Flat Rock Elementary School

“Kindness Creates a Rainbow of Possibilities!”

Parent and Student Handbook
2018-19

Revised 09.08.18
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Dear Students, Parents, and Guardians:

Welcome to Flat Rock Elementary School, the home of the mighty warriors! We hope each of you enjoyed a safe and relaxing summer vacation. The teachers and staff are excited about beginning another academic year as we celebrate our school’s 10th Anniversary.

We are dedicated to providing a safe and nurturing learning environment. We believe a strong partnership among educators, parents, and the community is essential for student achievement. Each plays a vital role in helping students achieve their optimal potential.

This Parent & Student Handbook is a resource that provides general information and important policies & guidelines established by the Powhatan County School Board. Parents and guardians are encouraged to carefully read and discuss the contents of the handbook with their children. Please keep it accessible for easy reference throughout the school year.

Thank you in advance for your support as we embark on another successful school year.

With Best Regards,

Mrs. Tanja Atkins-Nelson                         Dr. Martha H. Powers
Principal                                        Assistant Principal
### Flat Rock Elementary School Contacts

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<tbody>
<tr>
<td>Tanja Atkins-Nelson</td>
<td>Principal</td>
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<tr>
<td>Martha H. Powers</td>
<td>Assistant Principal</td>
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<tr>
<td>Amanda Johnson</td>
<td>Special Education Lead Teacher</td>
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<tr>
<td>Ebony Brown</td>
<td>Registrar/Secretary</td>
<td></td>
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<tr>
<td>Veronica Sanders</td>
<td>Bookkeeper</td>
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<tr>
<td>Annmarie Horne</td>
<td>Guidance Counselor</td>
<td></td>
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<tr>
<td>Elizabeth Davis-Crane</td>
<td>Guidance Counselor</td>
<td></td>
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<tr>
<td>Jennifer Lawson</td>
<td>School Nurse</td>
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<tr>
<td>Heather Barnett</td>
<td>Attendance Clerk</td>
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### Powhatan County School Division Contacts

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<tr>
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<th>Division Superintendent</th>
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<tr>
<td>Dr. Eric Jones</td>
<td>Division Superintendent</td>
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<tr>
<td>Dr. Tracie Omohundro</td>
<td>Assistant Superintendent of Instruction</td>
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<tr>
<td>Dr. Cheryl Thomas</td>
<td>Director of Elementary Education</td>
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<tr>
<td>Larry Johns</td>
<td>Assistant Superintendent of Finance</td>
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<tr>
<td>Dr. Lynn Clayton-Prince</td>
<td>Director of Special Education</td>
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<tr>
<td>Dr. Meredith Parker</td>
<td>Director of Human Resources</td>
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<tr>
<td>Jeff Durrett</td>
<td>Director of Administrative Technology</td>
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<tr>
<td>Katie Wojcicki</td>
<td>Director of Pupil Personnel Services</td>
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<tr>
<td>Dr. Jason Tibbs</td>
<td>Director of Facilities</td>
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<tr>
<td>Kris Gwaltney</td>
<td>Director of Transportation &amp; Disciplinary Hearing Officer</td>
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<tr>
<td>Dorothy Kohler</td>
<td>Director of Food Services for Sedexo</td>
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### Powhatan County School Division Schools

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<tr>
<th>Division Schools</th>
<th>Principal</th>
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<tr>
<td>Powhatan Elementary</td>
<td>Constance Deal, Principal</td>
<td>598-5730</td>
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<tr>
<td>Pocahontas Elementary</td>
<td>Thomas Sulzer, Principal</td>
<td>598-5717</td>
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<tr>
<td>Powhatan Middle</td>
<td>Samantha Martin, Principal</td>
<td>362-2500</td>
</tr>
<tr>
<td>Powhatan High School</td>
<td>Mike Massa, Principal</td>
<td>598-5710</td>
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Inspiring, Empowering, Innovating

Our Mission
Powhatan County Public Schools prepares students to thrive in a global community.

Our Vision
“Empowering Today to Innovate Tomorrow”

The mission of the Powhatan County Public Schools is to provide the environment where each student is able to reach his or her fullest potential. It is recognized that true learning can take place only in an atmosphere of encouragement, respect, and academic challenge.

Inherent in this mission is the recognition that each student is a unique individual capable of becoming a productive member of society. It is the responsibility of the employees of this school division to guide, nurture, and encourage each student toward this goal. In doing so, all employees, and especially members of our academic community, are accountable for the achievement of the students who are enrolled in this school division.

Our Objectives
(School Board Policy 6-1, 6-1.1)

The Powhatan County School Board accepts the overall goals of public education as expressed by the Standards of Quality legislated by the Virginia General Assembly and implemented by State Board of Education regulations. Education seeks to aid each student, consistent with his/her abilities to:

1. Develop competence in the basic learning skills;
2. Develop the intellectual skills of rational thought and creativity;
3. Acquire knowledge and process skills of science and technology;
4. Progress on the basis of achievement;
5. Qualify for further education and/or employment;
6. Develop personal standards of ethical behavior and moral choice;
7. Participate in society as a responsible family member and citizen;
8. Develop a positive and realistic concept of self and others;
9. Practice sound habits of personal health and physical fitness;
10. Enhance the quality of the environment;
11. Develop skills, knowledge, and attitudes regarding the arts;
12. Acquire a basic understanding and appreciation of democracy and the free enterprise.
What’s in a Name?

A sizable number of large flat rocks dot the landscape of the central part of Powhatan County. Folklore has it that this area was used as a summer camp by Chief Powhatan at the time of the first European settlement in Virginia, and that these rocks played a part in Native American ceremonies. Although the amount of truth to these claims is uncertain, the area that we now call Flat Rock has been, and continues to be, an integral part of the county. Following the American War for Independence, a series of smallpox outbreaks led to the foundation of a hospital at Flat Rock to service the community. As the nineteenth century progressed, railroads developed as a major mode of transportation and a train station was built at Flat Rock. The Farmville and Powhatan Railroad connected with the Bright Hope Railroad to the east, and provided merchants and passengers with service from Farmville to Richmond. Material from the railroad was sold to the government of France during the First World War, where it was rebuilt and operated behind battle lines. In recent decades, Flat Rock has grown into a prosperous business and residential community, rich in tradition and transformation. We are proud to have the opportunity to serve the community and to be a part of Flat Rock Elementary School.

Our Beliefs in Education

Learning begins early in life and children are natural learners. When encountered with challenges, we are committed to employing all available resources to ensure student growth. Assessment and re-teaching are regular processes in all classrooms and we support each other in these efforts as a part of a professional learning community.

Learning is a reflection of continuous hard work and effort. Each person’s contributions and endeavors are worthy of recognition. A partnership exists among Flat Rock Elementary School, the home, and the community.

Educators and parents share a responsibility to strengthen student confidence. All parties are to be treated with mutual respect while honoring the uniqueness of each individual.

Flat Rock Elementary School is dedicated to providing a safe and nurturing environment as our children prepare to become productive citizens of a diverse community.
Section 1 = Instruction & Basic Information

Section 1.1 - Educational Curriculum

The curriculum at Flat Rock Elementary School is comprehensive and consistent with Virginia's Standards of Learning. Teaching practices will include a variety of proven learning strategies as demonstrated through qualitative and quantitative research.

Core Content Classes                              Resource Classes
Reading/Language Arts                             Art
Math                                               Technology
Science                                            Music
Social Studies                                     Health & PE
Spelling                                           PACE
(Performing and Cultural Ensembles)

Science and social studies will be integrated throughout the kindergarten curriculum. In grades 1-5, science and social studies will be taught throughout the school year. Specialists in the areas of art, music, physical education, and computer science provide students with resource on a rotating schedule.

Section 1.2 - Services in Reading

Instructional assistants provide supplementary instruction for students in first through third grades who are working below grade level in reading. This program is implemented according to federal and state guidelines. PALS is a program for Kindergarten through third grade students to provide instruction in the area of phonemic and phonological awareness.

Section 1.3 - Services in Reading and Math Title I

Title I instructional assistants provide supplementary instruction for students in kindergarten through fifth grades who are working below grade level in reading and/or math. This assistance is in addition to the regular instructional program and is implemented according to federal/state guidelines. Instructional assistants supplement the reading and math instruction from the teacher and the Title I/Remedial instructional assistants.
Section 1.4 - Special Education Services

Services are provided to students with disabilities consistent with the student’s Individualized Educational Plan. Our lead teacher for special education services is Mrs. Amanda Johnson.

Services are designed to meet the unique needs of students with disabilities. Specially designed instruction, support services, testing accommodations, and adaptations to curriculum requirements are examples of services provided in accordance with the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act, and the Americans with Disabilities Act. Special Education programs include classes for emotionally disabled, learning disabled, intellectually disabled, autistic, traumatic brain injured, blind, deaf, and other health impaired students. Therapists also provide services to eligible students in the areas of speech and language, occupational therapy, and physical therapy. A request for a referral may be made at any time. Parents may contact their child’s homeroom teacher or the special education lead teacher for additional information.

Section 1.5 - Gifted Services

Flat Rock Elementary complies with county-wide and state-wide procedures to identify and nurture students with special talents. Students are formally identified beginning in Kindergarten. This identification is based on a combination of criteria and recommendations. Students in grades Kindergarten through second who are not formally identified but are recommended by classroom teachers participate in the START program (Students Targeted for Arithmetic and Reading Talent).

Section 1.6 - School Counseling

Licensed school counselors provide group and individual programs. Programs target academic and career areas as well as personal and social domains. Specific examples of topics for elementary students include effective study skills, identifying and dealing with conflict, identifying and dealing with attitudes and feelings, developing positive relationships with others, self-esteem, communication skills, assuming responsibility, behavior management and transition to middle school. Classroom guidance lessons reflect students’ needs and are planned collaboratively with teachers and administrators. Individual student needs may also be met through individual and group counseling as requested and when time permits.

In accordance with Powhatan County School Board Policy, parents have the option to limit or deny their child’s participation in guidance programs. Upon request, parents may arrange to review the materials planned for use at their child’s school. Should the choice to limit or opt-out be desired by parents, written notification must be provided to the school specifying the action desired. Notification may either be addressed to the school principal, the child’s teacher, or to the guidance counselor.
Section 1.7 - Intervention/Extension

I/E is a thirty-minute block each day when teachers and assistants can target students who need additional academic help specifically in reading and math. This is a fluid time where students can move in and out of intervention as needed. Other students use the time as enrichment in the areas of reading and/or math. There is a designated 2nd IE time in the master schedule for students in grades K-4 needing both reading and math intervention services for each grade level.

Section 1.8 - Library Media Center

The Library Media Center is open daily. Students may exchange books at any time on Mondays and Tuesdays. Students can also exchange books Wednesday-Friday during designated morning or afternoon check out periods with a class pass. Kindergarteners check out one book for a one-week period with books being returned during their next library class. Grades 1-5 can check out two books for a two-week period then renew as needed. Students are responsible for returning books on time and in good condition. Overdue notices are sent out regularly to homeroom teachers. Students are reminded that a pass is required to visit the library outside of their normal library class time.

Section 1.9 - Make Up Work from Absence

School work is designed to encompass both individual and group learning situations. Some lessons are sequential and build upon previous lessons. Although it is difficult to provide students with make-up assignments that compensate for the material missed when they are absent, teachers will provide appropriate assignments covering material missed during excused absences. Students will be allowed one day of make-up per day of absence.

After the student has been absent for two days, parents may request that make-up work be sent home by calling the school office or sending a note to the teacher. Work may be picked up at the end of the school day or sent home with another student. Please contact the office prior to picking up assignments so that the teachers have adequate time to assemble work.

Section 1.10 - Schoolwork and Homework

Children are expected to complete all assignments at school and to put their names on all papers. Children’s work will be sent home on a regular basis for review and reinforcement. Class work that is not completed during class and turned in on time can result in lower grades.

Homework is an essential part of the learning process. It helps to reinforce and strengthen skills taught in the classroom. Homework also provides an avenue for parental involvement by affording parents an opportunity to see what their children are doing in their studies. We encourage students to set aside a time and place to complete homework. This will help to develop good study habits.
Homework will be assigned in compliance with adopted school board policy. No homework will be assigned on Fridays, except in the case of long-term projects. Assigned homework should take anywhere from 10 to 50 minutes depending upon the grade level and the work habits of the child. Only one project will be assigned at a time and children will have at least one week to complete the project. Homework will not be assigned a numerical or letter grade. Homework will be checked and recorded as having been completed or not completed. However, consistent failure to complete or to return homework will be noted on the report card and may affect your child’s grades.

**Section 1.11 - Field Trip Information**

Field trips may be planned during the year as a part of the curriculum. Prior to field trips, parents will be sent notification. For children to attend and participate on a trip off school grounds, written consent from the parents is required and must be on file in the school office prior to the trip. (Please help us avoid disappointments to children by returning consent forms by the established deadline.) All field trips will have a Standard of Learning focus. Parents may be asked to chaperone field trips, and the number of parents that participate varies according to the specific destination and needs of the teacher/class. Parents that agree to chaperone will be asked to sign the chaperone agreement prior to each field trip. Because students represent the school community while on field trips, it is expected that students conduct themselves appropriately and in compliance with the PCPS Student Rights and Responsibilities Handbook.

**Section 1.12 - Student Recognition**

Flat Rock Elementary School is proud to recognize our students’ accomplishments by hosting four (4) annual Awards Assemblies. Please note that nine-weeks honor roll student lists will be published in our local community newspaper, The Powhatan Today. Dates for each Awards Ceremony will be posted on the school’s website and family members are invited to attend.

**Section 1.13 - Honor Roll**

There will be no honor roll for kindergarten. Students in first through fifth grades who perform outstanding work shall be recognized through an honor roll system. Students receiving no grade lower that a B in core academics will be recognized for honor roll each nine weeks. Student will not be removed/excluded from honor roll based on N or U in handwriting, conduct, work study and/or resource.

“A” Honor Roll Criteria: A’s in the core academic subjects

“A/B” Honor Roll Criteria: A’s and B’s in the core academic subjects

“BUG” Award Criteria: Student brought up at least one grade without allowing other grades to fall. BUG awards are earned during the 2nd, 3rd and 4th grading periods.

Students who meet the criteria for both the BUG Award and Honor Roll will be recognized for earning both awards.
Section 1.14 - Awards Assemblies

At the end of each grading period, an Awards Assembly will be held to recognize students who have achieved All “A” Honor Roll, “A/B” Honor Roll and Perfect Attendance. “BUG” Awards will be given to students who have brought up at least one grade without allowing any other grades to drop. This award will be given to first through fifth grade students for the second through fourth nine weeks’ period.

Parents, relatives, and friends are invited to attend the awards assemblies held at our school. Please secure a visitor’s badge from the office prior to entering the assembly. (Please note that each time you visit FRES, you will be asked to sign in electronically using our Ident-A-Kid software. Each individual visiting the building will need a photo identification.) Awards assemblies may be held in the classroom, the break out room, or the gym-notices will be sent home and/or check the FRES website for specific dates and times. When held in the gym visitors are asked to sit in rows near the rear to allow adequate space and viewing for students.

Section 1.15 - Assembly Behavior

Students are to enter the gym or cafeteria in a quiet, orderly manner and sit with their teacher. Younger students are to be seated near the front and older students to the rear. It is important that all students be respectful to the presenter(s) by paying attention and applauding at the appropriate times. The only appropriate means of communication during assemblies is by applauding. Talking to your neighbor, cheering, and whistling are not appropriate assembly behaviors. Such behaviors are distracting and interfere with the ability of others to hear and understand the presenter(s).

Section 1.17 - PBIS

Positive Behavior Interventions and Supports (PBIS) is a proactive approach to establishing the behavioral supports and social culture that is needed for all students in a school to achieve social, emotional and academic success. Attention is focused on creating and sustaining primary (school-wide), secondary (classroom), and tertiary (individual) systems of support that improve interactions by instructing students in achieving desired behavior within all school settings. Bullying prevention lessons will be embedded during instruction and class meetings.
Section 2 = Student Expectations

Section 2.1 - Student Rights & Responsibilities and Discipline

Essential to any instructional program is an atmosphere that is orderly and safe. In order to ensure a learning environment in which your child can make the greatest progress, discipline must be maintained. Working together, students, parents, and faculty members can accomplish this desirable goal.

*Please refer to the Powhatan County Public Schools Code of Student Rights & Responsibilities for complete rules concerning student behavior.*

All students attending Powhatan County Public Schools have access to the Code of Student Rights & Responsibilities online at http://www.powhatan.k12.va.us. Paper copies are available upon request. This document was written to ensure each student a learning environment free of disruption. Each parent and student are encouraged to read and review the code together, and then sign the form verifying that this has been done.

When students fail to observe rules of good conduct, we have a responsibility to deal with the behavior in a firm, fair, and consistent manner. Teachers are expected to work with students and parents to achieve good classroom behavior. Students will be referred to the administration when behaviors endanger the safety of self and/or others, disrupt the learning environment, or are a serious violation of the Code of Student Rights & Responsibilities. Parents of students referred to the office will be notified. An offense that is deemed extremely serious may warrant immediate suspension. Our principles include working to prevent behavior difficulties by providing interesting and engaging learning opportunities for each student and by teaching alternative ways to respond to frustrating situations. Each teacher will establish additional classroom rules specific for his/her students.

When children fail to observe the rules, consequences ranging from in-class strategies to suspension may be considered and imposed. Among the alternative are extra work, developing individual behavior plans, use of time-out, meeting with the Principal or Assistant Principal, and in-school suspension. Our teachers will work with children and their parents to teach and achieve good classroom discipline. When a child disregards the school and classroom rules repeatedly or when the child’s behavior threatens the safety and rights of other students or adults, the child’s parents will be notified and requested to meet with the child’s teacher and/or school administrator to develop a plan for remediating the behavior. An offense that threatens the safety and rights of others may warrant immediate suspension. These consequences will also be imposed for misconduct exhibited on the school buses.
Most behavior problems are handled by the classroom teacher. A teacher is likely to make direct contact with a parent by phone initially. If a particular behavior persists, a parent is likely to receive a Classroom Behavior Notification Letter sent home by the teacher with the child. This Behavior Notification Letter is to be signed by the parent and sent back to the teacher the next day in acknowledgement that it was received.

The following standards are not all inclusive, but form the framework for appropriate behavior. Each student: (1) is responsible for his/her own behavior; (2) must respect the rights and property of others; (3) is expected to be courteous to all adults in the building; (4) is expected to walk quietly through the halls so as not to disturb classes in progress; (5) is expected to treat school property with respect; (6) is expected to adhere to the rules set forth in the Code of Student Rights & Responsibilities.

Section 2.2 - Extra Curricular Events

Students attending any extracurricular events (dances, sports, clubs, etc.) must behave in accordance with the Code of Student Rights & Responsibilities and all school rules. Students may not attend extracurricular events while suspended from school. Students must attend three full class periods in order to participate in any activity after school, including team tryouts.

Section 2.3 - Cafeteria Behavior

In order to ensure a smooth flow through the cafeteria, students are asked to eat their lunches before engaging in quiet conversation so that they will be ready to leave at the designated time. Inappropriate behavior during lunch time will result in suspension of cafeteria privileges and/or suspension from school.

Students are reminded that no food or drink, including bottled water, is to be consumed outside of the cafeteria. All food or drink must be carried within a lunch bag or lunch box.

Section 2.4 - PBIS Expectations

These expectations apply to all students coming to and leaving school, on the bus, at all school activities, and on all school property. Principals and staff will use an appropriate combination of interventions and consequences to maintain a safe, positive learning environment.

Section 2.5 - Dress Code

Students should take pride in their appearance as a sign of respect for themselves and others. Experience has shown that “common sense and good taste” are the best guides when it comes to appropriate clothing. Students are to follow these guidelines:

- Footwear must be worn at all times. Bedroom shoes, house slippers and bare feet are not allowed. Shoe and boot laces must be tied or straps must be strapped at all times. Footwear that jeopardizes a student’s safety is prohibited.
- Belts must be buckled at all times and pants secured at the waist. Biker or jogging shorts, swimming trunks and cuts-off may not be worn. Gym shorts may only be worn in physical education class.
• Headgear, including hats, caps, do-rags, headbands, head coverings, and bandanas may not be worn inside the building unless worn in connection with an approved school activity or unless worn because of a valid religious belief.
• Sunglasses shall not be worn inside the school building unless prescribed by a physician.
• Students may not expose the midriff, cleavage, or any part of their undergarments. No part of undergarments should be showing or worn as outer garments. Sleepwear is prohibited.
• Students may not wear shorts, athletic shorts, dresses, skirts, or other similar clothing that is shorter than the students' longest fingertip with their arms hanging naturally at their sides, even when worn with leggings or tights.
• Clothing with language or images that are discriminatory, obscene, relating to alcohol, tobacco, drugs, sex, profanity, obscenity, vulgarity, violence, that is demeaning any group or individual, or that promotes conduct contrary to the Powhatan County Public Schools Code of Student Rights & Responsibilities, is prohibited.
• Any item of clothing, jewelry, or other accessory which is distracting or dangerous will not be allowed. This includes, but is not limited to, studded items, chains or other straps hanging from the waist, and any sharp objects.
• Clothing with holes above the knees is prohibited.
• Students are prohibited from wearing clothing that displays any indication of membership in or affiliation with any gang or criminal activity.

At any time, the administration reserves the right to make judgments regarding attire that might prove to be disruptive to the instructional process or pose a safety hazard.

Section 2.6 – Electronic Devices

Students at FRES may bring electronic devices for after-school use. The use of electronic devices during the school day is strictly prohibited without explicit permission as part of an instructional activity. Devices will remain turned off during the day and are to remain stored in student’s backpack. No student is allowed to carry an electronic device on his/her person during the day. Students and parents accept all risk by bringing electronic items to school. The privilege to bring these devices onto school property during the school day and to school activities may be revoked at any time. The school system will not be responsible for lost or stolen property. Instructional or administrative time will not be spent pursuing lost or stolen property. Parents and students who bring valuables school property do so at their own risk. Any student who refuses to turn over an electronic device to staff upon request may be suspended a minimum of two (2) days.

Section 2.7 – Food & Candy

Powhatan County Public School recognizes the link between student health and learning and desires to provide a comprehensive program promoting healthy eating and physical activity for our students.

Research shows that good nutrition and physical activity are strongly correlated with positive student outcomes. Thus it is highly suggested that students bring a balanced snack to eat during the school day. In addition, when parents/guardians are coordinating
treats with the classroom teacher, it is also recommended that there is a balance of fruits, vegetables and sugary treats.

Students may consume food in the cafeteria during their lunch periods or in the classroom with the teacher’s permission. Students are reminded that sharing food and distributing candy to classmates at school or on the bus is not permitted. Birthday treats need to be coordinated with the classroom teacher and shared in the classroom. Respecting allergies and food choices of those around us, we ask that students not share treats in the cafeteria.

**Section 2.8 - Selling and/or Trading Items**

Students may bring items to donate to their classroom activities and treat boxes. At no time will students be allowed to sell or trade items with classmates at school. This includes food/candy items or objects using “classroom money.”

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**Section 3 = Communication**

**Section 3.1 - Homework Planner**

Students in grades 3-5 are required to carry and use their HW planners each day. This planner includes a dated space to write down daily homework and reminders. It is expected that students write down assignments every day and parents are encouraged to check the planner each evening. Teachers will use the HW planner as the daily tool for communication between home and school. It is critical to check the planner regularly for notes from your child’s teacher to update you on important information regarding his/her progress.

**Section 3.2 - Parent/Teacher Conferences**

Face-to-face meetings between teachers and parents offer several benefits. First, they provide the opportunity to meet each other. They provide the parents with the chance to visit their child’s classroom, enabling them to understand a better picture of the classroom activities shared by their child. They provide teachers with the opportunity to share written work and demonstrate progress. Meetings also provide the opportunity to spend more time discussing particular areas of need or concerns on the part of the parents and the teacher.

Please check the website for announcements regarding scheduled parent/teacher conference dates.

Teachers will be contacting parents for conferences as the year progresses. If you wish to schedule a conference, please contact your child’s teacher in advance. We ask that parents do not stop in without an appointment. It is extremely important that an open line of communication be maintained between home and school.
Section 3.3 – Phone Calls Home

When necessary, teachers may phone parents to discuss specific learning or behavior concerns. Because phone lines are limited at school, they will be minimal. Likewise, we ask that you call your child’s teacher only when it is absolutely necessary. We cannot transfer calls or call teachers to the office during instructional time.

Students may not use the phone to call home unless it is a medical necessity. Forgotten lunches and homework or going home with a friend are not considered necessities. We will make sure that your child has lunch.

Section 3.4 – Reports of Student Progress

Report cards will be issued to communicate student progress every nine weeks. Please review carefully and return the signed copy to school. We encourage parents to check the Power School grade portal on a regular basis.

Monitoring student progress is the mutual responsibility of the school and home. Parents are encouraged to participate fully by working with their child’s teachers. Communication between home and school can provide the student with an effective support system for a successful and productive school year.

<table>
<thead>
<tr>
<th>Kindergarten</th>
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<tr>
<td>4</td>
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<tr>
<td>3</td>
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<td>2</td>
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<table>
<thead>
<tr>
<th>Grades 1-5</th>
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<tbody>
<tr>
<td>A</td>
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<td>B</td>
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<tr>
<td>C</td>
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<tr>
<td>D</td>
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<tr>
<td>F</td>
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The evaluation of handwriting, conduct, resource, and work and study habits will be assessed using the following scale:

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<tbody>
<tr>
<td>E</td>
<td>Excellent (90-100)</td>
</tr>
<tr>
<td>S</td>
<td>Satisfactory (70-89)</td>
</tr>
<tr>
<td>N</td>
<td>Needs Improvement (65-69)</td>
</tr>
<tr>
<td>U</td>
<td>Unsatisfactory (0-64)</td>
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</table>
An "I" for INCOMPLETE may be used if all assigned work is not completed during a specific marking period. An incomplete will become an “F” or “U” if the work is not made up in the next grading period unless extenuating circumstances prevent this.

Interims reports have been eliminated. Teachers will communicate students' performance to parents throughout the marking period using an online grade book and other written communication. For students with ‘D’s and ‘F’s and students whose grades have dropped two letter grades from ‘A’s to ‘C’s, teacher will send student progress reports home to parent and contact their parents.

Section 3.5 – School Messenger

Powhatan County Public Schools uses a program called School Messenger to provide parents, students and staff members' notification of emergency closings, weather closings and other important events that are happening in your child’s school. All Parents will receive phone calls, text messages, and/or emails when an important event is happening in their child’s school. Also, when a child is absent, parents will be contacted.

NO ACTION IS NECESSARY because phone numbers and email addresses that are used to contact you come directly from our Student Information System. It is important to update your phone and email information with your child’s school anytime there is a change.

Parents have the option to change the phone numbers that are used for notification by using the School Messenger Contact Manager. An access code is necessary to log into Contact Manager. To receive Contact Manager instructions and an access code, please request a code by emailing: COMessenger@powhatan.k12.va.us

Kindergarten/new students will be receiving Contact Manager information (in handout form) during the first week of school.

Section 3.6 – School Website

Powhatan County Public Schools maintains a division website as well as individual school sites. Our division and school pages are now powered by eChalk. Please check out the new streamlined look! The FRES home page includes an updated calendar of school events, important announcements as well as links to all faculty websites. Please bookmark our page and visit often to stay informed!

Section 3.7 – Power School

Powhatan County Public Schools will continue to use an online grade portal to enhance communication between you and your child’s school. This resource is an Internet based, school-to-home connection tool. As a parent of a PCPS student, you will be able to access information about:

- Your child’s attendance on a daily basis
- Grades (which will be updated on a scheduled basis)
- Messages from your child’s teacher(s)
- Assignments and upcoming assessments
- Test dates
- Event dates such as PTO sponsored activities, after-school remediation
The online grade portal is a communication tool that can be used from any computer connected to the Internet; parents may check it from home, work, or the public library. You can correspond directly with teachers, guidance counselors, and other school personnel. Teachers and administrators can use Power School to share day-to-day progress and suggest resources to help students succeed in school.

Powhatan County Schools and Power School have a firm privacy policy in place. This policy complies with the Children’s Online Privacy Act (COPPA) and The Family Educational Rights and Privacy Act (FERPA). Users of the online grade portal receive secure, authorized, web access to information about your child’s progress at school. All information about your child is confidential and securely protected behind a firewall, accessible only when you use your username and password.

**Section 4 = Daily Operations**

**Section 4.1 – Absences & Tardiness**

Regular and prompt attendance of students is expected. We find that students who attend school regularly generally earn better grades, develop better work habits, and make continuous progress.

A student shall be considered absent from school when he/she is not present in school for half a day (3 hours and 15 minutes) and is not involved in a school-related function in which he/she is authorized to participate.

Absences shall be excused if written verification is received from the parent within two days of the student’s return to school. The Powhatan County Student Code of Rights & Responsibilities requires a written note from the parent or guardian in order for the absence to be excused. The Code of Virginia requires that court action be taken against a student and/or the student’s parent(s) when the student has accumulated seven unexcused absences during the school year. Please help your child by verifying any and all absences.

**Parents should report student absences by calling the attendance clerk at 598-8234 by 9:00 am on the day of the absence.** A message may be left before school hours. In your message include your child’s name, his/her teacher’s name, and the reason for the absence. A staff member will call to verify absences that have not been reported.

*Please refer to the Code of Student Rights & Responsibilities for Regulations regarding Attendance.*
Students brought to school after 8:50 AM are considered tardy and must be signed in by a parent in the office. Students may not sign in by themselves. A tardy slip will be issued to enter class. **Parents are reminded that a student’s grades are likely to be affected if a student is tardy on a regular basis.** Students arriving on late buses are not considered tardy and should report directly to their classrooms.

**Section 4.2 - Attendance & Truancy**

Students must be present at least three hours and fifteen minutes to be counted as present. Virginia code states that a student must be in attendance at least half of the school day to be counted as present.

Revised legislation enacted by the 1999 General Assembly, effective July 1, 1999 mandates specific procedures for following up on student absences and tracking truancy (HB 1817, Code Section 22.1-258).

In general, the law requires that schools notify parents by telephone daily of student absences and obtain explanations for the absences. However,

> “whenever a pupil fails to report to school for a total of five scheduled school days for the school year and no indication has been received by school personnel that the pupil’s parent is aware of and supports the pupil’s absence, and reasonable effort to notify the parent has failed, the school principal or designee shall make reasonable effort to ensure that direct contact is made with the parent to explain to the parent the consequences of continued non-attendance.”

The law further requires the development of a plan to resolve the pupil’s non-attendance. Continued non-compliance results in either or both of the following: 1) filing a complaint with juvenile and domestic relations court alleging the pupil is a child in need of services (CHINS) or 2) institute proceedings against the parent. (HB 1817, Code Section 22.1-258). Therefore, the following procedure shall be followed each school year:

1. Our **automated** attendance calls will begin at 10:15 AM. Parents -Please call our attendance line @598-8234 by 10:00 AM to report an absence. You may leave a message for our attendance clerk. Please state your child’s name, homeroom teacher, and reason for absence.

2. After the student misses three scheduled school days, which are unexcused, the attendance clerk shall have a conference with the student and notify the parents, in writing, of the three unexcused absences.

3. When the student misses five scheduled school days, which are unexcused, the dropout prevention coordinator and/or the school social worker, the guidance counselor, the student and the parent shall meet to jointly develop a written plan to resolve the non-attendance issue.

4. Upon the seventh unexcused absence the dropout prevention coordinator or the school social worker, after consulting with the principal and the director of pupil personnel services, shall enforce the law by filing a CHINS (Children in Need of Services) complaint with the court or institute proceedings against the parent.

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5. The law requires the school principal to report to the Division Superintendent each school year, the number of pupils by grade level for whom a truancy conference was scheduled (Code Section 22.1-258).

6. The Division Superintendent shall compile the data and report annually to the Superintendent of Public Instruction (HB 11817).

Students must be present at least three hours and fifteen minutes to be counted as present. Virginia code states that a student must be in attendance at least half of the school day to be counted as present.

Section 4.3 - Emergency Closing/Delayed Opening

The decision to delay the opening of schools (or close early) rests with the Division Superintendent. Once a decision has been made, local radio and television stations will announce it. An announcement will also be made by School Messenger in the case of school closings. **PLEASE DO NOT CALL THE SCHOOL FOR THIS INFORMATION.** We need to keep our phone lines open to process emergency information.

If the opening of school is delayed, **PLEASE DO NOT DROP OFF STUDENTS AT THE REGULAR OPENING TIME.** There is no adult supervision available, and on some occasions, the building is not open.

At times early closings are unexpected because of unforeseen circumstances. Parents need to have a plan of action in place and communicate this to their children and the children’s teachers. For example, children need to know if they are to go to a neighbor’s home if school closes early during the day.

Section 4.4 - Emergency Contact Information

It is **CRITICAL** that current home, work, and emergency telephone numbers are available for one or both parents. If any of these numbers change during the school year, please call or write the school to give the new number to the secretary or to the teacher. All phone numbers are confidential and are only released to appropriate school personnel.

Section 4.5 - Sodexo Food Services Provider

Both breakfast and lunch are available daily from our school cafeteria. Breakfast service will be “Grab & Go” where students will pick up options and eat in the classroom. Breakfast begins the second week of school. Please contact our cafeteria manager with questions.

Mrs. Jennifer Shumake @ 598-5743  jennifer.shumake@powhatan.k12.va.us

Parents may pre-pay for their child’s breakfast and/or lunch on Mondays, or the first day back if school is closed on Monday. Checks should be made payable to Flat Rock Elementary School and specify the child’s name and teacher’s name on the Memo line at the bottom of the check. Parents may also pay online using their SCHOOL BUCKS account.
(Please note that a 2.00 service fee is required for each transaction on the School Bucks account.)

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
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<tbody>
<tr>
<td>Breakfast</td>
<td>$1.50 per day</td>
</tr>
<tr>
<td>Lunch</td>
<td>$2.70 per day</td>
</tr>
<tr>
<td>Milk</td>
<td>$0.60</td>
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A la carte snack items will be sold only to those students purchasing the federal mandated school meal pattern or have a “bagged” lunch. A la carte items sold will be limited to a maximum of three different items per student.

The school cafeteria will allow students to charge up to the maximum amount of $5.00 if the child’s fund balance account is depleted. However, charging funds up to the maximum amount will only be offered to those students who desire to purchase a complete school meal. A-la-carte items such as ice cream, chips, cookies, and other snack type products will not be sold to students who are already operating with a negative fund balance and who are attempting to buy these items under the charging system. Please understand that the parent(s) is still responsible for repaying any funds charged to your child’s account.

If the parent does not send money to replenish the child’s account and the child has exhausted his/her charge amount limit the child will be offered a courtesy sandwich and milk for lunch. The courtesy sandwich meal will be Ham & Cheese, Turkey & Cheese or Peanut Butter/Jelly sandwich and choice of milk. The individual cafeteria manager at the school will determine the daily offering of these sandwich types. The child will continue to be offered the sandwich/milk meal until funds are placed on his/her account. Regardless of whether the debt of the parent is repaid or not, the child will continue to be offered something to eat from the cafeteria. However, it is important to understand that the cafeteria staff will offer the sandwich/milk meal to the child but if the child refuses to accept what is being offered we cannot be responsible for his/her denial of the meal.

If you wish to know your child’s account balance, below is the information for contacting the cafeteria manager at your child’s school. Feel free to contact them any time before the individual schools’ lunch period or after lunch via telephone or e-mail and they will be happy to assist you with the information needed.

Sodexo, our new Food Services provider, will accept checks for breakfast and lunch meals. Students who present checks from either a parent/guardian will have the check applied to pre-paid meals or for deposit in the students open account. No excess change will be given back to the student. School board employees who write checks for the purchase of meals or items from the cafeteria may write the check for the exact amount of the purchase or may receive change back to them which may not exceed $5.00. The cafeteria will not accept any checks from the office or from teachers that were sent by parents for previously charged meals or other school activities. This is done to avoid any confusion on money paid to the cafeteria.
Prepayment for lunch meals should be done prior to the lunch period (i.e., 11 am). This will alleviate congestion in the serving line and will allow children the full allotted lunch period. However, payments will be accepted during lunch serving times.

There will be a $15.00 bank fee for any returned checks. The Office of the Director of Food Service will send a notification letter to the party(s) responsible for the bad check. **The party(s) responsible for writing a bad check will then have 10 days from the date of notification to repay any money owed to the cafeteria including bank fees.** If the party(s) fail to repay after the 10-day notification date, checks will no longer be accepted from the party(s) for the remainder of the school year.

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 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. If a parent regularly fails to provide meal money or send food to school with the student and the student does not qualify for free or reduced benefits the child nutrition director will inform the principal, who will determine the next course of action, which may include notifying the department of social services of suspected child neglect and/or taking legal steps to recover the unpaid meal charges.

Requirements:
1. Students who qualify for a free meal will not be denied a reimbursable meal even if they have accrued a negative balance on their cafeteria account. They will not be allowed to charge snacks. Money brought in to buy snacks when a debt is owed needs to clear up the debt owed first before snacks can be bought.
2. 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 the day’s meal, the School Food Authority (SFA) will not use the money to repay a negative balance or other unpaid meal charge debt.
3. Students in PK-8 without funds to pay for a reduced-price or full price meal are allowed to charge reimbursable lunch and breakfast meals. They will not be allowed to charge snacks.
4. Students in PK-8 are allowed to charge up to $5.00. Once the account balance reaches -$5.00 they will receive an “alternative” meal until the debt has been paid. The Parent/guardian is still responsible for repaying all negative account debts.
5. An alternate meal will consist of for breakfast “toast or granola bar”, fruit and milk. An alternate lunch consists of cheese sandwich, vegetable, fruit, and milk.
6. Beginning the second week in May we will no longer allow any charges. This will be posted on our Cafeteria and My School Bucks Websites. Signs will be posted in each cafeteria.

**Packing Snacks and Lunches**
Due to the national focus on nutrition, our school recommends that parents pack healthy snacks and lunches that your child will eat. When packing snacks and lunches, limit the
number of food and drink items containing sugar. Please do not send carbonated drinks or sodas to school for snack or lunch.

**Cafeteria Expectations for Students**

1. I will walk at all times.
2. I will keep my hands, feet, and all objects to myself.
3. I will talk quietly to the people at my table. When lights are out, I understand this is silent time.
4. I will remain in my seat until given permission to leave.
5. I will take responsibility to push in my chair and leave my area clean.

If a cafeteria referral is written on a student for inappropriate behavior(s), it is the discretion of the administration to determine the appropriate disciplinary action. Students may receive lunch detention for not complying with the cafeteria rules.

Parents are invited to eat lunch with their child on stage in the cafeteria during the scheduled lunch time. Please be aware that lunch times may be altered on rare occasions to accommodate necessary schedule changes.

**Birthday treats need to be coordinated with the classroom teacher and shared in the classroom. Please do not share treats in the cafeteria.**

**Due to allergies, it is expected that student & parents do not share food.**

**Section 4.6 - Health Services**

The students and staff present a variety of illnesses and injuries to the school clinic. Our clinic aid is certified in CPR and trained in basic first aid and medication administration. Immunization compliance is monitored by the school nurse with the assistance of school secretaries. Classroom presentations on various health topics are given throughout the year by our school nurse.

During the school year, state mandated health screenings are performed at designated grade levels. Virginia state mandated health screenings include hearing and vision screening testing for K, 3rd, 7th, and 10th graders. All new students are hearing and vision screened within 60 administrative working days of admission to school. Parents are notified of any deficiencies and as permissible by Virginia state law, parents of children in grades 5-10 will receive an educational fact sheet on scoliosis. In addition to scheduled screening, parents may contact the school nurse to request a hearing or vision screenings any time they have a concern about their child.

School Health Services encourages parents to contact their child’s school nurse to discuss any student health care concerns. An Individualized Health Care Plan can be developed for the student diagnosed with a chronic health condition that impacts the educational experience. An Emergency Health Care Plan is also developed should the student’s chronic health condition ever warrant an emergency response. Parents play a major role
in the development of their child’s health and emergency plan and should not hesitate to contact the school nurse to discuss the care of their child.

**Guidelines for Administering Medication**
A student may receive **prescription medication** at school by following these procedures:

1. A medication consent form is completed by the parent/guardian.
2. The prescription medication is in the **original** container.
3. In addition, a written order from the licensed prescriber is either brought by the parent/guardian or faxed to the school clinic. This order **must** be received before the medication can be given.

A student may receive over-the-counter medication at school as follows:

1. A medication consent form is completed by the parent/guardian.
2. The medication is in the **original** packaging.

**Special Notes Regarding Student Medication**

1. No medication will be accepted in baggies, film canisters, wrapped in foil or tissue or in any container that is not the original container for that medication. No exceptions!!
2. Parents or another responsible adult must bring any student medication to the school clinic. **No medication is allowed to be transported to school by a student on the school bus.**
3. A student may not possess any prescription or over the counter medications on school property—the exception being emergency prescription medications for which parent and physician permission has been obtained.
4. Expired medication will not be administered by school personnel.
5. Medication dosages that exceed the recommended daily dosages as indicated in the Physician’s Desk Reference will not be administered by school personnel. In such cases, parents may make arrangements to come to school to give the medication.
6. Please do not bring narcotic pain relievers to school for your child. If your child’s pain is severe enough to warrant this degree of pain reliever, he/she should be at home. These medications affect your child’s ability to function and are unsafe to use while at school.

**Routine Preparations Used in the School Clinics**
School nurses and clinic assistants may use the following routine preparations in caring for a student: Bacitracin Ointment, Bactine First Aid Spray, Alcohol Wipes, Saline Eyewash, Caladryl, Hydrocortisone Cream, Cough Drops, Aloe Gel/Lotion, Contact Solution, and Vaseline. **Please notify the school nurse at your child’s school if you DO NOT want clinic staff to use any of these preparations in the care of your child.**

**Guidelines for Exclusion from School due to Illness**
Many times students become ill at school and display a variety of symptoms which have not been diagnosed by a doctor, but are serious enough to warrant school personnel sending the student home and recommending follow-up care with a physician. It will be recommended that students be sent home from school if they exhibit any of the following symptoms:
1. fever of 100 degrees or more
2. persistent diarrhea/vomiting
3. severe coughing, causing croupy, whooping sounds
4. severe wheezing or respiratory distress
5. red eyes with drainage
6. severe sore throat or difficulty swallowing
7. infected areas of the skin with yellow, crusty areas
8. evidence of live lice and/or nits
9. serious or uncontrolled bleeding/serious injury

Please contact the school nurse for further information.

Policy Statement for Eye Exams & Glasses
The Powhatan Lions Club will provide financial support for eye exams and glasses under the following conditions:
1. The child has been a resident of Powhatan.
2. The child’s family has been determined to be in need of financial support by the school guidance counselor.
3. The school guidance counselor will complete a referral form for the vision care provider. The referral form must be taken to the vision care provider currently being used by the Powhatan Lions Club.
4. The vision care provider will provide the following services: eye exam, standard lenses, and frames. (If applicable)
5. The Powhatan Lions Club will pay for a maximum service cost of $150.00.
6. The Powhatan Lions Club will only pay for one (1) eye exam and glasses per person in a lifetime. The exception is only if the doctor determines that the requesting person has a seriously deteriorating eye condition. A supporting memo to that effect will be sent to the Powhatan Lions Club treasurer.
7. The vision care provider will send a copy of the referral form, along with the invoice, to the treasurer of the Powhatan Lions Club. Forms are available in the office.

Individualized Healthcare Plans
Please arrange to meet with the school nurse to formulate a health care plan if your child has Food or Insect Allergy, Diabetes, Asthma or any health condition that warrants specific care instructions during the school day. It is the responsibility of the parent/guardian to notify the school of the health condition and to provide necessary medications and supplies for care of their child at school.

Section 4.7 – Lost & Found Items
If a child finds an item, it should be turned in to the teacher or office. Clothing, lunch boxes, purses, books, papers, and trinkets are frequently found and returned to the owner. Any unclaimed items will be donated to the Powhatan Clothes Closet.

Parents are strongly encouraged to label all of their child’s belongings, particularly coats, jackets, sweaters, and sweatshirts.
Section 4.8 - Morning Announcements & Moment of Silence

Students are selected by their teachers to serve as morning announcers. Announcements will be conducted over the intercom each day beginning at 8:50 am. These announcements include The Pledge of Allegiance, a moment of silence, birthday recognitions, student achievements, and special school events.

The 2000 session of the General Assembly amended 22.1-203 of the Code of Virginia to require daily observation of a moment of silence, not to exceed one minute, in every classroom in the public schools of Virginia. The teacher is to ensure that all pupils remain seated and silent and make no distracting display during the time. Students may meditate, pray, or engage in any other silent activity that does not interfere with other pupils.

Section 4.9 - Fire and Emergency Drills

Each month during the school year, students and staff will practice emergency evacuation drills for fire and other crisis situations. These drills are planned in conjunction with Powhatan County Public Schools' Safety Plan. These unannounced drills provide the practice necessary to ensure the safety of everyone in case of a real emergency. Parents visiting our school during these drills are asked to follow the safety procedures modeled by our staff and students.

Section 4.10 - School Supplies

A list of school supplies for each grade level is provided prior to the beginning of the school year. It is important that students have the appropriate school supplies to complete daily assignments and activities. It may be necessary to replenish school supplies during the school year. Rolling book bags are NOT allowed in classes housed on the second floor (third, fourth, and fifth grades).

Section 4.11 - Insurance

Insurance will be available in three plans: 24-hour accident, school-time accident, and dental. Information regarding these plans will be sent home during the first week of school. Checks should be made payable to and mailed to the insurance company.

Section 4.12 - Morning Drop Off

To ensure the safety of students, parents, and pedestrians during morning drop off, please:

- Drop off students from 8:35-8:50am. Do not drop off students prior to this time.
- Wait until a staff member comes to your vehicle before releasing students into the building. Students may not enter the building until 8:35 am.
- Do not drop students off before your vehicle reaches the first orange cone on the sidewalk.
- Do not pass vehicles in the parent drop off area.
- Drive your vehicle as close to the front curb of the drop off area as possible, facing the bus loop.
- Allow students to exit on the passenger side of the vehicle.
- Yield the right of way to pedestrians. Do not block the pedestrian crosswalk.

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After 8:50 am, a parent/guardian must escort the student into the office and sign him/her in. Please park in the parent parking lot in front of the building. You will need to get a visitors’ pass to walk your child to class.

If you are dropping off your child in the morning, please follow the flow of one-way traffic around the front parking lot. Your child will only be allowed to exit your vehicle on the right side away from traffic, once your car reaches a designated location on the sidewalk. This is for everyone’s safety. Students are to be dropped off at the front entrance and report directly to their classrooms. Please do not drop students off before 8:35 AM.

Section 4.13 - Early Dismissal

An early dismissal is when a student is picked up prior to 3:25 p.m. Students departing school in a private vehicle may not leave the school unless they are attended by a parent or an authorized adult. Before a student is released to an adult for departure, the parent or authorized adult must complete the sign out log in the office indicating: the time of departure, the child’s name, the teacher’s name, and their signature. Students will not be allowed to meet parents outside the school. Students will be called to meet their parent/guardian in the front office once the parent/guardian has arrived.

Section 4.14 - Afternoon Pick Up

End of the day activities are crucial to our students’ success. They provide them with reinforcement of the day’s activities and time to prepare their materials to go home. Parents visiting classrooms at this time hinder the teachers and students from making the most of this valuable time.

Parents are required to wait in the cafeteria or other designated area for their children. Parents or other authorized persons are not allowed in the hallways unless they have acquired a visitor’s pass from the reception area. If school staff is unfamiliar with anyone picking up a student, they will request photo identification.

Students will only be released to persons other than their parents when written authorization has been provided by the parents indicating specific family member or other adults with whom the child may leave. Students may not leave the school grounds during school hours for any reason without consent of administration.

Afternoon Pick Up Procedures:

- All students on the pickup list will be escorted by a staff member to the cafeteria.
- Students will remain in the cafeteria until picked up by a parent or authorized person.
- Students are to be signed out at the main hall table and picked up in the cafeteria.
- Notes are to be sent to the classroom teacher daily regarding changes to permanent pickup and parent pickup.
- If a note is not sent in to the classroom teacher, a fax (598-8235) or call must be made to the school office by 2:30 pm indicating that a student is to be placed on/off the pickup list for that day.
- Emergency contact information should be updated to include the names of all persons who are allowed to pick up a student from school.
- Students will not be called to parent pick up after they have been dismissed from their classrooms to the buses.
- Parent pick up information may be sent to the classroom teacher by note or email.

**Section 4.15 - Bus Passes**

All students are expected to ride the same bus to and from school. Students will only be dropped off at their regular scheduled bus stops unless the office has a written request from their parent or guardian. The request must include:

- the student’s full name
- teacher’s name
- full name of person whose house the student will be visiting
- complete address and phone number of the above person
- bus number
- phone number where parent may be reached

All buses changes must be in writing. If an emergency occurs and a parent has to phone in the change, they must be phoned or faxed in prior to 2:30 PM. Parents may also email bus pass information to the classroom teacher and office personnel.

Questions and concerns related to bus transportation, bus routes, time schedules, and bus stops should be directed to the transportation department at 598-5709.

**Section 4.16 - Behavior Expectations on the Bus**

It is a privilege for students to ride the bus to and from school. Therefore, students are expected to comply with all standards detailed in the Student Rights & Responsibilities.

**Section 4.17 - After-school Caregivers**

Parents must notify the school in writing of the name and address of the afterschool caregiver for the student. When changes occur in the student’s after school care, please notify the school promptly. In the event of an early dismissal, it is important that parents contact the after school caregiver.

**Section 4.18 - Visitors and Volunteers**

The Powhatan County Public Schools support and encourage the active participation of parents and members of the community in providing and extending educational opportunities for children. The involvement of parents, volunteers, and others in the community who can serve as a resource to schools is a fundamentally important component of successful school programs. School personnel seek to assure that parents and other visitors are courteously received and that sincere efforts are made to provide them with information as may be needed to foster a cooperative relationship between home, school and community.

The administration of each school directs the activities of parents, volunteers and other community resources at the building level and all school visitors must comply at all times with school policies, administrative rules and school regulations. In order to protect the
safety and welfare of the students and staff and avoid disruption to the educational process, please note the following expectations for visitations/observations:

All visitors shall
- Sign in at the school office upon arrival, identify the location to be visited, print and wear an identification badge for the duration of time in the school building, including walking a child to class.
- Please note that each time you visit FRES, a photo identification is required to sign-in using our Ident-A-Kid software.
- Lunch on stage is reserved for parents and their child(ren) only—no additional students.
- Sign out at the school office when leaving the premises.
- Only visit the area or areas scheduled to visit. No visitor shall be permitted to roam throughout the school building or school grounds.
- Place cell phones on silent or on vibrate.
- Know that any person found to be engaged in or advocating illegal activity while on school property shall be reported by the principal to the local enforcement authorities.

Section 4.19 – Consideration for Classroom Visitations
(i.e. formal visits not related to participation in classroom parties and other similar activities)

It is vital that visitations be done quietly and do not interfere with the ongoing activities of the classroom. Thus, we ask that classroom visitors:
- Receive prior approval from the principal to participate in a classroom visitation.
- Recognize that the visitation shall be limited to the length of one class period as to not disrupt instruction, unless otherwise previously approved by the principal.
- Refrain from conversation and from interaction with children or staff during the period of classroom or program visitation.
- Place cell phones on silent and report to the office should they need to take a call.
- Sign a confidentiality statement and be mindful of the general privacy of others. If there is a concern, it is respectfully requested that the visitor share such with the principal.
- Understand that the principal or designee may, in his or her sole discretion, terminate a visit at any time if, in the judgment of that staff member, the visit is significantly disrupting children, staff, or the learning process or becomes a threat to the health, safety, or welfare of children or staff. The Superintendent/designee or building principal/designee has the authority to prohibit the entry of any person to a school of this District in accordance with policy guidelines.

Parents are encouraged to visit our school and to take an active part in the education of their children. For the protection of all students we ask that all visitors observe our guidelines:

- All persons visiting the school must have the permission of the principal prior to visiting the classrooms or a staff member.
- Visitors must sign in at the school office and receive a visitor’s pass. This pass is to be worn at all times. (Photo identification is needed for each visit.)
Visitors to the school may not be admitted to classrooms for conferences without a specific prior appointment with the teacher. These may be scheduled before or after school hours so as not to interrupt instructional time.

- Visitors must enter through the front of the school and proceed directly to the office.
- Visitors should park in the parking lot beside the school. Parking is not allowed along the drop off area at any time during the day.
- If you wish to volunteer, please complete a volunteer form that will be located in the front office.

Section 4.20 - Trespassing
Any person may be charged with trespassing if on school property after school hours without permission. If a person is on school property after school or sporting events, he/she will be asked to vacate the premises immediately.

Section 4.21 - Parent Resource Center
The Parent Resource Center is located at Pocahontas Elementary. (598-3034) The center provides many valuable resources to parents and guardians in the areas of cognitive, social, emotional, and physical development.

Section 4.22 - Spirit Days
Wednesdays are “Warrior Wednesday” at Flat Rock Elementary. Students and staff may wear their Flat Rock Elementary School tee-shirts, sweatshirts, or school colors. Spirit wear may be purchased through the PTO.

Section 4.23 - Parent/Teacher Organization
When parents get involved and regularly attend Parent-Teacher Organization (PTO) meetings, their children see that their school and education are important to his/her parents and reinforces children’s work at school. PTO provides a useful strategy for communication among a wider group within the community. Establishing membership and regular participation enables parents to become partners in planning for the future of the school. Working alongside teachers on projects and activities of the PTO establishes relationships, which can be helpful to both teachers and parents, as they work to achieve the best education for their children and students. A strong PTO also establishes the school at the center of the community, and communicates the importance of education to its students.

The Flat Rock Elementary School PTO meets regularly. Additionally, the PTO publishes “The Rock Report”, a quarterly newsletter with information regarding PTO events.

Section 4.24 - Fundraising
The PTO sponsors fundraising activities several times a year. These include, but are not limited to, Fall Festival, Chick-Fil-A Spirit Nights, Book Fair, and selling a variety of products. PCPS prohibits school activities that involve door-to-door solicitation by elementary
students. At no time will your children be expected to sell items door-to-door nor will we 
endorse any activity that would provide incentives fostering door-to-door solicitation. We 
encourage parents and students to rely on family and friends as a source for any products 
sold.

The sale of school pictures in the fall and spring provides instructional money for our 
students. We appreciate your support as your child’s years at Flat Rock Elementary are 
recorded for the future.

Section 5 = Policies & Practices

Section 5.1 - Enrollment Requirements
Parents or guardians registering a student in a Virginia public school must provide:

- A certified copy of birth certificate
- A Virginia School Entrance and Immunization Certificate that has been completed 
  within the past year
- Social Security Number
- Two proofs of residence
- Current copy of custodial information if applicable

Students transferring from another school division are required to provide:

- All of the information above
- Their most recent report card
- Copy of current IEP if applicable
- A sworn statement as to whether the student has been previously expelled for 
  offenses involving drugs, weapons, or willful injury to someone else

Section 5.2 - Written Notice of Screenings (SCR-Notice)
The Code of Virginia requires that all children (through grade three) within 60 business days 
of initial enrollment in school be screened in speech/ voice/ language, fine motor, gross 
motor, vision and hearing. Students in grades 3, 7 and 10 must be screened in vision and 
hearing within the first 60 school days. Students in grades 5-10 must be screened for 
scoliosis. In addition all transfer students in grades K-12 must be screened in hearing and 
vision within 60 days of initial enrollment in Powhatan Schools.

Section 5.3 - Virginia Standards of Learning Tests
Third, fourth and fifth grade students will be administered the Virginia Standards of 
Learning Tests during the last grading period. Students are tested in the areas of 
Reading/Language Arts, mathematics, social studies, and science. Third and fourth grade 
students will be administered the Reading/Language Arts, and math tests. Fifth grade 
students will be tested in all four content areas. Parents may access the Virginia Standards
Section 5.4 Professional Qualifications for Teachers

As the parent of a child at Flat Rock Elementary School, you have the right to know the professional qualifications of the classroom teachers who instruct your child. Federal law allows you to ask for certain information about your child’s classroom teachers, and requires us to give you this information in a timely manner if you ask for it. Specifically, you have the right to ask for the following about each of your child’s classroom teachers:

- Whether the Virginia Department of Education has licensed or qualified the teacher for the grades and subjects he or she teaches.
- Whether the Virginia Department of Education has decided that the teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances.
- The teacher’s college major; whether the teacher has any advanced degrees and, if they do, their qualifications.
- Whether any teachers’ aides or similar paraprofessionals provide services to your child and, if they do, their qualifications.

If you would like to receive any of this information, please call the principal, Tanja Atkins-Nelson at 598-5743.

Section 5.5 – Threats against Persons or Property

VA Code Ann. §18.2-60 – If the threat is written, signed or unsigned, and contains a threat to kill or to do bodily injury to an individual or member of his/her family, it is a Class 6 felony. If the communication is oral and contains a threat to kill or do bodily harm to any elementary, middle, or high school employee and occurs on the school bus, school property, or during a school-sponsored activity, it is a Class 1 misdemeanor.

Section 5.6 – Non-Custodial Parent Rights

The General Assembly added 22.1-279.4 to the Code of Virginia which specifically allows non-custodial parent to participate in school related activities. The law states that unless there is a court order to the contrary, non-custodial parents cannot be denied the opportunity to participate in school activities such as lunch breaks, parent-teacher conferences, and extracurricular activities. If there is a court order denying access, it is the responsibility of the custodial parent to provide a copy of that order to the school.

State Board of Education regulation concerning management of student scholastic record (8VAC 20-150-370 {10}), clearly state that data contained in the record. . . shall be disclosed to the parent or guardian of the student including a non-custodial parent, unless such parent’s parental rights have been terminated or a court of competent jurisdiction has restricted or denied such access until the student is 18 year of age or is enrolled in an institution of post-secondary education. . . .
Section 5.7 - Family Educational Rights and Privacy Act

The Powhatan County Public Schools complies with all the regulations relative to the above act, and any parent desiring additional information should contact the school principal. Parents may review their children’s records, both cumulative and confidential (if any) by making an appointment with the school administration. The school must have on file the names of persons other than legal guardians, who are permitted to pick up students. This is particularly important for single-parent families. If there are custody, visitation, or other legal issues dealing with your child please make sure that the office has a copy on file. Our goal is to provide a safe and secure learning environment for our students.

Section 5.8 - Management of Student Records

The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s educational records. They are:

1. The right to inspect and review the student’s record within 45 days of the day the school division receives a request for access.

   Parents or eligible students should submit to the principal a written request that identifies the records they wish to inspect. The principal 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 educational records that the parent or eligible student believes are inaccurate or misleading.

   Parents or eligible students should write the school principal, clearly identifying the part of the record they want changed and specify why it is inaccurate or misleading. If the school division decides not to amend the record as requested, the school principal will notify them of their right to a hearing regarding the request for the amendment.

3. The right to consent to disclosures of personally identifiable information contained in the student’s educational record, except to the extent that FERPA authorizes disclosures without consent.

   One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interest. A school official is a person employed by the division, a person serving on the School Board, a person with whom the division has contracted to perform a special task, or a person serving on an official committee. A school official has legitimate educational interest if the official needs to review a record in order to fulfill his or her professional responsibilities. Upon the request, the school division will disclose educational records without consent to officials of another school division in which a student seeks to enroll.

4. The right to refuse the disclosure of any or all types of directory information. The parent or eligible student should notify the Office of the Superintendent in writing by September 15 that he or she does not want any or all of those types of information about the student designated as directory information.

   Directory information may be disseminated to officials who have received the approval of the Division Superintendent. Directory information includes: name, address, date and place of birth, telephone number, dates of attendance, participation in recognized activities and
sports, and other similar information which would not normally be considered harmful or an invasion of privacy if disclosed.

Powhatan County Schools may disclose directory information about former students without public notice.

5. **The right to file a complaint with the U.S. Department of Education, concerning failures by the school division to comply with the requirements of FERPA.** The office that administers FERPA is: Family Policy Compliance Office; U.S. Department of Education; 400 Maryland Avenue SW; Washington, D.C. 20202-4605.

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**Section 5.9 - Title IX**

The Powhatan County School Board pursuant to the directives contained in Title IX of the Educational Amendment of 1972 has proclaimed that it shall be the policy of the Powhatan County Schools not to discriminate on the basis of sex in the educational programs and activities which it operates and that this policy extends to the employment practices involved in these programs.

**Section 5.10 - Notice of Directory Information**

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

- A playbill, showing your child's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, 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 not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local education 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 listing - unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want Powhatan Schools to disclose directory information from your child's educational record without your prior written consent, you must notify Powhatan Schools in writing by September 15. Powhatan has designated the following information as directory information:
- Student's name
- Participation in officially recognized activities and sports
- Address and telephone listing
- Weight and height of members of athletic teams
- Electronic mail address
- Photographs
- 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
Important Tips for Parents

1. Ensure that your child attends school every day – Please call the attendance office at 598-8234 if you know your child will be absent. Automated absence calls will begin @10:15 AM.

2. Be prompt - getting children to school on time enables teachers to begin the day without interruption. Student arrival is 8:35-8:50. Our instructional day begins at 8:50.

3. Praise your child for accomplishments and successes.

4. If your child does not have homework on a given day, have books or other reading material ready for your child to read or other quiet activities for your child to do during this time. This will help to establish a routine for study.

5. Regularly review your child’s homework!

6. Establish a special place for your child to do homework that is free of distractions such as television, conversation, radio, and other activity. Set a specific daily time.

7. Give your child the time to teach you something that he or she learned that was new.

8. Be firm about expectations, but understand that establishing new habits may require some reminding and extra attention from you.

9. Assist with difficulties or write a note to send to school which details problems or difficulties your child has with specific assignments.
When you get to school, smile. Go to your classroom and get ready for a good day with your friends and your teacher.

Always listen to your teacher, and follow his/her directions.

Ask your parents for project supplies in advance. Don’t wait until the night before an assignment or project is due.

Prepare your materials, homework etc. for school every night before going to bed.

Manage your time wisely. If you cannot do this on your own, ask for help.

Show your homework assignments to your parents each day so they will know what you need to do and ask them to review it with you.

Put your name on all of your work.

Write down your homework assignments in your planner so you will know what to do when you get home. Include the due dates!

Remind yourself of the FRES school-wide expectations:
Be Responsible
Be Respectful
Be Safe
Be Kind

Ask questions if you do not understand something. Questions show your teacher that you are listening and learning and the answers will help you to understand something that might be confusing to others as well as yourself.

Put your name on all of your work.