or eat lunch with their child. If you are volunteering within a specific grade level or classroom, you must be stationed in that area the entire time you are in the building. Under no circumstances should you be visiting other classrooms, disrupting instructional time, roaming the hallways, or loitering in the office. This includes parent/guardian volunteers and PTA volunteers. Please contact the office or about volunteering or questions about the volunteer registration process. Volunteers may be restricted for the health and safety of students and staff.

# Standards of Learning

The Virginia Standards of Learning stipulate the curriculum that is to be taught and learned in each content area and grade level. These standards can be located on the Virginia Department of Education website. The delivery of instruction is determined by school professionals. In order to ensure optimum delivery of instruction, GCPS promotes collaborative work among faculty to determine the pacing of instruction. Curriculum Guides outline the scope and sequence of instruction. Curriculum Guides can be found on the GCPS web page.

# Grading

At the Federal, State and Division level there is an expectation that student performance is to be measured and reported on the basis of clear curriculum content and student performance standards. Therefore, academic grades should be directly based on student performance in mastering approved State and Division curriculum standards.

Please keep in close contact with your child’s teacher. Parent Portal is a way for parents to check their child’s grades online. Parents will be able to sign up and get their access cards at Open House and in the Main Office. *Please note that parents will need to show photo identification to pick up their access card.*

The grading scale for students in **K-3 grades** are as follows:

L……. Limited

P……. Progressing

M…… Meets Expectations

E……. Exceeds Expectations

The grading scale for **4-5th grades** are as follows:

A…………………………90-100

B…………………………80-89

C…………………………70-79

D…………………………60-69

F…………………………Below 60

# Late Work Policy

Policies regarding late work are set by each team. For more information, please refer to your child’s team’s brochure.

# Homework

# Homework can reinforce skills and concepts learned in the classroom and helps develop good study skills and habits.

# 

# Homework guidelines:

# If homework is assigned there should be coordination between teachers with consideration for the importance of student participation in family and evening activities for the child.

# Students should spend time each day studying or reading, whether or not homework is assigned.

# Homework assignments should not be new material for students, but should be a review, extra practice or an extension of material already taught in school.

# Students should be able to complete their homework within a reasonable amount of time, with the exception of special projects, failing to use class time productively, and falling behind due to tardies or absences.

* Parents should communicate with their child’s teacher if there is any concern or confusion around something that is sent home for their child to complete.

Guidelines for homework:

1. Homework should be assigned after introduction and thorough explanation of the skills necessary to successfully complete the assignment.
2. Homework should be assigned in such a manner that it will be clearly understood by all students.
3. Homework should serve a valid purpose and be closely related to classroom activities.
4. Homework is not to be completed for the child by another person.
5. Teachers should seek to determine the causes if a student regularly fails to complete assigned work.
6. Age appropriate homework should not exceed 10 minutes for each year a child is in school (10 minutes-1st grade, 20 minutes- 2nd grade, etc.).
7. Homework should not be used for disciplinary purposes.

***Spelling program***

Word study is a developmental approach to learning spelling patterns and vocabulary. It is extremely beneficial for students to all be in the same program at their appropriate level. Instead of learning a set list of words that students can memorize for a test, students learn spelling features that they can apply to unknown words they encounter in reading. The key is contrasting and comparing two spelling features then sorting the weekly words according to those patterns until recognition is automatic.

**Observations**

School administrators for Greene County Public Schools regularly conduct walkthroughs. Walkthroughs are an observational tool providing administrators a mechanism to visit a classroom for 3-15 minutes per visit. During this time, administrators make note of teacher instructional strategies, student activities, levels of student engagement, how the lesson is differentiated, and the critical thinking level the lesson involves.

Generally, the RES administration approaches observations from a coaching standpoint. Observational data is used to generate purposeful conversations about improving and enriching the learning experience. Data from the observations are used for professional development and increasing the quality of student learning, the development of the school experience for students, and to promote a safe and risk-free learning environment.

# **Teacher/Class Assignments**

# Effective August 22, 2012, RES will not invite or accept parent requests for classroom placements or teacher assignments. This is based on the principle that all teachers at RES are qualified, prepared, and caring for all students assigned to them by administration. However, if there is a concern about a teacher, teacher assignment, or student grouping, then direct your concern to the principal. Please contact the main office to schedule a meeting with Mrs. Hissong to discuss the nature of the concern.

# **Retention**

A retention form must be filed in the office before we will officially recommend to a parent that we feel retaining a student is necessary. Consideration for retention will be communicated with the home before the end of the second quarter. A decision regarding retention will be based on multiple sources of information and with a committee of professionals.

It is the responsibility of the teacher to make parents aware of students experiencing a severe lack of progress before the end of the second quarter. The teacher will document intervention strategies, arrange parent conferences, set goals targeted for specific areas of need, and monitor progress regularly.

# **Assessments**

# RES utilizes a variety of assessments to determine student strengths and areas of need. Additionally, we hope to optimize the use of assessments to develop a responsive and flexible approach to instruction. The following are assessments that are utilized at RES throughout the school year.

[**SOL Tests**](http://www.doe.virginia.gov/VDOE/Instruction/sol.html)

# State-required tests based on the Standards of Learning for grades 3-5 in certain content areas.

**Fall Growth Assessments:**

| **Grade** | **Subject(s)** |
| --- | --- |
| 3rd -5th | Reading  Math |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

**Spring SOL Assessments:**

| **Grade** | **Subject(s)** |
| --- | --- |
| 3rd | Reading  Math |
| 4th | Reading  Math  VA Studies |
| 5th | Reading  Math  Science |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

# **PALS- *Phonological Awareness Literacy Screening***

Fall--All kindergarten through second grade students are given the PALS statewide reading assessment during October.  Any third grade student new to the state of Virginia or who attended summer school will be given the PALS assessment in the fall.

Spring--All kindergarten through second grade students will be given the PALS assessment in April-May.

**READING A to Z** is used as a benchmark tool to measure progress in reading in grades K-5. Your child’s level will be provided each quarter on his or her report card in grades 1-5. KG students will have their reading level reported in the 3rd and 4th quarters.

**VKRP - Virginia Kindergarten Readiness Program** is given to all kindergarten students at the beginning of the year and again at the end of the year. VKRP compliments the PALS assessments by adding measures of mathematics, self-regulation, and social skills.

# **PROGRAM DESCRIPTIONS**

Ruckersville Elementary encourages productive and frequent communication between the school and community members; specifically, we rely on regular, positive communication between teachers and parents. Please consider your child’s teacher the primary source and primary contact for communication concerns, requesting grade or assessment information, or for sharing successes. The office staff is always available to address any concerns regarding your child.

| ***Specials Programs:*** The following programs are referred to as Specials. Every student will be in each Specials class at least once per week for 45 minutes***.*** | |
| --- | --- |
| **PE** | Our physical education program’s success relies on the creativity of our PE teacher, Stacey Powdrell. Our goal is to provide your child with an opportunity to have fun while learning new motor skills in a safe and nurturing environment. |
| **Music** | Music is regarded as an academic subject supported by all staff members. Jacob Meadows facilitates a seamless and inspiring musical environment. |
| **Library** | Karen Weaver is the school’s librarian and media specialist. Ms. Weaver promotes research using electronic and traditional resources.  No materials may leave the library without being checked out through the media center computer program. This allows us to keep a record of where each item is and helps us locate materials your child needs.  Each student may check out books each week when the class visits the library. Students with an overdue book may not check out any more books until the overdue book is returned. Students are responsible for books they check out. If a book is damaged or lost, the student will pay the replacement cost of the item. |
| **Art**  **Stem** | Stephanie Litton is our art teacher. The art program ties very closely into the units being presented in the academic core subjects and many activities are co-planned with the classroom teachers. Ms. Litton plans so students feel free to create in their own manner while providing students with relevant information on art history and technique. The work from art class is regularly displayed in our halls and display cases.  Science, Technology, Engineering, and Math class is a special offered to students in grades K-5. The class is a student-centered and project-based course taught by our STEM teacher, Sue Davies. Through experiential learning, STEM will augment grade level standards in the areas of science, math, and technology. Additionally, content strands are integrated into units of study that promote: real life connections, 21st century learning skills, and collaborative and social learning. |

|  |  |
| --- | --- |

**STUDENT SUPPORT SERVICES**

**RES Clubs**

RES is proud to support, promote, and offer extra-curricular clubs to our student body. Our clubs are supported by site based funds, PTA support, and school sponsored fundraisers. Membership of a club is outlined in the club’s brochure. For all clubs, an application must be completed by the student and with parent permission.

The GCPS and RES Student Code of Conduct applies to all club activities. Misbehavior or any level of infraction can result in the temporary or permanent revocation of club participation/membership.

Parents are responsible for picking up his/her child at the designated time stated in the club brochure. **If a student is not picked up at the designated time, the parent will be informed that the privilege of club membership is revoked.** Parents are asked to plan ahead and establish open lines of communication with faculty.

**ELL Services**

Students identified as LEP (Limited English Proficiency) are provided support services for language acquisition. At Ruckersville Elementary, Emily Clayton and Lanette Hillman, work collaboratively with general education teachers to provide individualized, small group, and whole group classroom instruction for students K-5. Should you have questions about ELL services, please contact Ms. Clayton at [eclayton@greenecountyschools.com](mailto:eclayton@greenecountyschools.com).

**Child study referral process**

The purpose of the child study team is to focus on the needs of the students experiencing educational difficulties and identify strategies and accommodations that will promote student success. To this point, the Child Study Team relies on implementing effective intervention strategies, a tiered-model of instruction, and collaboration. Intervention strategies are regularly reviewed for progress and inform the team’s decision to refer for a special education evaluation. Please contact the office with any questions.

**Life Skills/Character Education**

As mandated by the Commonwealth of Virginia, RES integrates life skills and character education as part of its general education program through classes with our school counselor. RES utilizes the concepts from The Leader in Me as well as Responsive Classroom. RES believes strongly that good character and life skills are crucial to student success.

**Section 504**

Referrals are accepted from any source, though parents and teachers are the most frequent sources. The definition of a qualified person with a disability under Section 504 is any person who has a physical or mental impairment which substantially limits one or more major life functions. Please contact the office with any questions.

**Special Education**

Regulations Governing Special Education for Children with Disabilities in Virginia have been revised and became effective July 7, 2009. Ruckersville Elementary, its service providers, its educators, and parents of students with disabilities collaborate consistently to ensure Individualized Education Programs reflect the resources to best serve students with disabilities.

**Response to Intervention**

Any student who is performing below grade level can receive intervention and remediation services. These services are provided in either the general education and/or resource classrooms. These learning environments are strategic in providing individualized and specific instruction to students who are struggling with reading and/or math.

When students are not successful in the general education program, it is the responsibility of the teachers to initiate the intervention process. Basic classroom intervention, also referred to as Tier 1 Response (RtI) to Intervention involves the teacher consulting with his/her colleagues to talk about the nature of the student’s difficulty or lack of progress/success. It is incumbent on the teacher to communicate with the parent when a child is struggling.

In the event that a child continues to struggle with the general education program after instructional strategies have been implemented, more intensive strategies will be considered with an administrator, intervention specialist, other educators, and parent(s) to determine a plan to help your child become successful. Parents will be notified in writing when their child is receiving Tier 2 or Tier 3 services identified in a RTI Plan.

**STUDENT BEHAVIOR**

Attendance

***Ruckersville Elementary School District***

It is important to abide by the districting lines for school attendance in elementary schools. Contact any school office to check your address and see where your child should attend; proof of residence is required and is checked. It is against the law to provide an inaccurate address for the purposes of registering a child for school; however, you may apply for an exception if there are extenuating circumstances. You may write to Dr. Kyle Pursel, and ask if you qualify for an **annual** exception. Exception made for one student does not guarantee an exception for siblings.

***Tardies***

Students who arrive at school after 8:20AM must be escorted by a parent/legal guardian to the front office. It is the responsibility of the parent to sign the student in. Students will not be permitted into class without a slip from the office. For the safety of your child, students may not be dropped off outside of the building.

***Daily Attendance***

In order to be successful in school, it is important for students to be punctual in attendance. We can help the students master the curriculum only if we can expose them to the curriculum. Unfortunately, not all learning is related to content. Ruckersville Elementary School provides a rigorous education program that incorporates 21st century learning skills. Some of these skills include collaborative and project based learning.

Parents must make sure that their child is getting to school on time daily. Parents and school personnel work together to ensure regular attendance. Please work with us to emphasize the importance of attendance and its relationship to school success.

Parents are asked for their children to be at school before 8:20AM. **Parents may not pull students out from class the last 15 minutes of the day.** Please avoid excessive tardiness in the mornings and excessive early departures from school in the afternoons. The impact of lost instruction time is immeasurable—and dismissing your child from class creates an interruption for other students’ learning. We know student success is correlated to time on instruction.

***Greene County Schools Attendance Policy:***

* The only excused tardies or early releases are for medical, court, or administrator approved situations. An excuse must be provided to the office within 3 days of any absence with a reason clearly stated.
* If your child is absent for 3 consecutive days, a note from the student’s doctor is required to verify the illness.
* If any student accumulates 15 absences for illness with only a parent report, a doctor’s note for any further illnesses will be required for future absences to be considered excused absences.
* Upon the 3rd unexcused absence, the school will make contact with the parent.
* Upon the 5th unexcused absence, the attendance officer will make a referral to the Attendance Review Committee. The parent will meet with the review committee to help develop an Attendance Improvement Plan.
* Upon the 6th unexcused absence (or cumulative unexcused tardies or early releases), the case will be referred to a school social worker. The social worker is obligated to involve the courts if there is failure to meet with the social worker.
* Court involvement could occur if unexcused tardies, absences, and/or early releases persist.

Ruckersville Elementary School Student Pledge

Our Soaring Eagle Student Pledge is fundamental to our comprehensive discipline plan, student programming, character education, and our expectations for students as members of the Ruckersville Elementary School community. Each morning over the morning announcements students are reminded and charged with taking care of their four responsibilities: “We take care of our school, teachers, peers, and most importantly, ourselves.”

Expectations

***Dress Code***

Student dress and apparel must conform to school board stated policy and may not present a hazard to health or safety, interfere with school work, or present a disruption to others.

Following these simple rules may serve as a guide for appropriate school dress:

* Shoes must be worn at all times. Sneakers or soft-soled shoes are to be worn to physical education class. High heels for girls are not safe and therefore inappropriate.
* **Shorts and skirts should be a length that is even with the end of your fingers** when you have your arms straight down at your sides.
* **Tank top straps must be at least 2 fingers wide**. Halter tops, spaghetti straps, and backless tops are not permitted. Shirts must also be an appropriate length that does not reveal the torso - stomachs, sides, and/or backs.
* Pants/shorts should not reveal underwear or require you to constantly hold them up. Students who have pants/shorts hanging below their waist will be asked to pull them up or to change their pants/shorts.
* Clothing, buttons, or other personal belongings with words, pictures, or innuendos imprinted that suggest vulgarity, racial slurs, obscenity, and gang symbols or gun/alcohol/drug/tobacco use are not permitted. Wallet chains, spike necklaces or other spike jewelry are prohibited.
* Students will be asked to remove hats in the building. However, hats may be worn during recess or as a special privilege.

Students who do not meet the dress codes will be asked if they have a change of clothes in the building. If not, parents will be called to either bring in a change of clothes, or to pick up the student to go home and change.

***Dress Code on Field Trips***

The dress code is in effect for all students on school sponsored trips and activities. In events and trips that involve water or swimming, girls are asked to wear one-piece bathing suits. The faculty and staff have discretion over student dress/bathing apparel. Inappropriate attire may result in any of the following: a) the student’s loss in privileges, b) student being asked to dress with covering clothes, c) parents required to bring appropriate clothing, and/or d) parents called to pick up the student.

***Electronic Devices***

Pursuant to GCS Electronic Device Policy (June 2012), **Cell phones, electronic devices, or any other personal items should remain off and in the student's backpack at all times.** Ruckersville Elementary School is not responsible for the loss or damage of any personal property. Items that are in use or visible during school hours will be taken into custody by faculty and/or staff and turned over to Karin Graham, Assistant Principal. Only a parent/legal guardian may retrieve the item by making an appointment with Dr. Graham.

Visitors, including parents, are required to seek permission before photographing students, other than his/her own. Likewise, visitors are not permitted to share electronic devices with any child during the school day. In the event that a visitor violates this expectation, he/she will be asked to put the electronic device away, or he/she may be asked to leave the campus.

***Classroom expectations***

The classroom expectation at RES is for all students to respect the environment in which they learn, work, and play. We strongly believe that respect for the environment extends to both home and school, and we take pride in working together with our school community.

***Cafeteria***

Staff members are assigned cafeteria supervision. With the responsibility of supervision is the expectation to ensure the safety of our students. To that end, any adult charged with supervisory duties is in a position to discipline or refer students for behavior.

There are five (5) specific rules to follow in the lunchroom. The rules are simple and concise.

1. Stay seated or raise your hand to get up
2. Use indoor voices and turn off voices for announcements
3. Raise your hand for help
4. Clean the table before you leave
5. Check the floor area for spills and debris

***Playground***

# Recess/playground supervision consists of at least one adult for every class of students. Personnel are required to provide equal supervision of the recess area, where adults work together using a grid approach. Any adult providing supervision duty is in a position to ensure safety and security. Students are encouraged and permitted to wear sunglasses, hats, sunscreen, and lip balm during outdoor recess.

*Substance Abuse Policy*

All students will receive definitions of controlled substances and an orientation commensurate with their level of understanding about the regulations regarding substance abuse in the Greene County Public Schools in guidance.

Policies cover student possession or use of controlled substances either on school property, during school sponsored activities, or suspicion of use prior to coming onto school property or attending school sponsored activities.

**First offense sanctions:**

* The principal will be notified immediately.
* The principal will notify the superintendent and then the parents.
* The superintendent will notify the school board.
* The school may follow additional guidelines for disciplinary action including notifying the Sheriff’s office, a minimum school suspension of ten days and a referral for substance abuse assessment.

Second offense sanctions will include a referral to the school board with a recommendation for expulsion.

Positive Behavior Initiatives

Positive Behavior Initiatives is a comprehensive approach to cultivating and promoting a safe school environment. It is the promoted philosophy at RES that discipline is used to ensure safety, reinforce appropriate choices and behaviors, and teach children how to make better decisions for themselves.

***Positive Referrals***

Positive Referrals are used by all faculty and staff to recognize students if they are: effective communicators, self-directed learners, quality producers, responsible citizens, and/or competent problem solvers. Students are recognized on the morning announcements, receive a positive referral to bring home and share with the family, and can either choose a computer sticker or a privilege card when they receive a positive referral.

Positive Referrals are written for individuals and groups of students. Classes and buses may also earn Positive Referrals, in turn determining the “Eagle Class of the Week.”

***Discipline Referrals***

The supervision and control of students will be maintained during the period when the student is on school property, going to and from school, or participating in any school-sponsored activity. Any GCPS student is under the direction of the campus administrator. If a student violates any school rule or regulation, he/she is subject to disciplinary action. Certain factors will be taken into consideration when addressing matters of discipline. The nature and frequency of the offense, the student’s age and the student’s attitude will affect how disciplinary action will be handled. Some examples of corrective measures which may be utilized by faculty and/or administrators include:

1. Time Out
2. Loss of Privileges
3. Parental Contact by note, phone, or conference from the teacher
4. Parent/Principal Conference
5. Team Intervention
6. Behavior Action Plan
7. Loss of Field Trip(s)/Clubs/Student Programming
8. Lunch Detention
9. Bus Detention
10. Suspension in-school
11. Suspension out of school
12. Suspension from school and/or bus
13. Other strategies that are deemed beneficial and appropriate

**Searches**

***Personal Searches***

A student’s person and/or personal effects (e.g. purse, book bag) may be searched whenever a school authority has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials that could be a threat to health, safety, and or welfare of other students.

***Property Searches***

Student desks, cubbies, and cabinet spaces are the property of the School Board and remain at all times under the control of the school administration. Periodic general inspections of desks may be conducted by authorities at any time, without cause, without notice, without student consent, and without a search warrant.

**Bus**

Behavior

In order to promote safety and welfare of all students being transported by county school buses, orderly conduct must be observed by all students at all times. If a student’s behavior is a problem on the bus, the driver will write a referral to the school’s administrator who will contact the home. Serious or pervasive misconduct on the bus could result in the loss of bus privileges. In these instances, parents or guardians will need to make alternate transportation arrangements. Several buses are equipped with digital video/audio equipment which will be reviewed by an administrator in the event of reports of misconduct. Bus drivers are responsible for the upkeep of their buses and report to the transportation department. Transportation’s phone number is 434-939-9000.

**Non-allowed items**

Items that will result in discipline consequences in some form and a parent conference:

1. Weapons including firearms, knives or look alike weapons
2. Bullets (or bullet shells) or items that are part of a weapon
3. Matches or lighters
4. Potentially dangerous substances like gasoline, lighter fluid or ammunition
5. Alcohol or drugs
6. Tobacco products

# **Restricted items**

Items that will result in parent contact and documentation:

1. Skateboards or skates
2. Glass containers
3. Chewing gum
4. All electronic games, MP3 players, DS players, and other electronic gaming/media devices
5. Cell phones

These are not permitted anywhere on school grounds during the school day and must be kept off and in the student’s backpack if they are brought for legitimate reasons.

We highly discourage students from bringing expensive items to school, even for show and tell time, as we cannot be responsible for their protection and return. Any items needed for after school programs must be kept there at their request and liability.

***School Lunch Information - School Year 2022 - 2023***

The National School Breakfast and Lunch Programs are regulated by the United States Department of Agriculture (USDA). The school breakfast and lunch menus are planned using the Dietary Guidelines for Americans.

Breakfast provides: 1-2 servings/bread/grain or, 1 cup of fruit, and 8 oz. milk. A meat/meat alternative may be offered if the minimum grain requirement is met. The school lunch provides a minimum of: 1 oz. meat/meat alternate, ¾ cup of vegetable, ½ cup of fruit, 8 oz. milk, and 1 oz. of grain per day. Please note, it is your child’s responsibility to make his/her lunch choice every day. In the event your child comes to school late, he/she must make his/her lunch choice in the office before going to the classroom.

All student meals will be free for the 2022 - 2023 school year.

Adult Breakfast - $1.70 and Adult Lunch - $3.75

Menus are available on the district website under Nutrition: [www.greenecountyschools.com](http://www.greenecountyschools.com).

**TEAMWORK**

Parent/Teacher Conferences

Parent input and communication remains an important and desired tradition for RES. The school and county websites provide updates on school happenings. Parent/Teacher Conferences are scheduled for the fall.

Parent Involvement

All parents are encouraged to volunteer in their child’s classroom or volunteer to help in the school. Please remember a background check is necessary prior to volunteering. We have an active and devoted PTA. The work and effort of the PTA provides our students the opportunity to participate in many major activities. We appreciate your attendance at PTA meetings and events.

School Fundraisers

Ruckersville Elementary will sponsor a Spring school-wide fundraiser. The proceeds of this fundraiser will be to purchase school supplies for students.

In addition, PTA plans to hold a limited number of fundraisers. Please refer to the PTA Facebook page for more information.

Lost and Found

Over the course of the school year, we accumulate a variety of coats, sweaters, sweatshirts, hats, bags, and jackets. Lost and Found is where items that remain unclaimed by the original owners are placed.

Our Lost and Found section is located in the school cafeteria. We strongly encourage parents to place their child’s name on a tag for any clothing item or bag that they regularly bring to school.

Further, we recommend checking the lost and found section regularly if an item has gone missing. Unclaimed items are donated to a local charity quarterly per year and notably during the Winter Break and at the end of the school year.

**FACILITY**

Community Use

The School Board believes in and supports the full and best possible utilization of its physical facilities for the benefit of the citizens of the county. To achieve this end, the use of school facilities for school and student-related activities, as well as by outside organizations and groups, shall be encouraged when these activities will not directly or indirectly interfere with the educational program and mission of the schools in the school division.

The safety of citizens, students, and employees and the care, maintenance and preservation of school property shall be primary considerations in the use of school facilities. The Superintendent or designee reserves the right to deny usage or terminate any existing or permitted use that is inconsistent with this regulation and its related Board Policy. The failure to promptly pay all rental charges or damages by any group using school facilities may be considered sufficient grounds for refusal to grant further use of school property to an applicant.

Our custodians are scheduled full time for routine maintenance and cleaning duties. Therefore, use of the facilities after school hours must include returning the facility to the condition in which it was found including disposing of trash in our outside dumpsters. Any time refreshments are offered by an outside group, the activity must be scheduled in the cafeteria without exception. If clubs or organizations ask to use a classroom, the teacher must assume responsibility for its upkeep by them if he/she grants permission.

The after school care program, Greene County - YMCA Afterschool Program, is housed at our facility daily. More information can be found at <https://piedmontymca.org/ymca-after-school-greene>

***Rules and Regulations Governing Use of Greene County Public School Facilities***

The Greene County School Board recognizes the value of allowing the use of school property for worthwhile local community and civic purposes. The School Board also recognizes the necessity of making the facilities available for school related organizations. Other local non-service organizations and non-school related groups may be allowed to use the school facilities, pursuant to GCPS policy and the principal’s discretion, but will be charged a rental and/or service fee. For the most up to date listing of base and service fees and to make payment contact GCPS Central Office.

**Application Procedures**

1. Applications can be picked up at the Ruckersville Elementary School front office.
2. One person shall personally assume responsibility for representing the organization or club in working out the details for the use of facilities with a building administrator. This includes filling out the application properly and securing building level approval for the event and date.
3. Once the application has been approved by an administrator, it will be sent to Central Office. Applications will not be accepted after the third day of the month preceding the School Board meeting.
4. After action is taken, one copy of the application will be filed at Central Office, one will be sent to the school, and one will be returned to the applicant.
5. Any fees, if applicable, will be noted on the application and must be paid in full before the scheduled event at Central Office.
6. A copy of the contract must be kept on hand by the patron when gaining access or using the facility.

**Regulations**

1. School activities, at all times, shall have precedence over any other use of school buildings and grounds.
2. Fees will be charged in accordance with the fee schedule established by the Greene County School Board.
3. If any organization requires custodial preparation and/or clean up service beyond the regular working hours, a rate shall be assessed and paid. Usage of the facilities involving food and drinks warrants a fee for custodial services. If a custodian is not required, the organization is responsible to make sure the building is left in the same condition as it was when they arrived. If the cafeteria was used, at least one regular cafeteria worker must be in attendance and paid for time worked.

1. Applicants shall be responsible for any damage to school property during the agreed upon rental period.
2. Applicants may only use the area of the building for which they have entered into contract for usage. Accessing and using areas outside of the contractual area is considered trespassing and will be handled as such.
3. During the time that there are organizations or clubs using the school facilities, the principal or his designee shall make sure that the facilities have been properly secured.
4. The club or organization using the school facilities shall accept the responsibility for maintaining order and if necessary shall provide for proper police and fire protection.

**POLICIES**

***Notification of Screening Process***

In accordance with state guidelines and regulations the screening process for all children enrolled in Greene County Public School system including transfers from out of state, is as follows:

1. All students through 3rd grade, within 60 business days of initial enrollment in a public school, shall be screened in speech, voice, language, fine and gross motor functions to determine if a referral for an evaluation for special education and related services is indicated. In addition, speech, voice, and language function for all 2nd grade students shall be screened during the school year.
2. All students, within 60 business days of initial enrollment in a public school, shall be screened in the areas of vision and hearing to determine if a referral for an evaluation for special education and related services is indicated. In addition, the vision and hearing of all children in 3rd, 7th, and 10th grades shall be screened during the school year.

This information is provided as written notification to parents of the types of screenings which will take during the school year. Parents will be notified if a student fails a screening.

***Greene County Public Schools***

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

The Protection of Pupil Rights Amendment (PPRA) (20 U.S.C. § 1232h; 34 CFR Part 98) applies to programs that receive funding from the U.S. Department of Education (ED). PPRA is intended to protect the rights of parents and students in two ways:

* It seeks to ensure that schools and contractors make instructional materials available for inspection by parents if those materials will be used in connection with an ED-funded survey, analysis, or evaluation in which their children participate; and
* It seeks to ensure that schools and contractors obtain written parental consent before minor students are required to participate in any ED-funded survey, analysis, or evaluation that reveals information concerning:
  1. Political affiliations;
  2. Mental and psychological problems potentially embarrassing to the student and his/her family;
  3. Sex behavior and attitudes;
  4. Illegal, anti-social, self-incriminating and demeaning behavior;
  5. Critical appraisals of other individuals with whom respondents have close family relationships;
  6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers; or
  7. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Parents or students who believe their rights under PPRA may have been violated may file a complaint with ED by writing to the Family Policy Compliance Office. Complaints must contain specific allegations of fact giving reasonable cause to believe that a violation of PPRA occurred.

For additional information or technical assistance, you may call (202) 260-3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339. Or you may contact us at the following address:

**Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-5920**

***Greene County Public Schools***

***Scoliosis Screening Procedure***

According to Virginia State Law 8VAC20-690-30 school districts are required to provide either annual scoliosis screenings or annual parent educational information in grades 5-10 within 60 business days after the opening of each school year.

Parent education information should include a minimum of:

1. definition of scoliosis
2. description of how scoliosis is identified
3. statement describing why it is important to screen for the condition
4. description of the types of screening procedure
5. description of potential treatments for the condition
6. information on where screening may be obtained

More information can be located on the Health Services web page, navigable from the GCPS web page. You may also contact the school nurse, Tina Watson, for more information.

***Notification of Rights Under FERPA***

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

* School officials with legitimate educational interest;
* Other schools to which a student is transferring;
* Specified officials for audit or evaluation purposes;
* Appropriate parties in connection with financial aid to a student;
* Organizations conducting certain studies for or on behalf of the school;
* Accrediting organizations;
* To comply with a judicial order or lawfully issued subpoena;
* Appropriate officials in cases of health and safety emergencies; and
* State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information or technical assistance, you may call (202) 260-3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339.

Or you may contact us at the following address:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-5920

**NOTICE: Weapons in School Policy**

File: JFCD

1. Generally

Carrying, bringing, using or possessing any firearm, dangerous device, or dangerous or deadly weapon in any school building, on school grounds, in any school vehicle or at any school sponsored activity without the authorization of the school or the school division is prohibited, and grounds of disciplinary action.

A student who has possessed a firearm on school property or at a school-sponsored activity as prohibited by Va. Code §18.2-308.1 or who has possessed a firearm or destructive device as defined in Va. Code §22.1-277.07 or a firearm muffler or firearm silencer or a pneumatic gun as defined in Va. Code §15.2-915.4 on school property or at a school-sponsored activity may be expelled for at least one year in accordance with Policy JGD/JGE Student Suspension/Expulsion. The School Board may determine, based on the facts of a particular situation that special circumstances exist and no disciplinary action or another disciplinary action or another term of expulsion is appropriate. The School Board may promulgate guidelines for determining what constitutes special circumstances. In addition, the School Board may, by regulation, authorize the superintendent or the superintendent’s designee to conduct a preliminary review of such cases to determine whether a disciplinary action other than expulsion is appropriate. Disciplinary proceedings for violation of this policy will be initiated promptly.

Such weapons include, but are not limited to:

* any pistol, shotgun, stun weapon, revolver, or other firearm listed in section Va. Code §22.1-277.07, designed or intended to propel a projectile of any kind, including a rifle,
* unloaded firearms in closed containers,
* any air rifle or BB gun,
* toy guns and look-alike guns,
* any dirk, bowie knife, switchblade knife, ballistic knife, machete, knife or razor,
* slingshots,
* spring sticks,
* brass or metal knuckles, blackjacks,
* any flailing instrument consisting of two or more rigid parts connected in such manner as to allow them to swing freely, which may be known as a nun chahka, nunchuck, nunchaku, shuriken, or fighting chain,
* any disc, of which whatever configuration, having at least two points or pointed blades, and which is designed to be thrown or propelled and which may be known as throwing star or oriental darts.
* explosives, and
* destructive devices as defined in section Va. Code §22.1-277.07, or other dangerous articles.

1. Students with Disabilities
2. Students with disabilities are subject to the provisions of Section I of this policy and may be disciplined to the same extent as a nondisabled student provided the manifestation review committee determines that the violation was not a manifestation of the student’s disability. The provisions of Policy JGDA Disciplining Students with Disabilities will be followed in addition to the regular disciplinary procedures.
3. Additional authority to remove a student with a disability from school for a weapons violation.
   1. In addition to the authority granted in subsection A above, a student with a disability may also be removed without parent consent and assigned to an interim alternative education program by school personnel for not more than forty-five (45) school days when the student carries or possesses a weapon to or at school, on school premises, or to or at a school function under the jurisdiction of a state or local educational agency. This option is available regardless of whether a manifestation exists. The removal should not be in excess of any removal imposed on a student without a disability for the same offense.
   2. For purposes of this forty-five (45) school day removal, the weapon must meet the following definition:

“a weapon, device, instrument, material or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury, except that such term does not include a pocket knife with a blade of less than 2 ½ inches in length.”

Adopted: July 10, 2007

Revised: July 19, 2022

**The Greene County Public School system does not discriminate on the basis of race, origin, sex, disability, or age in its programs and activities. The following people respond to inquiries regarding the discrimination policies:**

**Kyle Pursel, Director of Administrative Services**

**Dr. Wendy Mitchem, Compliance Coordinator Section 504 Director of Special Services**