

# Essex High School



## Handbook Students and Parents 2017 - 2018

Home of the Trojans

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**SCHOOL ADMINISTRATION**

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Ms. Princess Blanding, Assistant Principal

**GUIDANCE COUNSELORS**

Ms. Sarah McDermott  
Ms. Diondra Mercer

**SUPPORT STAFF**

Ms. Sharon Robinson, Administrative Assistant  
Mrs. Mary Gillis, Bookkeeper  
Mrs. Amanda Taylor, Attendance Clerk and Guidance Registrar

**CENTRAL OFFICE STAFF**

Dr. Scott A. Burckbuchler, Superintendent  
Dr. Lori Harper, Assistant Superintendent for Instruction and Federal Programs  
Mrs. Christina Beasley, Director of Human Resources  
Ms. Annette Bilodeau, Director of Accounting  
Mrs. Tara Roane, Director of Special Education and Student Services

**SCHOOL BOARD**

Karen R. Ellis  
Dennis Hammond, Board Chair  
Larry Lenz  
Raymond Whitaker  
Jacob Plummer, Vice Chair

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## SCHOOL COUNSELING SERVICES

The school guidance department will collaborate with students, parents, teachers, administrators, and the community to provide a comprehensive counseling program. All students have access to services that will assist them in working towards their potential as lifelong learners with a commitment to their community, state, and nation. As an advocate, the school counselor will provide safe, supportive, and confidential school counseling services directed at the needs of students in the following domains: academic, personal/social, and career planning.

Students, parents, community members, faculty, and staff are encouraged to utilize the services of counselors. Services are offered from 7:45 a.m. to 3:45 p.m. during the school day. Scheduling an appointment will ensure the availability of the school counselor.

### Counseling Assignments:

Ms. Sarah McDermott	8 <sup>th</sup> and 9 <sup>th</sup> grade, Seniors <i><b>A thru I</b></i>
Ms. Diondra Mercer	10 <sup>th</sup> and 11 <sup>th</sup> grade, Seniors <i><b>J thru Z</b></i>

The school counselors work with students, parents, teachers, administrators, and the community at large to aid students in the process of self-exploration and career exploration to attain educational, career, and personal/social development. The office has resources for college/university information, financial aid and scholarship news, occupational outlooks, military options, and technical and business school information. Computers are available to access VA Wizard, college and scholarship applications, SAT/ACT test registration, and additional future planning resources.

Information for upcoming workshops, college/university and military representative visits, field trips, testing dates, scholarship news, etc., will be posted on the School Counseling webpage of the school's website.

In addition to career planning services, students are encouraged to make an appointment with the school counselor to discuss academic concerns such as course selection and scheduling, study skills, problem solving, current academic performance, communication skills, dual enrollment and Northern Neck Regional Technical Center opportunities. The counselors are available for personal issues such as decision making, stress management, relationship concerns, alcohol and drug abuse, grief and loss, thoughts of suicide, divorce, bullying, struggles with school/friends, and pregnancy.

## **VA WIZARD ONLINE CAREER PORTFOLIO**

The Virginia Wizard Online Career Portfolio provides a gateway to lifelong career planning that allows individuals to store personal and academic information; search and save educational and occupational data; build résumés; and access assessment progress and results 24 hours a day from any Internet connection.

System features include:

- Education Planner – for planning coursework and tracking educational progress
- Planning Timeline – for guiding education and career planning with a suggested sequence of events
- Note Taker – for documenting the career development process
- Occupation Search and Career Comparison – for career exploration by cluster, title, or Holland Code
- College Major and Instructional Program Search – for learning more about a major as well as the postsecondary options within your state
- College Search and Comparison – for researching approximately 7,000 postsecondary colleges, universities, education training centers, and other institutions
- Financial Aid Information and Scholarship Search – for understanding your college financing options
- Résumé Builder – for creating and managing multiple résumés

Research-based assessments, available in either English or Spanish, help system users discover their interests, skills, and work values and how those characteristics relate to the world of work. The assessments are designed to adapt to a variety of settings including homes, classrooms, career centers, and workforce development offices. On average, each assessment may be completed in 20 minutes or less. Individuals also have the ability to begin an assessment and complete it at a later time. All assessments feature immediate online scoring and reporting.

## **GRADUATION REQUIREMENTS**

The requirements for a student to earn a diploma from a Virginia high school shall be those in effect when the student enters the ninth grade for the first time. Students may be awarded a diploma or certificate upon graduation from a Virginia high school.

When students below the ninth grade successfully complete courses offered for credit in grades nine through twelve, credit shall be counted toward meeting the standard units required for graduation provided the courses meet SOL content requirements or are equivalent in content and academic rigor as those courses offered at the secondary level.

## **DIPLOMA SEALS**

Diploma seals are recognition of academic achievement on the high school diploma. The following diploma seals are available for students to earn:

Board of Education Seal

Governor's Seal

Board of Education Career & Technical Education Seal

Board of Education's Advanced Mathematics and Technology Seal

Board of Education's Excellence in Civics Education Seal

Biliteracy Seal

## **ADVANCED PLACEMENT/DUAL ENROLLMENT COURSES**

Essex High School offers Advanced Placement and Dual Enrollment courses. Course work is comparable to an introductory college course. Students who enroll in Advanced Placement courses must take an exam in order to earn weighted credit for G.P.A calculation. Colleges can offer college credit if a qualifying score is achieved. Dual enrollment courses will be weighted in g.p.a. calculations. Students enrolled in AP courses must take the corresponding AP exam for the weighted credit to be applied. See the current year Curriculum Guide for specific available advanced placement or dual enrollment courses offered.

## **CREDIT INFORMATION**

A standard unit of credit is awarded for a course in which the student successfully completes the objectives of the course and the equivalent of 140 clock hours of instruction.

A verified unit of credit is awarded for a course in which the student earns a standard unit of credit and achieves a passing score on a corresponding end-of-course SOL test or a substitute assessment approved by the Board of Education.

All courses that students take for credit outside of Essex High School must be pre-approved by the principal. This includes all dual enrollment and summer school classes. Credit may be denied without the proper pre-approval. School board policy prohibits a student from enrolling in a class that is offered in the high school curriculum.

The State Board of Education has approved a number of tests that students may take to earn verified credits toward graduation. The Board has also approved a schedule of career and technical examinations for licensure or certification that may be substituted for SOL tests to earn student-selected verified units of credit. Tests for licensure or certification that require the demonstration of knowledge and skills beyond what is associated with a single course may result in the awarding of two units of verified credit.

## **ELIGIBILITY TO ATTEND ECPS**

A person who has not reached 20 years of age on or before August 1 of the school year is eligible for admission on a non-tuition basis if residing within Essex County. A student shall be deemed to reside in the division when such student meets one of the following criteria:

1. Is living with a natural parent or parent by legal adoption or a legal guardian who resides in Essex County. The student may not live with the guardian for the sole purpose of obtaining ECPS school privileges as determined by the superintendent after full review of all related evidence; or
2. Reaches the age of 18 and resides independently in Essex County. A student who presents evidence that he/she is registered to vote, is living outside the parent home, is able to write his/her own absence excuses.

Individuals who seek to enroll a student in school as a non-resident student must apply for admission. Applicants must be accepted prior to enrollment.

## **PROMOTION TO NEXT GRADE LEVEL**

Grade advancement is determined by the number of accumulated credits towards graduation. Refer to the chart below for specific credit requirements. Students will not be advanced a grade level mid-year. Successful completion of English is required for a student to be promoted to the next grade level.

To advance to grade:	Minimum credits required	Number of required course credits*
10	5	3
11	10	6
12	15	9

\*NOTE: Successful completion of English is a required to be promoted to the next grade level.

## **SAT/ACT TEST INFORMATION**

The SAT Reasoning Test is a measure of the critical thinking skills you'll need for academic success in college. The SAT assesses how well you analyze and solve problems—skills you learned in school that you'll need in college. The SAT is typically taken by high school juniors and seniors. Specific dates to register and take these exams can be obtained from the school guidance office.

The ACT assesses high school students' general educational development and their ability to complete college-level work. The multiple-choice tests cover four skill areas: English, mathematics, reading, and science. The Writing Test, which is optional, measures skill in planning and writing a short essay. Specific dates to register and take these exams can be obtained from the school guidance office.



## SOL INFORMATION

Students must take and may retake end-of-course tests as often as a school division's testing schedule permits.

Students who score between 375 and 399 on a test are eligible for an expedited retake and may retake a test before the next scheduled test administration provided they attend remediation. To qualify, a student must be passing the corresponding course and the SOL test must be needed as a verified credit for graduation.

## TESTS DATES

**PSAT** at Essex High School-Wednesday, October 11, 2017

**ACT** at King William and Rappahannock Community College

Register at least a month before the test date at [act.org](http://act.org)

- October 28, 2017
- December 9, 2017
- February 10, 2018
- April 14, 2018

**SAT** at St. Margaret's School for most test dates

Register at least a month before the test at [collegereadiness.collegeboard.org](http://collegereadiness.collegeboard.org)

- October 7, 2017
- November 4, 2017
- December 2, 2017
- March 10, 2018
- May 5, 2018
- June 2, 2018

**Advance Placement Test** dates at Essex High School

AP Psychology- May 7, 2018

AP English 12- May 9, 2018

AP Government- May 10, 2018

AP English 11- May 16 2018

AP Statistics- May 17, 2018

**ASVAB** (Armed Services Vocational Aptitude Battery)

Tentative dates are in November and April

### GRADES AND ASSESSMENTS

MARKING PERIOD	DISTRIBUTION OF INTERIMS	DISTRIBUTION OF REPORT CARDS
1	October 4	November 10
2	December 13	February 2
3	March 7	April 20
4	May 16	June 14

ASSESSMENT	DATE
Beginning of the Year Growth Assessment	September 5 – September 15, 2017
Critical Skills Assessment (CSA) 1	October 30 – November 3, 2017
Mid-Year Growth Assessment	December 13 – 20, 2017
CSA 2 and/or Mid Terms	January 22 – January 25, 2018
Writing SOL	March 13 – March 15, 2018
Writing SOL Make-Up	March 16, 2018
Critical Skills Assessment 3	April 9 – April 13, 2018
End of Year Growth Assessment	April 16 – May 7, 2018
Advanced Placement Exams	May 7 – 18, 2018
SOL Testing Window	May 17 – June 8, 2018
SOL Make-Up Tests	June 11 – June 14, 2018
Final Exams & SOL Expedited Retakes	June 11 – June 14, 2018

### TRANSCRIPT REQUESTS

A student and/or parent (if the student is under age 18) may request a transcript of a student's academic performance. Transcript requests must be in writing. Requests should be directed towards the registrar.

## STUDENT RECORDS

Student education or scholastic records are those records that are directly related to a student, and are maintained by Essex County Public Schools. The content of the education record will be limited to data needed by the school to assist the student in his or her personal, social, educational, and career development.

Essex County Public Schools shall provide parents and eligible students the following rights regarding inspection and review of the student's scholastic records:

- The right to inspect and review the scholastic records of their children. When a scholastic record pertains to more than one child, parents have the right to inspect and review, or be informed only on that part of the record or document that relates to their child. Eligible students also have a right to inspect and review their scholastic records. ***Essex County Public Schools must comply with a request to inspect or review a child's scholastic record within a reasonable time but not to exceed 45 days. Parent's and eligible students MUST submit a request to review scholastic records in writing to School Counseling & Career Services.***
- The right to inspect or review scholastic records of a child with a disability without unnecessary delay and before any meeting regarding an IEP, or any hearing as required by IDEIA (Individuals with Disabilities Education Improvement Act of 2004). The IDEIA also allows the parent to have a representative inspect and review the records.
- The right to (1) a hearing to challenge the content of scholastic records to insure they are not inaccurate, misleading, or otherwise in violation of the privacy rights of students, (2) the right to have an opportunity to correct or delete inaccurate, misleading, or otherwise inappropriate data, and (3) the right to insert a written explanation regarding the contents of the records.
- The right to annual public notice of parent rights and designated categories of directory information and a reasonable time, or during a time period not to exceed 45 days, to refuse to allow the release of directory information without prior consent.
- The right to copies of scholastic records if circumstances effectively prevent the parent or eligible student from exercising the right to inspect and review the student's scholastic records, e.g., parents who live outside of the school district or parents with a serious illness. In addition, parents are entitled to receive copies, upon request, of records that are disclosed to another school that their child is attending or plans to attend. Local education agencies may need to make copies of scholastic records available to allow inspection when scholastic records are electronically maintained.
- Essex County Public Schools is not required to provide parents and eligible students copies of their scholastic records. Essex County Public Schools are required to provide parents or eligible students the right to inspect and review scholastic records.
- IDEA requires Essex County Public Schools to provide parents and eligible students copies of their IEP and evaluation reports.
- The right to a response to reasonable requests for explanations and interpretations of the scholastic records.

## **Parents' and Eligible Students' Rights Relative to Student Scholastic Records**

It is the desire of Essex County Public Schools that you, as the student's parent, have a clear understanding of the content of your child's record, how the record is being handled, and your rights with regard to the record. A school counselor may be contacted via phone at (804) 443-4301 to view your child's scholastic record.

The content of the student's scholastic record includes data needed by the school to assist the student in his/her post high school placement. The following information will be maintained as part of the student's scholastic record:

- 1) Name and address of the student and parent or guardian
- 2) Date of birth
- 3) Scholastic work completed and level of achievement (grade, grade-point average, standardized achievement test scores)
- 4) Attendance data
- 5) Disciplinary data
- 6) Special aptitudes and interests including scores on standardized group ability, aptitude, and instruments
- 7) School and community activities and work experience (employment evaluation for students in cooperative vocational programs)
- 8) Record of employment counseling and placement
- 9) Health and physical fitness data, including immunization record, preschool physical examination report, and school physical examination report)
- 10) Program of studies plan
- 11) Results of Stanford 9, Stanford 10, Standards of Learning, and Literacy Testing
- 12) Social Security Number (unless waiver is granted)
- 13) Report Cards

In addition, potentially useful data is gathered for some students and classified as confidential. This data, when collected, is housed within the cumulative folder. Cumulative records and confidential records of a legal nature are housed at Essex High School. **Confidential data could consist of the following:**

1. Social history
2. Legal psychological and medical reports
3. Records of sensitive mental or physical problems
4. Verified reports of serious or recurrent behavior patterns
5. Required reports of evaluation for special education placement to include educational, physiological, psychological, and sociological assessments
6. Reports from juvenile court, social welfare, and other agencies
7. Case studies
8. Vocational assessment data
9. Individualized Education Plan (IEP) and report of annual review of placement
10. Permission for testing, placement, and release of information

11. Confidential interviews and/or recommendations
12. Records of referral
13. Summary of minutes of eligibility findings for special education students
14. Report of appeals

The principal of the school your child attends and/or professional personnel he/she designates are responsible for the collection of information, the recording, maintenance, and security of data, and access and control of dissemination of information from the records based upon the Essex County School Board policy. There is a periodic evaluation of the records by professional personnel and data no longer pertinent is removed. This is accomplished at the end of grade 12.

### **PARENTAL RIGHT TO INSPECT TEACHER CREDENTIALS**

Parents/Guardians have the right to request and inspect the teaching credentials of any and all teachers their child has for class during the school year. Such requests should be made in writing to the school administrator. These requests will be scheduled with the parent/guardian at a time that is agreed upon by both the administrator and the parent.

### **SPECIFIC STUDENT REGULATIONS**

#### **ACADEMIC DISHONESTY/PLAGIARISM**

Academic dishonesty will include cheating, plagiarism, forgery, and unethical computer use and will not be tolerated. Those students who are guilty of academic dishonesty will receive a zero (0) for the given assignment/test and a referral. This includes those who provide and those who receive the said materials/information. The student will not be allowed to make up the work. For consistency, the MLA definition of plagiarism will be used (copies of the MLA Handbook for Writers of Research Papers are in the high school library). See the Student Code of Conduct.

### **ACTIVITIES**

All students are expected to behave properly during after hour activities such as athletic contests, dances, etc. Improper behavior at activities will result in being restricted from attending these activities and may also result in suspension from school.

When school dismisses, all students must clear the premises unless they have an activity scheduled immediately after school. Students are required to leave the campus unless they are under the immediate supervision of a teacher or a coach that is approved by the school board. If a student has a practice that begins later in the day, for example 5:00 p.m., the student must leave school and return at 5:00 p.m.

## **ALTERNATIVE EDUCATION PROGRAM STUDENTS including ECPS PROGRAM**

Alternative Education students are not permitted to enter the EHS building at any time during the school day without documented permission of the school principal. This is also in effect for after school activities and includes using the restrooms. Students participating in the ECPS Alternative Education program may enter designated entrances during scheduled times. Students in the pilot program are not permitted to attend or participate in extra –curricular or after-school activities for the duration of the assigned alternative program.

### **ASSEMBLIES**

Instructional assemblies are held for the benefit of the student body as part of the educational program. Students are expected to conduct themselves in a manner that reflects good behavior and respect for participants in assembly programs. Students are to remain with their assigned classes and sit in assigned areas as required by teachers or the administration.

### **ATTENDANCE REGULATIONS**

**Virginia Code requires a minimum of 180 school days or 990 hours of instruction per year for all children under the age of 18. VDOE Regulations require 140 hours of instruction before a high school student becomes eligible for earning a Carnegie unit. For these reasons, all students are expected to attend school every day.**

The following regulations serve to encourage all students to have good attendance. The specific goal is for all students to be absent less than 5% during the school year.

1. All students are required to be present in each class every day. Students should not be absent from school except for medical emergencies.
2. A letter will be sent home after a student misses four (4) days of school. A parent conference will be required after a student misses six (6) days of school. A referral will be made to the truant officer after a student has missed eight (8) days. Subsequent absences may result in the truant officer filing charges with the court system.
3. Absences for extenuating circumstances will be reviewed on an individual basis by administration. Parents and students are encouraged to keep accurate records and documentation of all absences.
4. Students must be in class for 168 days in order to receive credit for each course. Attendance in each class is defined as a minimum of forty-five (45) minutes. Students who have an early dismissal or arrive after the beginning of first period class for reasons other than verified actions (doctor/court/funeral) will be counted absent from all classes missed.
5. Students who wish to appeal class failures for a semester due to attendance may submit an appeal for that semester to the Assistant Principal within 5 school days of the conclusion of the semester.
6. If a student has been absent, a note from home explaining the absence should be brought to the attendance staff worker in the main office before 8:10 a.m. The note will not excuse the absence unless it is a note from a doctor/dentist, a court official or document indicating a

death in the family. However, a parental note will provide information as to the nature of the absence and will help provide documentation later if the student needs to appeal a failure due to excessive absences.

7. In order to be excused for a planned absence, arrangements and approval must be secured with the administration prior to the absence.
8. To be counted as present for the purpose of receiving attendance awards and for participation in extracurricular and co-curricular activities, a student must spend at minimum three (3) periods of the day in school. Students present at any time during the day will be counted present for state attendance reports.
9. No early dismissals (EDs) shall be given unless students provide proper documentation of doctor's appointment, emergencies, or family obligations. Students receiving EDs without proper documentation will be counted absent from that class period.

Students may arrive to school no earlier than 7:45 a.m., unless prior arrangements have been made by faculty or staff. Upon arrival on school property, students must enter the school building promptly and not linger outside the building. Students may not leave school grounds without approval of the principal.

**NOTE TO PARENTS:** Students are not allowed to stay on school property after the end of the school day without **direct supervision**. Since bus transportation is provided, waiting for a ride is not an acceptable reason for remaining at school after hours.

### **PERFECT ATTENDANCE**

To achieve the highly valued Perfect Attendance Award, a student must be present in all classes every day for the entire school year except for approved field trips, in-school activities and college days. Students who miss one or more classes due to tardiness or leaving early may not qualify.

Students are required to attend all scheduled classes. Students must report on time. This is necessary for orderly presentation of class material and is a habit necessary for the workplace and expected by employers. They may not leave school grounds without being signed out by a parent, in person, through the office. Any student out of class must have a hall pass signed by a teacher listing the student's name, date, time released from class, and destination.

### **TARDINESS**

Students arriving at school after 8:10 are considered tardy to school and will be checked in by the attendance clerk in the main office. Students who arrive to class after the late bell for that class period are also considered tardy to class and will be marked as such by the classroom teacher.

The following are protocols if a student is tardy to a class period:

1. On the 1<sup>st</sup> tardy to class, the teacher will warn the student he/she is tardy to class and document the tardiness on the Student Incident Report.

2. On the 2<sup>nd</sup> tardy to class, the teacher will warn the student he/she is tardy to class, and document the tardiness on the Student Incident Report **and** document contact with the parent/guardian.
3. On the 3<sup>rd</sup> and subsequent tardy to class, the teacher will document the tardiness on Student Incident Report and follow PBIS protocol.

Consequences for tardiness to class are as outlined in the Code of Student Conduct

### **EARLY DISMISSAL FROM SCHOOL**

Early dismissals are discouraged as much as absenteeism (see attendance section). Parents are encouraged to make appointments outside of school hours.

A student needing to leave for reasons such as illness, medical appointment, court appearance, funeral, and other extenuating circumstances must be signed out by a parent, legal guardian, or adult listed as an emergency contact. Parents/Guardians may be required to present a valid identification.

### **EXCUSED ABSENCE DEFINITION**

An excused absence is defined as a documented absence that is verified with a written note from a professional office including medical, dental, orthodontic, legal appointment, court appearance, specialized counselor, etc. Documentation for a funeral service will be considered an excused absence.

### **ATHLETICS**

Please see the EHS Athletic handbook for specific guidelines and policies regarding athletic programs. The following athletic teams are available to students who meet eligibility requirements:

Football	Sideline Cheer	Competition Cheer	Volleyball
Cross Country	Girls Basketball	Boys Basketball	Wrestling
Academic Team	Boys Soccer	Girls Soccer	Girls Tennis
Softball	Baseball	Track and Field	Golf
Theatre Festival			

### **BELL SCHEDULE**



Breakfast	7:50-8:02		
AM Warning Bell	8:02		
Tardy Bell	8:10		
Block 1	8:10-9:47		
Block 2	9:51-11:28		
Block 3 & Lunch	Lunch	Class	
	A	11:28-12:03	12:03-1:34
	B	12:18 -12:53	11:32-12:18; 12:53 -1:34
	C	1:05 -1:34	11:32-1:05
Block 4	1:38-3:15		
Dismissal	3:15		

Regular school hours for students are 8:10 am — 3:15 pm

### **CAFETERIA**

This school participates in a Federal breakfast and lunch program. The implementation requirements of this program involves both identification of those students who are eligible for free and reduced meals and the establishment of a system for collecting money that does not unduly single out students who are receiving free or reduced meals.

At the beginning of the school year, eligibility will be based on the previous year's eligibility list. Questionnaires will be sent home to be completed by the parents. When these questionnaires are returned, they will be turned into the office in order to determine eligibility for this school year. Subsequently, a roster will be prepared based upon this year's student eligibility.

**ALL STUDENTS MAY EAT BREAKFAST FREE OF CHARGE EVERYDAY.**

### **CELL PHONES, LASER POINTERS, ELECTRONIC EQUIPMENT**

Cell phones are permitted in school but must be turned off and kept away during the instructional day. All electronic devices/phones must be turned off and out of sight in the hallways, classroom, etc. until the end of the school day. Students may use their electronic devices in the Commons area only – breakfast and lunch. Violations will be documented on the Student Incident Report with a referral to the PBIS Team on the 3<sup>rd</sup> infraction. Camera's, iPods, iPads, MP3 players, electronic watches and laptops are considered electronic devices. Consistent violations may result in disciplinary action, unless authorized for instructional use by the classroom teacher via lesson plans.

Electronic recording devices are prohibited unless approved by the administration. Violation will result in confiscation of the item and possible disciplinary action.

## **CLASS ASSIGNMENTS/MISSED WORK**

Students are responsible for completing all missed work. The student must assume responsibility for meeting with each teacher and arranging times for the completion of work missed due to being absent. While teachers should permit 1-day make-up time per class period missed, the right to make-up work will be lost after 3 class periods of the child's return to school date if no effort is made by the student to request work. ISS students are assigned work by their classroom teacher that day. OSS students are encouraged to see their teachers prior to OSS but absolutely must see their teacher the day of their return. All students are encouraged to utilize PowerSchool and classmates when it is necessary to miss classes.

## **CLOSING OF SCHOOL**

When it becomes necessary to close school during the instructional day, media stations will be asked to announce school closings for Essex Public Schools. Do not call the radio/TV stations, the school or the school board office. The School Messenger system will be utilized to notify parents/guardians of the closing. In addition, the information will be given publicly through the radio and TV stations. If you have not heard an announcement of school closing on or before 6:45 a.m. on the day in question, you can assume school will be open. The central office staff will make every attempt to notify the media outlets between 6:10 and 6:30 a.m. whenever inclement weather occurs. Parents and guardians are requested to have inclement weather or emergency school closing plans in place for each child in school. When school is closed due to inclement weather, ALL activities, both academic and athletic, are cancelled for the day and evening.

## **CLUBS & ORGANIZATIONS**

The following organizations are available to students:

National Honor Society	Student Government	Key Club
FCCLA	FBLA	Class Officers
Drama Club	Step Team	

Clubs are sponsored by faculty members. New clubs and student organizations can be offered based on student interest and available faculty sponsors.

## **DANCES**

All guests are subject to the approval of the administrator. Guests must be under the age of 21. Students must remain in the building until the dance is over unless parental consent is given for the student to leave early. Dress appropriate to the occasion will be required. The use or possession of alcoholic beverages, drugs, or tobacco on school property and/or at any school function is prohibited. No front to back dancing or sexually explicit dancing will be tolerated. Guest approval forms will be required, prior to a dance, of all guests who are not Essex High

School students.

## DETENTION

Detention is considered a valid consequence for inappropriate actions that disrupt student learning. Teachers may assign their own detention to be served before or after school hours. Detention is served with the assigning teacher, unless specific accommodations have been arranged. Athletic events and other extracurricular activities are not considered a valid excuse for missing detention. Work and other out-of-school activities are not considered valid excuses for missing detention. This policy applies to teacher assigned and office assigned detentions.

## DISCIPLINE CODE

Each student will receive a copy of the Essex County Public Schools Student Code of Conduct. A digital copy of the Parent Student Handbook is available on the Essex County Public School's website. It is imperative that he/she read the Code of Conduct carefully in order to understand the rules and regulations that govern student life at EHS. The Student Code of Conduct, as well as additional rules and regulations, will be discussed during school orientation sessions. **Students will be expected to know, understand, and follow these written rules and regulations.**

## DRESS CODE

Students are expected to dress in a manner consistent with recognition that they have and the responsibility to help foster a learning environment promoting health and safety, respect, pride, cohesiveness, as well as, a positive regard for discipline and authority. The dress of students reflects the general climate of a school. ***Any clothing that interferes with or disrupts the educational environment is prohibited.***

The administration of every school has the authority to notify students and parents of modifications to the dress code for spirit days and other school celebrations, as particular items pose a disruption, or as other circumstances warrant.

This policy is intended to constitute the minimum expectation for student attire throughout the school division. See Code of Conduct for specific details.

## EXAMS

Each student, with the exception of those who are exempt, is required to take, critical skills assessments, SOL assessments, mid-term examinations and/or final examinations based on the division assessment calendar. Mid-term examinations will occur at the end of the first semester. Final examinations will occur at the end of the second semester. Critical Skills assessments are given to students at the end of the 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> grading periods. Specific courses require students to take SOL assessments at the conclusion of the course.

Students are not to be allowed to leave the examination room until the end of the examination period unless it is an extreme emergency.

### **ABSENCE DURING EXAMINATIONS**

Each absentee must have authorization from an administrator before an examination can be administered as a make-up. The only excuses permitted will be of an emergency nature as determined by the principal/assistant principal.

### **EXEMPTIONS FOR FINAL EXAMINATIONS ALL GRADES**

Students taking SOL classes or classes with Industry Certifications, such as WISE, will be provided the opportunity to be exempt from final exams if they pass the SOL assessment and the class.

### **SENIOR FINAL EXAM EXEMPTIONS**

A final exam exemption will be granted on an individual class basis. A student who meets the exemption criteria may take an exam, if desired. To qualify for consideration for an exam exemption, a senior must meet the following criteria:

1. Have an “A” average for each nine weeks during the entire school year.
2. Any verified class cutting will automatically exclude a student from exemption.
3. Have had no more than 4 unexcused absences from a class.

### **FEES**

Student fees are charged each year for the following:

DRIVER EDUCATION (must be paid before in-car training)	190.00
SCHOOL LUNCH	2.40
REDUCED LUNCH	.40
ADULT LUNCH	3.20
SCHOOL BREAKFAST	FREE
ADULT BREAKFAST	2.00
PARKING PERMITS	5.00
FBLA DUES	20.00
FCCLA DUES	15.00
NATIONAL HONOR SOCIETY DUES	10.00
CLASS DUES - 9 <sup>TH</sup> GRADE.....	3.00
10 <sup>TH</sup> GRADE.....	5.00
11 <sup>TH</sup> GRADE.....	10.00
12 <sup>TH</sup> GRADE.....	20.00

Fees may be paid in the Main Office beginning on Open House Day.

## **FIRE EVACUATION PROCEDURES**

State law and school board regulations require monthly drills. Students should follow the fire exit chart and quietly and orderly leave the building at the signal. Safe and orderly evacuation depends on the diligence of each student in this manner. All students are to be taken a safe distance from the building and remain in orderly fashion until the bell rings for re-entry to the school.

Other emergency drills will occur throughout the school year. Cooperation is expected during drills and emergency or crisis situations.

## **FOOD AND DRINK**

Food and drink are not allowed in any classroom. Food and drinks will be consumed in the cafeteria only. Students are allowed to carry a closed top water bottle for hydration throughout the day.

## **GIFTED AND TALENTED EDUCATION**

Students may be referred for gifted and talented education assessment and identification by professional staff, parent/guardian nomination, or student self-nomination. Referrals are accepted throughout the school year. Referral forms are available through the guidance office at each school. Referrals are acted upon by the division committee during October and February of each school year.

Parental/guardian permission to evaluate students will be requested on receipt of a referral. The process will begin upon receipt of parental/guardian permission. Students are given some formal and informal assessments, including an achievement test, an ability test, a writing sample, and two measures of creativity. Scholastic achievement data and additional teacher and parent/guardian input are also gathered. Different assessments are administered for talented identification. Upon completion of the assessments, the Identification/Placement Committee convenes. Essex County Public Schools apply the criteria for the identification and placement of gifted and talented students uniformly without regard to gender, race, religion, handicapping conditions, or national origin. Parents/guardians are invited to a meeting to review the assessment results and the committee's decision. There is an appeals process if parents/guardians disagree with the committee's decision.

Identified gifted and talented students and other high achieving and high ability students have opportunities for accelerated and advanced learning. Please contact your student's guidance counselor and/or the instructional coordinator for gifted and talented education if you have any questions or concerns about appropriate learning opportunities for your student in Essex High School.

## **GRADING PROCEDURE/POLICIES**

The Essex County Public Schools operates on a nine-week grade reporting system for all students. Students will receive report cards four (4) times during the school year. Progress or interim reports will be sent home five (5) weeks into each grading period. Please refer to the school calendar for specific dates. The Parent Portal is available for parents/guardians/students to monitor grades and attendance. A user id and password is available through the school office.

## **GRADING SCALE**

Essex County School Board adopted grade scale is as follows:

<b>Class Grade</b>	<b>Letter Grade</b>	<b>Standard GPA Conversion</b>	<b>Weighted GPA Conversion*</b>
90-100	A	4.0	5.0
80-89	B	3.0	4.0
70-79	C	2.0	3.0
60-69	D	1.0	2.0
59 and below	F	0	0

\*Only Advanced Placement and Dual Enrollment courses shall be weighted.

## **HOMEWORK**

Homework is an essential part of the instructional program at Essex High School. Such work serves several purposes - to reinforce classwork, to extend learning time, to strengthen skills and to provide enrichment. In addition, there are some long term benefits as homework contributes to the development of organizational and study skills, self-discipline, a sense of responsibility and problem-solving abilities.

To develop these benefits, a commitment to homework must be made by the faculty, parents and students. The school staff should construct assignments that contribute to the instructional program and are appropriate in quantity and length to the various needs, abilities and ages of the students. The parents' primary role is supportive of student efforts. Parents should encourage a conscientious and positive attitude by students toward homework. Students need to undertake homework as a learning experience, as an extension of classroom instruction and as an important part of their education.

### **When completing homework, students should:**

1. Be responsible for its completion with regard to the specified guidelines.
2. Work together and individually based on the purpose of the assignment.
3. See that homework gets returned to school and available for use upon arrival to class.
4. Students should make sure they understand assignments. Always check with teachers for clarification. Every attempt should be made to do the work. If the work is not understood, try to form questions to ask at the next class meeting.
5. Students should schedule study time so that projects and long-term assignments are completed over a period of time. This promotes the accomplishment of quality work.
6. Students are responsible for contacting teachers to make-up assignments missed due to illness.

### **To support the completion of homework, parents should:**

1. Provide an environment at home that promotes good study habits.
2. Make provisions for students to have access to basic resources.
3. Provide access to a quiet area with proper lighting reserved for homework purposes.
4. Assist students setting proper priorities for the many distractions that can interfere with homework, such as employment, sports, entertainment and social activities.
5. Communicate with their child's teachers if they believe their child does not understand homework assignments.
6. Be aware of what is assigned for homework and check for completion.
7. Encourage their children to keep a list of assignments in their agenda.

## **IN-SCHOOL SUSPENSION PROGRAM**

ISS is an ALTERNATIVE to Out-of-School Suspension. ISS is a consequence where the student is isolated from his/her fellow students for a period of instructional time during the school day. The student is not considered absent from school. The student will complete assignments while in ISS. The student will also be permitted to complete quizzes and/or tests which are being administered that day during his/her regular classes. The student is responsible for getting make-up work before leaving school for the day. Work that is due on the day of ISS must also be submitted before the student leaves for the day.

Absences to ISS may result in additional time assigned or more severe disciplinary actions being assigned. A student will normally be assigned to ISS for the same offense no more than three times. Continued violation of the school rule will lead to out-of-school suspension, parent conference, and other disciplinary actions.

## **INSURANCE**

Parents are encouraged to provide medical insurance for their children. In the event this is not possible, each pupil is strongly urged to participate in the optional school insurance program. Several options for insurance are available at minimal cost. Catastrophic insurance is provided by the school that covers athletics, field trips and other activities sponsored by the school. This policy has a \$25,000 deductible, so we recommend purchase of one of the optional insurance plans if you do not have family health insurance.

You may receive more information and applications for these programs early in the school year. If your child has not brought this information home by the end of the first week and you are interested, please contact the school immediately.

## **LIBRARY/MEDIA CENTER**

The library/media center is provided for all administrators, teachers, staff, and students for interest and information with emphasis on user needs and continued educational growth. It is intended to enrich and supplement learning at all levels. Keep in mind there is a wealth of written information and materials in all subjects. These include books, magazines, atlases, videos, DVDs, audio-tapes, audiovisual equipment and reference resources. Some resources are available in an on-line, electronic format.



1. The library will be open from 7:50 a.m. until 3:30 p.m. for any student accompanied by a teacher or having a teacher pass. The library is used for research and study, not as a social hall.
2. All agendas must be shown upon entry into the library by giving them to the librarian. Only one student per agenda will be allowed, and students are to remain in the library for the entire period unless specified by the teacher.
3. Students will conduct themselves in a business-like manner, being considerate of others, at all times while in the library. Violation may result in a student's forfeiture of library privileges.
4. All library materials are to be checked out at the main desk. Materials can be checked out for a two-week period of time with renewal. However, reference materials can be checked out overnight. Return all materials promptly so other students can use them. There is a fine of five cents per day for non-reference materials. All overdue and lost books must be cleared by the end of each semester.
5. Students may be checked for library books and materials upon leaving the library.
6. All library materials that are not returned for any reason or are damaged after being checked out by a student must be paid for by that student.
7. No food, candy or drinks are allowed in the library.
8. Bar Code labels missing from returned library books will cost the returnee \$2.00

### **LOCKERS**

Lockers are available for all students. Locker assignments are made once a student has returned all required back to school paperwork. The P.E. Department assigns gym lockers. Hall lockers are assigned through first block classes. It will be the responsibility of all students to take care of their locker and see that nothing is pasted or glued on it. Students should NOT give their locker combinations to anyone. Students should make sure that their lockers are empty on the last day of school. Material left in the locker after the last day of school will be removed and disposed. Lockers remain the property of Essex County Public Schools and may be inspected at any time.

### **MEDICATIONS**

Students are not permitted to carry any medications, drugs, or controlled substances with them while they are on school grounds. If it is necessary for a student to take medication during the school day, such medication is to be kept in the clinic with written permissions from the parent/guardian and specific instructions from the parent and/or physician. Please limit medications to those that are absolutely necessary during the school day. Medication must be in the original container. Medications will be dispensed by the school nurse or designee. Medication Administration forms can be picked up at the office.

### **MOTOR VEHICLES**

Student parking at EHS requires registering of a student's vehicle. Students wishing to drive to school and park on school property must purchase a parking pass. A parking pass may be purchased in the main office. The pass must be displayed from the rear view mirror. Students

are not to visit, sit in, or operate motor vehicles during the school day, except to leave the premises. Once a student arrives at school, the vehicle is to be parked and locked. Loud music is not to be played on or near school property. Operating a motor vehicle on school property is a privilege and failure to observe all regulations and common courtesies will result in the loss of this privilege. Vehicles may be randomly searched at any time by administrators or police officers. The student owner/driver of the vehicle is responsible for its contents. Parking areas are assigned and students must use the assigned area only.

### **NATIONAL HONOR SOCIETY MEMBERSHIP**

Membership in the National Honor Society is a privilege bestowed upon students by the faculty rather than a right earned by students. Each member of the sophomore, junior or senior class who has met the scholastic standing, a cumulative grade point average of 3.2, and meets the criteria of the society as listed below, is eligible for membership. Sophomores must be in their second semester prior to membership application completion.

Candidates for membership must exhibit positive evidence of meeting at least two requirements in the areas of leadership and service and at least three requirements in the area of character.

#### **LEADERSHIP**

1. Has held elective position in school clubs, activities, sports or classes;
2. Has assumed leadership in community activities;
3. Has assumed a leadership role in the classroom by exemplifying positive attitudes and inspiring positive behavior in others;
4. Must be thoroughly dependable in any responsibility accepted.

#### **SERVICE**

1. Participated voluntarily in one or more service activity such as a church group or family aid to disadvantaged or aged;
2. Is courteous to visitors, teachers and students;
3. Is willing to uphold scholarship standards and maintain loyal school attitude;
4. Cheerfully and enthusiastically renders any requested service to the school and is willing to represent class or school in interclass or interscholastic competition.

#### **CHARACTER**

1. Constantly exemplifies desirable qualities of personality (cheerfulness, friendliness, poise, stability) and upholds principles of morality and ethics;
2. Manifests truthfulness in all areas of life;
3. Cooperates by complying with school rules and regulations concerning property, programs, office, halls, attendance and behavior.
4. Demonstrates the highest standards of honesty and reliability.
5. Actively helps to rid school of bad influences and environment.

#### **SCHOLARSHIP**

1. Juniors & seniors must have a cumulative grade point average of 3.0 or higher.

2. For the sophomore & freshman class, they will need a cumulative grade point average of 3.2 or higher.

## NETWORK ACCEPTABLE USE AND RESPONSIBILITY

Students and parents are required to sign and abide by the ECPS Acceptable Computer Use agreement each school year.

### **Computer System Use-Terms and Conditions:**

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

2. **Privilege.** The use of the Division's computer system is a privilege, not a right.

3. **Unacceptable Use.** Each user is responsible for his or her actions on the computer system.

Prohibited conduct includes but is not limited to:

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

## NEWS RELEASE PROCEDURES

The following are procedures used by the school in releasing any type of news or information regarding students:

1. In accordance with local, state, and federal policies on release of student records, Freedom of Information Act, and the Family Rights and Privacy Act, no personal or confidential information concerning students will be released without written consent of the parents or guardians.
2. A student's academic achievements, honors, awards, athletic and co-curricular recognition may be published unless a parent specifically requests otherwise. Parents are requested to notify the school principal in writing, prior to October 1<sup>st</sup>, if they do not want their child's achievements to be published during that year.

All news releases, publications and feature stories involving school programs and students will be approved for release by the school principal or his designee or the superintendent, prior to publication.

## **OUT-OF-SCHOOL SUSPENSION**

Make up work will only be given if the student makes the request. Parents of suspended students will be notified and asked to return to school with their son/daughter when the student is allowed to return to school. A suspended student is not allowed on school grounds or at school activities for the duration of the suspension.

## **PARENT-TEACHER CONFERENCES**

Parent-Teacher Conferences are a most effective means of establishing and maintaining close cooperation between the home and the school. Dates during the school year have been selected for Parent-Teacher conferences (please check the school calendar for dates). Additional conferences can be scheduled either through the teacher or the school office.

## **PERSONAL PROPERTY**

Students are expected to look after their own possessions. The administration will make every effort to protect, and in the case of loss, recover belongings, but cannot be held responsible.

## **PROM**

The high school prom is designated as a Junior-Senior Prom. A sophomore or freshman underclassman may attend if invited by an upperclassman. All prom guests must be approved by the principal in advance. Each junior or senior may invite only one guest, who is to be his or her date for the prom. All rules listed under “Dances” apply.

## **PTSO—PARENT TEACHER STUDENT ORGANIZATION**

Essex County Public Schools is fortunate to have an active PTSO at each school that supports our many efforts and activities through both volunteerism and financial contribution. All parents, grandparents, aunts, uncles, guardians, and others who have an interest in the school are encouraged to join the PTSO, as it is an investment in the future of our children.

## **SCHOOL SECURITY**

The school building is not to be entered by any student or visitor when no school officials are present. This is trespassing. Students needing to return to the building during non-school time should check with a school official to get permission to enter for legitimate business.

Classroom doors are to remain locked when not occupied.

## **STUDENT AGENDA**

Students must attend every assigned class period. To leave the class, the student must have his or her agenda signed by the teacher of the class or the designated EHS Hall Pass. It is solely up to the teacher to decide if a student is permitted to leave a class. If a student is outside of a classroom, the student must have a signed agenda or EHS Pass complete with destination, date, time, and teacher initials.

## **STUDENT PICTURES**

We will offer to parents the opportunity to purchase pictures of their child. Each fall, individual student pictures are taken. Digital pictures of students are included in the student database. Throughout the school year, casual pictures are taken and published in the school yearbook.

## **SUBSTANCE ABUSE**

Any student who is guilty of possession/use of alcohol, tobacco, and/or illegal drugs may be enrolled in an intervention/rehabilitation program as a component of a consequence required by the school or division discipline committee. Failure to complete this program could result additional consequences. (Refer also to the Code of Student Conduct).

## **SUMMER SCHOOL**

Summer school is typically offered for core academic courses. Offerings are subject to change according to need and teacher availability. Students may also attend summer school sessions at the Northern Neck Technical Center at the parent/guardian's expense. Summer school activities may be required for some students to remediate for SOL assessments or to repeat an academic class.

## **TELEPHONE**

The office phone will be used for medical emergencies or in the event of sports schedule changes. Lack of preparedness—including but not limited to forgotten homework, equipment, etc.—is not considered an emergency and the use of the phone will not be granted.

## **TEXTBOOKS**

At the beginning of each school year, textbooks are issued **free** of charge. Students should write their names in their books if their teachers have not already done so. If a book is lost or destroyed for any reason, it must be replaced at student expense.

At the end of each school year, textbooks will be collected and assessed by the teacher for changes in condition. Appropriate fines will be levied to compensate for damages.

## TRANSPORTATION

All regulations applying to students on school grounds and at school sponsored activities also apply to students traveling to and from school and to school events on school provided transportation. Essex County Public Schools provides transportation to students as a privilege. All students are urged to avoid unnecessary driving and are encouraged to ride the school bus. Parents are responsible for the safety and transportation of any student who does not use the school transportation service. Inappropriate behavior will result in the loss of this privilege and/or additional disciplinary action.

### MEETING THE BUS

1. Arrive at your bus stop 5 minutes prior to the time on the bus schedule. Drivers have been instructed not to wait for any late arrivals and not to pick up students at points other than their assigned stops. (During the first week of school, the Director of Transportation may be making adjustments to the bus routes.)
2. Always walk facing the traffic if you have to walk to a bus stop.
3. Do not play in the roadway, stand or place books and other articles in or near the roadway.
4. Wait until the bus comes to a complete stop before boarding the bus.

### DEPARTING THE BUS

1. Remain seated until the bus comes to a complete stop.
2. Leave the bus in an orderly manner and do not stop or stand near the sides or rear of the bus.

### PROVISIONS FOR TRANSPORTING STUDENTS FROM AFTER SCHOOL PROGRAMS

Afternoon activity buses (tutorial buses, etc.) may be operated several days per week during late evening hours and sometimes after dark. Please use extreme caution when exiting the bus at your assigned bus stop.

### SUSPENSION OF BUS PRIVILEGES

Consistent or flagrant violation of regulations pertaining to student conduct on school buses may result in the temporary or permanent suspension of bus privileges for infractions of those regulations.

**Students with a bus pass to ride a bus to a bus stop different from the bus stop at which they were picked up can ride only if there is a seat available on that bus.**

**Parents who board the school bus to make a complaint are in violation of Section 18.2 of the Code of Virginia. Your cooperation will be appreciated.**

## **TREATMENT OF SUBSTITUTE TEACHERS, PARAPROFESSIONALS, VOLUNTEERS AND STAFF**

Essex High School is fortunate to have caring people to substitute for teachers when necessary. These people are important school visitors providing an important service to our schools. Students should impress these people by staying on the teacher assigned tasks, being polite, helpful, and considerate.

### **TRUANCY**

Students who are chronically absent from school may be denied access to field trips and other school activities. Truant students will be prosecuted in a court of law.

### **TUTORING**

Tutoring is available by mutual agreement between the student and teacher. ECPS offers a structured tutoring program for core academic courses beginning in the second quarter. Specific announcements will be posted prior to the start of the program. Students may be required to participate in in-school or after-school remediation program.

### **VISITORS**

All visitors during the instructional day **must** report to the main office upon entering the school to sign in and obtain a visitors pass. Visitors will not be allowed to interrupt the instructional day. Requests for visitation should be made to the administration prior to the date of the anticipated visit. Visitors should be prepared to provide photo identification upon entering the school building. Student visitors (non-EHS school aged students) will not be permitted to attend classes

## **ANNUAL NOTICES OF SURVEY, RECORDS, CURRICULUM, PRIVACY, AND RELATED RIGHTS AND OPT-OUT FORMS AND EXPLANATIONS**

The Family Educational Rights and Privacy Act (FERPA), 20 USC §1232g, 34 CFR Part 99; Protection of Pupil Rights Amendment, 20 USC §1232h, 34 CFR Part 98; Elementary and Secondary Education Act, 20 USC §§7165, 7908, and 10 USC § 503 provide certain notice, inspection, and participation rights to parents, students who are over age 18, and emancipated minors. This packet provides you with information about those rights. It also includes opt-out forms which you should submit to your student's school if you do not want your student to participate in a given activity. **If you have no objection to the activities described in this area, do not sign or submit any of the forms.**

**CONSENT TO SURVEYS:** You have the right to consent before your student participates in any federally-funded survey asking about any of the following: political affiliation or belief of the student or parent; mental or psychological problems of the student or family; sexual behavior



or attitudes; illegal, antisocial, self-incriminating or demeaning behavior; critical appraisals of others with whom student has close family relationships; legally privileged or analogous relationships such as those with lawyers, physicians, and ministers; religious practices, affiliations or beliefs of student or parent; and income (other than required to determine program eligibility).

**SURVEY INSPECTION AND OPT-OUT RIGHTS:** You have the right to inspect any survey dealing with the above topics, regardless of funding source, and to opt your student out of participation. You also may inspect instructional materials used in connection with such surveys.

**INSPECTION OF EDUCATIONAL MATERIALS:** You have the right to inspect any instructional material used as part of the educational curriculum.

**INSPECTION OF STUDENT RECORDS:** You have the right to inspect and copy all records relating to your student within 45 days of the school's receipt of your request. You should submit a written request, identifying the records you wish to inspect, to your student's school counselor. The counselor will notify you of the time and place where records may be inspected. You may be charged a fee if you request copies.

**AMENDMENT OF STUDENT RECORDS:** You have the right to request an amendment of any educational records that you believe are inaccurate or misleading. You should write the school principal, clearly identify the part of the record you wish to have changed, and specify why it is inaccurate or misleading. If ECPS decides not to amend the record as requested, ECPS will notify you, advise you of your right to a hearing regarding the amendment request, and provide additional information regarding the hearing procedures.

**EDUCATIONAL RECORDS CONSENT:** You have the right to consent before ECPS discloses personally identifiable information from your student's education records, unless federal law specifically authorizes release without consent. Consent is not required for disclosures to school officials with a legitimate educational interest. A school official is a person employed by ECPS as an administrator, supervisor, instructor, or support staff member (including health or medical staff); the School Board; a person or company with whom ECPS has contracted to perform a specific task (such as an attorney, auditor, medical consultant, or therapist), or a parent, student, or other committee members serving on an official committee, such as a child study, IEP for Special Education, Gifted & Talented, a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. "Legitimate interest" means the need to review the record in order to fulfill a professional responsibility. Consent also is not required to release education records to officials of another school district if your student seeks or intends to enroll there. ECPS forwards such records on the request of the other school district.

**DIRECTORY INFORMATION:** Another exception to the requirement that parents' consent to disclosure of their student's records is "directory information." "Directory information" is routine information that is generally not considered harmful to disclose. Consequently, this kind

of information may be included in school publications and disclosed to outside organizations without the parent's prior written consent – unless the parent has opted out of such disclosure. ECPS defines “directory information” as:

- Name
- Participation in officially recognized activities and sports
- Height and weight, if a member of an athletic team
- Dates of attendance
- Awards and honors
- School and grade
- Photographs and other images
- Address and phone number (for limited purposes only – see below)

Examples of circumstances in which directory information is disclosed to the public include:

- School yearbooks
- Team rosters and class lists
- Graduation, theater, athletic, and music programs
- Videos of performances, school activities, and athletic events
- Articles about school activities and athletic events
- Lists of those receiving honors, awards, and scholarships

**COMPREHENSIVE OPT OUT–RELEASE OF DIRECTORY INFORMATION:** The types of publications listed above will be available to anyone within the ECPS community and to the general public (including the press) unless you opt out. If you opt out, however, your student's name and photograph will not appear in the school yearbook or in other school-produced publications available to the public. You may prohibit public disclosure of any “directory information” about your student by completing the opt-out form. Signing this form will result in the complete exclusion of your student from school publications available to the public; from all ECPS-sponsored photographs, video productions, and related activities; and from all student directories.

**IMPORTANT:** If you want your student to be included in school publications, but excluded from student directories and/or ECPS photographic productions, you should sign one or both “Limited Directory Information Opt-Out” form, which are described below. This form is available in the school office.

**Limited Opt Out— Release of Directory Information (Photographic Productions and Other Publicity)**

ECPS produces and participates in television, videotape, motion picture, audio recordings, and still photograph productions that may use your student's name, likeness, or voice. Such productions may be sold or used for educational purposes, and may be copyrighted, edited, and distributed by ECPS.

**Limited Opt Out – Release of Directory Information (Student Directories and School-Related Organizations)**

Student addresses and phone numbers also are directory information, but ECPS will not release

them to the press or general public. Disclosures of addresses and phone numbers will be made only for school-related activities (such as PTAs, booster clubs, and volunteer activities), and to county agencies. Student addresses and phone numbers are most frequently used in student directories. You may exclude your student's name, address, and phone number from your school's student directory by completing the opt-out form.

### **OTHER STUDENT RECORDS INFORMATION**

ECPS destroys the records of each student with disabilities who has been enrolled in a special education program five years after the student leaves school, graduates, or reaches age 22, whichever comes first. Parents should be aware that information from the record could be needed by the child or the parents for Social Security or other benefits.

All student information other than that described above will be released only in accordance with the provisions of FERPA and Regulation 2701.3P.

### **COMMERCIAL USE OF STUDENT INFORMATION**

You have the right to opt your student out of any collection of personal information, if that information will be marketed or sold by ECPS, or if ECPS collects it for others to sell.

### **MILITARY RECRUITERS**

Federal law requires secondary schools to release the names, addresses, and telephone numbers of secondary school students to military recruiters who request that information. You or the student (even if the student is not 18 or emancipated) may withhold this information from military recruiters by completing the opt-out form.

### **PROSECUTION OF JUVENILES AS ADULTS**

Juveniles charged/prosecuted as adults by the Commonwealth Attorney may be subject to school disciplinary actions under school board policy JFCL.

### **YOUTH RISK BEHAVIOR SURVEYS**

Students may be selected to participate in student health risk behavior surveys during the school year. Notice to parents will be conducted in writing in advance and will allow parents to choose to opt-out of such surveys.

### **SCHOOL COUNSELING AND CAREER SERVICES**

You have the right to withdraw your student from academic or career guidance provided by the school, personal-social counseling provided by the school, or both. The school counseling program is part of the comprehensive education provided to all students and focuses on teaching positive approaches toward school and learning and the knowledge and skills for life and employment. It includes:

- Academic guidance, which helps students and their parents learn about required curriculum and testing and choose appropriate courses leading to graduation and a transition to college, career, and other educational opportunities; and

- Career guidance, which helps students acquire information and skills in order to plan for work, jobs, apprenticeships, and postsecondary education and career opportunities.

The counseling program helps students develop an understanding of themselves and of the rights and needs of others; learn to resolve conflicts; and set individual goals reflecting their interests, abilities, and aptitudes. Personal-social counseling may be provided in groups (e.g., all fifth graders) in which general issues of social development are addressed (e.g., peer relationships) or in structured individual or small group multi-session counseling that focuses on the specific concerns of the participant(s) (e.g., social skills, grief, or anger management).

Participation in short-term personal-social counseling of an individual or small-group nature requires written parental consent. The principal may permit such counseling of a specific nature without parental consent if the principal believes the student would benefit from such counseling, but only after the student's parents fail to respond either affirmatively or negatively to reasonable written requests for consent. Parental consent is not required for short-term personal-social counseling and/or crisis intervention that is needed to maintain order, discipline, or a productive learning environment.

You may excuse your child from academic or career guidance or from personal-social counseling at any time by notifying the school. An opt-out request will remain in effect from the day received by the school throughout the student's K-12 career in ECPS, unless the opt-out request is rescinded by the parents in writing. Parents who elect to have their child excused from academic or career guidance shall have sole responsibility to ensure that all academic and graduation requirements are fulfilled.

### **PARENTAL RIGHT TO VIEW SCHOOL REPORT CARD**

Parents have the right to access to the annual state school report card published for each school in Virginia. The school report card can be accessed at the Virginia Department of Education website at <https://p1pe.doe.virginia.gov/reportcard/>. Parents without internet access may view the report card at their student's school. Requests can be made through the Principal in the school's Main Office.

**COMPLAINTS:** If you have a complaint regarding any of the above rights, you may contact the school principal. In addition, if you believe that your rights in regard to surveys, educational materials, commercial use of information, physical examinations, military recruiters, inspection or amendment of student records, directory information, or privacy of student records have been violated, you may file a complaint with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington D.C. 20202-4605

### **EATING DISORDER AWARENESS**

Eating Disorders can be dangerous to the health of any child. Parents can locate specific information through the VA Department of Education at [www.doe.virginia.gov/support/health/medical/index.shtml](http://www.doe.virginia.gov/support/health/medical/index.shtml). The document is titled "Eating Disorders in the Public School Setting."

### **EMERGENCY/CRISIS PROCEDURES**

Emergency crisis plans are in place in Essex County Public Schools for many emergencies such as fire, injury, illness, violent or threatening behavior per school board policy EB.

### **STUDENT RECORD INSPECTION BY PARENT**

## **Excerpt of Essex County School Board Policy JO –**

**Annual Notification** The school division shall annually notify parents and eligible students of their rights under the Family Educational Rights and Privacy Act (FERPA) including • the right to inspect and review the student’s education records and the procedure for exercising this right; • the right to request amendment of the student’s educational records that the parent believes to be inaccurate, misleading or in violation of the student’s privacy rights and the procedure for exercising this right; • the right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent; • the type of information designated as directory information and the right to opt out of release of directory information; • that the school division releases records to other institutions that have requested the records and in which the student seeks or intends to enroll or is already enrolled so long as the disclosure is for purposes related to the student’s enrollment or transfer; • the right to opt out of the release of the student’s name, address, and phone number to military recruiters or institutions of higher education that request such information; • a specification of the criteria for determining who constitutes a school official and what constitutes a legitimate educational interest; and • the right to file complaints with the Family Policy Compliance Office in the United States Department of Education concerning the school division’s alleged failure to comply with FERPA.

**Procedure to Inspect Education Records:** Parents of students or eligible students may inspect and review the student's education records within a reasonable period of time, which shall not exceed 45 days, and before any meeting regarding an IEP or hearing involving a student with a disability. Further, parents shall have the right to a response from the school division to reasonable requests for explanations and interpretations of the education record. Parents or eligible students should submit to the student's school principal a written request which identifies as precisely as possible the record or records he or she wishes to inspect.

## PARENTAL RESPONSIBILITY

Excerpted from the Code of Virginia (1950), as amended  
22.1-279.3. Parental responsibility and involvement requirements.

- A. 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.
- B. A school board shall provide opportunities for parental and community involvement in every school in the school division.
- C. 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) a 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 a school's or school division's policies or decisions. Each parent of a student shall sign and return to the school in which the student is enrolled a statement acknowledging the receipt of the school board's standards of student conduct and the notice of the requirements of this section. Each school shall maintain records of such signed statements.
- D. 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 maintaining order, and to discuss improvement of the child's behavior and educational progress.
- E. 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 school officials.
- F. No suspended student shall be admitted to the regular school program until such student and his parent have met with school officials to discuss improvement of the student's behavior, unless the school principal or his designee determines that readmission, without parent conference, is appropriate for the student.
- G. 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:
  - 1. If the court finds that the parent has *willfully* and *unreasonably* 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 responsibility 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

2. If the court finds that the parent has willfully and unreasonably failed to accompany a suspended student to meet with school officials pursuant to subsection F or upon the student's receiving a second suspension or being expelled, it may order (I) the student or his parent to participate in such programs or such treatment as the court deems appropriate to improve the student's behavior or (ii) the student or his parent 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.

H. The civil penalties established pursuant to this section shall be enforceable in the juvenile and domestic relations court in which the student's school is located and shall be paid into a fund maintained by the appropriate local governing body to support programs or treatments designed to improve the behavior of 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.

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.