

Student/Parent Information Handbook 2020-2021



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Fauquier County Public Schools

Effective 7-13-20

2020-2021 SCHOOL CALENDAR

The Superintendent has the discretion to alter this calendar.

AUGUST 2020

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

10-21 Professional Learning/
Teacher Work Days

24 First Day of School

JANUARY 2021

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

1 New Year's Holiday - No School

4 Teacher Work Day - No School for Students

18 MLK Holiday - No School

SEPTEMBER 2020

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

7 Labor Day Holiday - No School

FEBRUARY 2021

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

15 President's Day Holiday - No School

OCTOBER 2020

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

MARCH 2021

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

29-31 Spring Break - No School

NOVEMBER 2020

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

3 Teacher Work Day - No School for Students

25-27 Thanksgiving Holiday - No School

APRIL 2021

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

1-2 Spring Break - No School

DECEMBER 2020

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

18 Teacher Work Day - No School for Students

21-31 Winter Break - No School

MAY / JUNE 2021

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

May 31 Memorial Day Holiday - No School

June 4 Last Day of School (180 Days)

June 7 Teacher Work Day

FAUQUIER COUNTY PUBLIC SCHOOLS
SCHOOL BOARD MEMBERS

Marshall District

Duke Bland, Chairman
Phone: 540-935-3111
E-mail: dbland@fcps1.org

Cedar Run District

Donna Grove, Vice Chairman
Phone: 540-272-2249
E-mail: donnagrove@fcps1.org

Lee District

Stephanie Litter-Reber
Phone: 540-935-3126
E-mail: Stephanie.litter-reber@fcps1.org

Center District

Susan Pauling
Phone: 540-935-3393
E-mail: susan.pauling@fcps1.org

Scott District

Suzanne Sloane
Phone: 540-316-7323
E-mail: suzanne.sloane@fcps1.org

DIRECTORY OF ADMINISTRATION

Division Superintendent

David Jeck, Ed.D. 540-422-7000

Deputy Superintendent

Major Warner 540-422-7000

Executive Director of Administration & Planning

David Graham 540- 422-7000

Assistant Superintendent for Student & Special Education Services

Frank Finn 540-422-7141

Assistant Superintendent for Business & Planning

Prashant Shrestha..... 540-422-7004

Director of Technology

Louis McDonald..... 540-422-7013

Director of Human Resources

Janelle Downes..... 540-422-8307

School & Community Information Coordinator

Tara Helkowski 540-422-7031

School Board Receptionist

Marian Edwards..... 540-422-7000

Director of Instruction, History, Social Science & Academic Counseling

Amy Acors 540-422-7018

Instructional Supervisors

Angie Ashley..... 540-422-7037

Mathematics K-12, Title II

Saralyn Aylor 540-422-7024

Second Language Instruction K-12, Title III

Les Balgavy..... 540-422-7115

Assessment & Testing K-12

Sarah Frye 540-422-7002

Career & Technical Education

Shelby Gohn..... 540-422-7148

Special Education

Ladona Gorham..... 540-422-7012

Advanced Programs, Fine Arts

Angie Gum 540-422-7147

Special Education

Charlee King 540-422-7144

ECSE, VPI

Janelle Sutliff 540-422- 1046

Transition Specialist

Debbie Oliver 540-422-7150

Special Education

Steven Payne 540-422-7038

English, Language Arts K-12, Title I

Linda Correll 540-422-7003

Science K-12, Health, P.E., Driver's Education

Clerk to the School Board

Ginger Farmer 540-422-7005

Director of School Nutrition

TBD..... 540-422-7221

Director of Special Education

Randy Corpening..... 540-422-7143

Director of Transportation

Cheryl Fisher 540-422-7241

Director of Facilities/Construction Management

Tom Edwards 540-422-7201

Homebound/Home School Instruction Manager

Wendy DelGallo..... 540-422-7732

Educational Technology Leader

Stacy Maier..... 540-422-7021

School Health Coordinator

Pamela Trude..... 540-422-7107

Information Resource Manager

Todd Hickling..... 540-422-7061

Application Services Manager

Bonnie King 540-422-7023

Homebased Instructional Supervisor

Ginger Nuckols..... 540-422-7731

Fresh Program Supervisor

Kristen McAuliffe 540-422-7023

DIRECTORY OF SCHOOLS

C.M. Bradley Elementary (Grades K-5)

674 Hastings Lane
Warrenton, VA 20186
Beth Banks, Principal
540- 422-7510

J.G. Brumfield Elementary (Grades K-5)

550 Alwington Blvd.
Warrenton, VA 20186
Matt Yonkey, Principal
540- 422-7530

W.G. Coleman Elementary (Grades K-5)

4096 Zulla Road
The Plains, VA 20198
Joy Seward, Principal
540- 422-7550

Grace Miller Elementary (Grades K-5)

6428 Catlett Road
Bealeton, VA 22712
Deborah Diaz-Arnold, Principal
540- 422-7590

Greenville Elementary (Grades K-5)

7389 Academic Avenue
Nokesville, VA 20181
Tim Gardner, Principal
540- 422-7570

H.M. Pearson Elementary (Grades K-5)

9347 Bastable Mill Road
Catlett, VA 20119
Mark Marchinetti, Principal
540- 422-7610

M.M. Pierce Elementary (Grades K-5)

12074 James Madison Street
Remington, VA 22734
Laura Hoover, Principal
540- 422-7630

C.H. Ritchie Elementary (Grades K-5)

4416 Broad Run Church Road
New Baltimore, VA 20187
Cristy Thorpe, Principal
540- 422-7650

P.B. Smith Elementary (Grades K-5)

6176 Dumfries Road
Warrenton, VA 20187
Linda Smith, Principal
540- 422-7670

Claude Thompson Elementary (Grades K-5)

3284 Rectortown Road
Marshall, VA 20115
MaryPat Warter, Principal
540- 422-7690

Mary Walter Elementary (Grades K-5)

4529 Morrisville Road
Bealeton, VA 22712
Alexander O'Dell, Principal
540- 422-7710

Auburn Middle (Grades 6-8)

7270 Riley Road
Warrenton, VA 20187
Josh Miller, Principal
540- 422-7410

Cedar Lee Middle (Grades 6-8)

11138 Marsh Road
Bealeton, VA 22712
David Lee, Principal
540- 422-7430

Marshall Middle (Grades 6-8)

4048 Zulla Road
The Plains, VA 20198
Donna Guzman, Principal
540- 422-7450

W.C. Taylor Middle (Grades 6-8)

350 E. Shirley Avenue
Warrenton, VA 20186
Nick Napolitano, Principal
540- 422-7470

Warrenton Middle (Grades 6-8)

244 Waterloo Street
Warrenton, VA 20186
Mark Malloy, Principal
540- 422-7490

Fauquier High School (Grades 9-12)

705 Waterloo Road
Warrenton, VA 20186
Kraig Kelican, Principal
540- 422-7300

Kettle Run High School (Grades 9-12)

7403 Academic Avenue
Nokesville, VA 20181
Meaghan Brill, Principal
540- 422-7330

Liberty High School (Grades 9-12)

6300 Independence Avenue
Bealeton, VA 22712
Sam Cox, Principal
540- 422-7360

Southeastern Alternative School

4484 Catlett Road
Midland, VA 22728
Michelle Neibauer, Ph.D., Principal
540- 422-7390

Mountain Vista Regional Governor's School

Lord Fairfax Community College
6480 College Street
Warrenton, VA 20187
Rosanne Williamson, Director
540- 347-6237

MISSION

BELIEFS

We believe that...

- Each person is unique and has invaluable intrinsic worth
- People learn differently
- Learning occurs through access and engagement
- Inspiration and affirmation foster achievement
- People seek deep and meaningful connections
- Effective education maximizes each individual's potential
- Each of us has the potential to change
- Family is the most formative influence in child development
- High expectations are the foundation of success
- Sound relationships, based on civility and mutual respect, are central to community
- Recognizing and respecting diversity in our community builds a stronger community
- A safe, supportive and trusting environment promotes learning
- We impact the natural environment; therefore, environmental stewardship is our responsibility
- A community's commitment to public education is essential to the success of both its schools and the community itself

MISSION STATEMENT

Fauquier County Public Schools, an innovative learning community, is committed to developing creative, confident, knowledgeable, and responsible world citizens by cultivating the potential of each learner.

PARAMETERS

We will treat all people with dignity and respect.

We will learn from our past as we build our future.

We will celebrate excellence.

We will use all resources efficiently and wisely.

We will promote and support instructional innovation.

OBJECTIVES

Each student will reach his or her academic potential.

Each student will have access to a rigorous and engaging curriculum.

Each student will acquire essential qualities of character and integrity and shall demonstrate respect for self and others.

Each student will become a responsible contributor through a personal connection with the community.

Each student will use what he or she learns to impact the community, the country, and the world positively now and in the future.

SCHOOLS

Fauquier County has three high schools (grades 9-12), five middle schools (grades 6-8), eleven elementary schools (grades K-5), and an alternative education school. Fauquier County students may also be enrolled in Mountain Vista Regional Governors' Schools which serves selected students in grades 11-12.

FAUQUIER COUNTY SCHOOLS 2020-2021 PROJECTED ENROLLMENT

Elementary School Enrollment	4,741
Middle School Enrollment	2,573
High School Enrollment	3,744
TOTAL	11,058

PER PUPIL COST

The average per pupil cost for public education in Fauquier County is available on our website at <https://www.fcps1.org/domain/45>

COMMUNITY

Fauquier County is between the metropolitan area of Washington, D.C. (40 miles) and the Blue Ridge Mountains (25 miles). It has a population of 68,782 (2015 estimate) and it is a growing area of diverse neighborhoods ranging from small towns to very rural living. The residents value the calm, serene, private atmosphere and most entertainment is through the home, faith-based organizations, youth organizations, and family.

CURRICULUM AND INSTRUCTION

Grading Scale

The reporting system for grades K-2 is a skill-based checklist which reports the extent to which students perform on specific skills based upon grade level expectations. Grades 3 through 12 use letter grades of A, B, C, D, and F with the following scale:

<u>Course Grade</u>	<u>Letter Grade</u>	<u>Quality Points</u>
90-100	A	4.0
80-89	B	3.0
70-79	C	2.0
60-69	D	1.0
Below 60	F	0

INTERIM STUDENT PROGRESS REPORT

Grades K-5

Interim reports for students not progressing satisfactorily will be sent to parents. Progress reports for students participating in special programs will be prepared by resource teachers. In lieu of paper interims, schools have been granted permission to use the electronic system (Blackboard) to notify parents of students' academic progress.

Grades 6-8

All middle schools will provide interim progress reports to each student at the midpoint of each nine-week grading period. In lieu of paper interims, schools have been granted permission to use the electronic system (Blackboard) to notify parents of students' academic progress.

PROMOTION AND RETENTION

Grades 1-5

It is the policy of the Fauquier Public School Division that promotion from grade to grade in the elementary schools shall be based on academic achievement.

In evaluating academic achievement, major emphasis will be placed on the student's performance in reading, mathematics, and communication skills. Retention should be considered as a last possible educational alternative for every child who is performing a year or more below grade level in these areas. The consideration of possible retention of a child should be a cooperative action involving parents, teachers, school administrators, and other resource personnel who have worked with the child. The final decision rests with the school principal.

The following factors should be considered in making the decision to promote or retain a child:

1. the academic performance of the child;
2. the physical, social, and emotional maturity level of the child;
3. possible disabling condition which affects academic achievement;
4. parental support and cooperation which might inhibit or improve the child's performance;
5. availability of appropriate alternative programs;
6. performance on standardized tests; and
7. the discrepancy between ability level and performance level.

Grades 6-8

For a student to be promoted from grade 6 to grade 7 and from grade 7 to 8, he/she must pass five of the six following courses: English, math, science, history, physical education/health, reading or four of the five if reading and English are combined.

Any student not passing the required subjects may be retained. For a student to be promoted from grade 8 to 9, he/she must pass four of five required core subjects (English, math, science, history, physical education/health). A student not passing four of the five may be retained. The final decision regarding retention and promotion rests with the school principal.

Grades 9-12

Students may take four different courses per term or eight courses per year. Most courses count for one credit toward graduation. To be promoted to the following grades, a student must have the number of credits listed:

10 th Grade	6 Credits
11 th Grade	12 Credits
12 th Grade	17 Credits

Fourth year students with 14 or more appropriate credits who are candidates for graduation may be scheduled as seniors. Students will be promoted to the next grade level at the end of the school year. There will be no mid-year promotions. The final decision related to factors affecting grades and the awarding of credits rests with the school principal.

Promotion and SOL Testing

All students take the Virginia Standards of Learning Assessments (SOL Tests) in English and mathematics in the spring of the third, fourth, fifth, sixth, seventh and eighth grades. Science tests are given at the fifth and eighth grades. History and social science tests are given at fourth and seventh grades. End-of-course tests are given in English 11 (writing and reading tests), Algebra I (also Algebra I, Part 2), Geometry (also Geometry, Part 2), Algebra II, Earth Science, Biology, Chemistry, World History I, World History II, and U.S. History. Students enrolled in these courses must pass the course and achieve a passing score on the SOL test in order to obtain a verified credit.

The school division's promotion/retention policy does not exclude students from membership in a grade, or participation in a course based on their performance on SOL tests. Schools shall use the SOL test results in third through eighth grades as part of a set of multiple criteria for determining the promotion or retention of students.

Additional detailed graduation information appears in the *Program of Studies*, which is distributed to 8th grade and high school students each spring.

COURSE DESCRIPTIONS/SYLLABI

In part, the Virginia Administrative Code section 8VAC20-131-270, Regulations Establishing Standards for Accrediting Public Schools in Virginia, requires that at the beginning of each school year the school division will provide to parents/guardians the learning objectives to be achieved at their child's grade level.

A course description for each area (English, history and social science, mathematics, and science) in kindergarten through fifth grades appears on the FCPS website on the first day of school. Parents may also obtain a copy of the K-5 course descriptions at their child's school or from the central office.

Course descriptions or syllabi for the core areas in middle school are distributed via the *Program of Studies* on back-to-school night or through students. Course descriptions and syllabi for all high

school courses are distributed via the *Program of Studies* available in the spring semester of each school year on back-to-school night or through students.

TEACHER QUALIFICATIONS

Parents have the right to ask for information about the qualifications of teachers who instruct their children. Teacher licensure is a matter of public record. Parents may initiate a license inquiry by following this link: <https://p1pe.doe.virginia.gov/tinfo/> or by calling the Human Resources Department at (540) 422-8300.

HOMEWORK

Generally:

Instructional expectation in Fauquier County places value on collaboration, rigor, variety of instructional practice, and measurable student performance not associated with multiple choice testing and/or the memorization of facts. Fauquier County Public Schools endeavors to insure that homework assigned to students is meaningful, engaging, relevant, and matches best instructional practice. Empirical research regarding the value of homework is mixed and divergent. Likewise, recent parent survey results indicated that nearly one-third of those surveyed found no value in homework. In summary, our graduates must be well-rounded, highly skilled young men and women who possess skills favored by employers, colleges and universities, the military, etc. The homework that we assign to students should match these principles.

Teachers and parents are reminded that homework is not required. Teachers may assign homework as needed based on the aforementioned descriptors and the following preferences and expectations.

Homework preferences:

Assigned homework should:

- *Be differentiated based on student needs and abilities;
- *Be assigned in a variety of forms;
- *Reflect best instructional practice;
- *Connect students to subject matter previously discussed or presented during class time;
- *Be reading designed to prepare students for classroom discussion.

Homework expectations:

Any assigned homework:

- *Will relate directly to at least one of the four domains;
- *Will be posted/linked to the corresponding teacher’s blackboard account, or existing student management platform;
- *Will receive specific feedback from the assigning teacher once submitted;
- *Should not exceed more than 10% of a student’s final grade;
- *Should not cause a student to fail during any marking period;
- *Should not be assigned during any weekend or holiday.

**Courses that include a nationally recognized summative assessment (e.g., Advanced Placement (AP) courses, CTE certifications), Academic Year Governor’s School Programs, Honors classes, or must meet rigorous standards for dual enrollment with a college course, may require additional coursework outside normal school hours, including long-term assignments.

Domain 1	Domain 2	Domain 3	Domain 4
Practice	Inquiry/Discussion	Sustained Reading or Writing	Project Completion
Purpose: to give students an opportunity to study or practice skills/work with content already addressed in class	Purpose: to give students an opportunity to think through a concept/idea that will be introduced or addressed in class the next day	Purpose: to give students an opportunity to grow their literacy skills needed in every class	Purpose: to give students an opportunity to complete performance based tasks they are unable to complete in class
To note: No new information; tasks/problems should be limited to a reasonable number	To note: Students have one question or prompt to think about, share, or research	To note: 20-30 minutes recommended	To note: Provide support for students who have restrictions on time/place or resources for outside completion

REMEDIAL INSTRUCTION PROGRAM

To be eligible for placement in a remedial program, a student must meet at least one of the following criteria:

1. Be below average in measured ability and be unable to function, or be functioning unsuccessfully in regular required course(s) because of limited ability.
2. Be below average in achievement in the required course(s) and need remediation and/or supplemental work to function successfully in required course(s). A general rule of at least one year below grade level should apply.
3. Score below proficiency on Virginia State Assessment Program Tests and/or locally administered tests.

Any student who does not pass the Standards of Learning assessments in grade eight may be required to attend summer school or participate in another form of remediation. Any student who passes one or more, but not all, of the Standards of Learning assessments in grades three through eight may also be required to attend a remediation program.

The requirement for remediation may, however, be satisfied by the student's attendance in a program of prevention, intervention, or remediation which has been selected by his/her parent, in consultation with the Superintendent or designee, and is either (i) conducted by an accredited private school or (ii) a special program which has been determined to be comparable to the required public school remediation program by the Superintendent. The costs of such private remediation program or other special remediation program shall be borne by the student's parent.

When a student is required to participate in a remediation program pursuant to this policy, the Superintendent may seek immediate compliance with the compulsory school attendance laws if reasonable efforts to seek the student's attendance, including direct notification of the parents or guardian, have failed.

FIELD TRIPS

Principals will secure permission slips from parents or guardians of students for any field trips to be taken. This requirement will apply whether the transportation is by school bus or any other mode.

Principals will inform people furnishing other modes of transportation of their liability.

STUDENT/PARENT HANDBOOKS

In addition to this student/parent information handbook, each individual school will provide a handbook with policies and regulations relative to their school.

KINDERGARTEN REGISTRATION

Code of Virginia §22.1-1 states that a child may enter kindergarten if he/she has reached the age of five on or before September 30. Registration is generally held in April each year. Please refer to the *School Entrance Requirements* section.

Fauquier County provides full-day kindergarten programs.

GIFTED EDUCATION SERVICES (ADVANCED PROGRAMS)

Fauquier County Public Schools' gifted program provides educational opportunities designed to meet the needs, abilities, and interests of our highest ability students. Professional staff, using multiple criteria, identifies students in each school and at each grade level. Students are offered challenging programs which reflect a continuum of skills and concepts allowing students to build upon prior knowledge. Differentiated curricula and teaching strategies which stress critical thinking skills, creativity, and problem-solving are integrated into the content of the gifted and talented offerings. In addition to academics, students may also be identified for visual arts services. Art camps are available during the summer for elementary, middle, and high school students.

Referrals of potential gifted students may come from a variety of sources: professional staff members, parents, community members, self, or peers. Once the student is referred, the school committee considers up to five categories of information: standardized test scores, grades, work samples, recommendations, and interviews/observations.

The person recommending a student for the Gifted (Gateways) program must complete a referral form. These forms are available from the Gateways teacher at the elementary level or from the counselling office at the secondary level. At each school, the forms are collected by the person responsible for the identification process and are presented to a committee.

Gateways - Grades K-2

In kindergarten through second grades, students are provided services through the Gateways program. These services are designed to allow primary-age students to participate in opportunities that extend the curriculum, develop skills in problem solving and creativity, and encourage risk-taking and responsibility for learning. A resource teacher works with students in small groups in addition to conducting lessons in the regular classroom.

Gateways - Grades 3-5

Best practices in gifted education, including appropriate acceleration, enrichment, and teaching strategies for the high-ability learner form the basis for these services. Classes may vary from school to school, but each identified student receives instruction in their areas of identification (Language Arts and/or Math).

Advanced Studies - Grades 6-8

Varied instructional practices are used to increase the complexity, depth, and breadth of the curriculum in the middle school to ensure that identified gifted students' learning needs are met. Students are eligible to enroll in honors courses in English. Mathematics programs for the high ability learner are accelerated in middle school. Differentiation is used in science and history/social science classes. Students are eligible to apply for SummerQuest!, a summer regional governor's school held for two weeks in July.

Advanced Studies - Grades 9-12

A challenging curriculum covering a wide range of subject areas is offered in Honors and AP classes at the high school level. A wide range of Advanced Placement (AP) courses is available to students. All AP students are required to take the AP exam, and AP fees are paid by the school division. Fees may be charged for make-up exams.

Honors classes are designed to meet the learning needs of high ability students in specific subject areas by emphasizing depth and breadth of the curriculum, the implementation and use of ideas, problem solving skills, and creative production. Honors classes require a commitment to high levels of academic performance, and develop skills in investigative research and independent study/projects. Classes are offered in English, history, and science. Advanced mathematics coursework ranges from Algebra II/Trigonometry Honors to Multivariable Calculus. The Mountain Vista Governor's School for Science, Math, and Technology serves sophomore, junior, and senior gifted learners. An application process for MVGS occurs during the second semester of each school year. Students are also eligible to apply to a Summer Residential Governor's School or a Governor's Foreign Language Academy as rising juniors or seniors. Applications for these programs are available in October.

SPECIAL EDUCATION

Fauquier County Public Schools provides special education and related services for children ages 2 through 21 years who have identified disabilities that adversely affect educational performance. Such disabilities may include autism, deafness, deaf-blindness, developmental delay, emotional disability, hearing impairment, specific learning disabilities, intellectual disability, multiple disabilities, orthopedic impairment, other health impairment, speech, language impairment, traumatic brain injury, or visual impairment including blindness.

Within 60 business days of initial enrollment in a public school, children are screened in vision and hearing. All children through grade 3 are also screened in the areas of speech, voice, language, fine motor functions, and gross motor functions. Additionally, the Code of Virginia requires vision and hearing screening of all children in grades 3, 7 and 10 during the school year. Children who fail any screening may be re-screened after 60 business days if the original results are not considered valid.

Children ages 2 through 21 who are suspected of having a disability will be referred to the special education designee of the child's base school. Referrals may be made by parents, a child study committee, school staff, or other individuals. The school's child study team reviews all available information to determine if the child needs a special education evaluation. Evaluation of a child suspected of having a disability is conducted with parental consent at no cost to the parent. An eligibility team reviews all evaluation reports to determine if the child is eligible to receive special

education and related services. Each student eligible to receive special education services has an Individualized Education Program (IEP) that is reviewed at least annually.

The Fauquier County School Board does not discriminate against individuals on the basis of disability. When a student believes that he or she has been discriminated against on the basis of disability, the student shall have the right to request a hearing. The Superintendent shall establish hearing procedures that conform to federal requirements for any student alleging disability discrimination.

SECTION 504

Section 504 of the 1973 Rehabilitation Act is a civil rights law that protects the rights of individuals with disabilities. The law provides a basis to seek accommodations at school for students who are not eligible under the Individuals With Disabilities Education Act (IDEA). Section 504 protects all school-age children and others who qualify as disabled. Being disabled refers to individuals who have or have had a physical or mental impairment which substantially limits a major life activity or is regarded by others as having a disability. Major life activity means functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working.

SUMMER SCHOOL

Summer school is offered for students in grades 9-12 based on course enrollment. Registration information can be obtained at each secondary school in the counselling office.

In addition, summer school may be offered at selected grades at elementary and middle schools. Summer programs vary (camps, short skill-focused sessions, school readiness sessions, etc.) All grades may not be served in summer programs and students are selected for summer programs by principal recommendation. The purpose of elementary summer school is to reinforce and maintain student performance, not for promotion. Summer school is held at various elementary and middle schools for four to five weeks. Registration information is available each spring from the principal's office.

Summer School will be held during June or July of each year. SOL remediation classes are also offered for high school students during July in summer school.

TITLE I READING CENTERS

The Title I program, supported by a federal grant, provides additional instruction in reading for children in grades K-5. Children in these grades are screened by the reading center teachers to determine those students with the greatest need for additional instruction.

Reading center teachers provide 30-45 minutes of instruction each day for 30-40 students.

Title I teachers diagnose the needs of each child participating in the program and provide appropriate instructional activities.

A report card assessing student progress in specific skill areas is issued to the parents at the end of each nine-week grading period. Reading specialists frequently communicate with parents for parent/teacher meetings, workshops, and literacy events throughout the year.

Please also see **TEACHER QUALIFICATIONS** (pg. 14), **FAMILY INVOLVEMENT** (pg. 52), and **SCHOOL QUALITY PROFILES** (pg. 54)

CAREER AND TECHNICAL EDUCATION PROGRAM

Career and technical education in Fauquier County encompasses a wide range of opportunities for students to explore and pursue career objectives prior to graduating from high school. These opportunities allow students to enhance basic academic skills by putting technical theory and the Virginia Standards of Learning into practice.

Program areas offered include:

- Agriculture Education
- Business and Marketing
- Health and Medical Sciences
- Family and Consumer Sciences
- STEM/Technology Education
- Trade and Industrial Education
- Military Science

Certain career and technical education courses may be offered only at one high school; however, students at all high schools are eligible to take these courses. Students who wish to take one of these courses will be transported to the school where the course is offered. Students will travel before school, during lunch, and/or after school. Many of these courses require two 90-minute class blocks. For those courses requiring only one 90-minute block, students will need to enroll in another one-block course to facilitate the travel schedule.

Travel is available for the following courses:

- Military Science (I-VIII)
- Automotive Body Repair I & II
- Automotive Technology I & II
- Building Trades I & II
- Early Childhood Education and Services I, II & III
- Electricity I & II
- Fire Science
- Graphic Imaging Technology III & IV
- Introduction to Automotive Body Repair
- Introduction to Automotive Technology
- Nursing Aide
- Technology Assessment
- Technology Foundations
- Technology Transfer

Approved Course Sequences for Program Completers

The Virginia Department of Education defines a program completer as a student who successfully fulfills all minimum requirements of an approved career and technical education program. An approved career and technical education program consists of a sequence of courses designed to develop occupational competencies required for specific career fields and continuing education. The occupational requirements vary for each career and technical education program area.

Cooperative Education

Certain career and technical education courses have a work component. Students who choose these courses must make a full-year commitment to the work assignment. Students planning to graduate in January are not eligible for cooperative education. One credit is awarded for classroom instruction and one credit is awarded for the work experience after the school year is completed. Students typically work between 11 to 15 hours per week to achieve a minimum of 396 hours required. Please refer to the *Program of Studies* to see a list of cooperative education credit courses. Students who quit work or are removed from the program before the end of the year will not receive any credit for work. Students may participate in only one cooperative education program a year.

Co-Curricular Clubs

The following is a list of program areas and co-curricular clubs active in career and technical education:

Agriculture Education	FFA
Business Education	FBLA
Family and Consumer Sciences	FCCLA
Health & Medical Sciences	HOSA
Marketing Education	DECA
Technology Education	TSA
Trade and Industrial Education	SKILLS USA

Certifications

CTE Courses prepare students for various certification or licensing tests. The combination of successful completion of the course and the certification/licensing exam will result in the student being awarded a student selected verified credit toward graduation.

Career and Technical Education Seal

The Career and Technical Education Seal will be awarded to students who earn either a Standard or Advanced Studies Diploma, complete an approved course sequence in a career and technical education concentration or specialization of their choosing, and either (a) maintain a "B" or better average in those courses; (b) pass an examination in a career and technical education concentration from a recognized industry, trade, or professional association; or (c) acquire a professional license in a career and technical education field from the Commonwealth of Virginia.

Virginia High School Graduation Requirements and Diplomas
Students Entering 9th Grade in 2018-2019 and Beyond

Required Courses	Advanced Studies Diploma		Standard Diploma	
	Standard units of credit	Verified units of credit	Standard units of credit	Verified units of credit
English – 9, 10, 11, and 12.	4	2	4	2
Mathematics – The Advanced Studies Diploma requires four credits from at least three different selections from among: Algebra I, Geometry, Algebra II, or other mathematics courses above the level of Algebra II. The Standard Diploma requires three credits from at least two different selections from among Algebra I, Geometry, Algebra Functions and Data Analysis, Algebra II, or other mathematics courses approved by the Board. For both Diploma types , a Computer Science course credit earned may be considered a math course credit.	4	1	3	1
Laboratory Science – The Advanced Diploma requires at least three different Science disciplines from among: Earth Science, Biology, Chemistry, or Physics. The Standard Diploma courses shall include at least two different Science disciplines: Earth Sciences, Biology, Chemistry, or Physics.	4	1	3	1
History and Social Sciences – Courses completed to satisfy this requirement shall include World History I, World History II, Virginia and US History, Virginia and US Government.	4	1	4	1
World Language – The Advanced Studies Diploma requires three years of one language or two years each of two languages.	3 or 4			
Health & Physical Education 9 and Health and Physical Education 10 –Health and PE 9 also includes the requirement for training in CPR, First Aid, and the AED.	2		2	
Economics and Personal Finance - This course also meets the requirement for a virtual course with integrated online units. Students will also take the WISE exam.	1		1	
Fine arts or Career and Technical Education (CTE) - The Advanced Studies Diploma requires one credit. A Computer Science credit earned by students may be considered a Career and Technical credit. The Standard Diploma requires credits earned for this requirement shall include one credit in Fine Arts or CTE. For both Diploma types , a Computer Science credit earned by students may be considered a Career and Technical credit.	1		2	
Electives – For Standard Diploma , courses to satisfy this requirement shall include at least two sequential electives.	3 or 2		3	
Total Credits Required	26	5	22	5
Additional Requirements Advanced Placement, Honors, or Career and Technical Education Credential – Students must either (i) complete an AP or Honors course or (ii) earn a CTE Credential. Demonstration of the 5 C’s – Students shall acquire and demonstrate foundational skills in critical thinking, creative thinking, collaboration, communication and citizenship.				

Virginia High School Graduation Requirements and Diplomas
Students Entering 9th Grade in 2014-2015 through 2017-2018

Required Courses	Advanced Studies Diploma		Standard Diploma	
	Standard units of credit	Verified units of credit	Standard units of credit	Verified units of credit
English – 9, 10, 11, and 12.	4	2	4	2
Mathematics – The Advanced Studies Diploma requires four credits from at least three different selections from among Algebra I, Geometry, Algebra II, or other mathematics courses above the level of Algebra II. The Standard Diploma requires three credits from at least two different selections from among: Algebra I, Geometry, Algebra Function Data Analysis, Algebra II or other math courses above the level of Algebra II. For both Diploma types , a Computer Science course credit earned by students may be considered a mathematics course credit.	4	2	3	1
Laboratory Science – The Advanced Diploma requires at least three different Science disciplines from among: Earth Science, Biology, Chemistry, or Physics. The Standard Diploma requires selections from at least two different Science disciplines from among: Earth Sciences, Biology, Chemistry, or Physics.	4	2	3	1
History and Social Sciences – Courses completed to satisfy this requirement shall include World History I, World History II, Virginia and US History, Virginia and US Government.	4	2	4	1
World Language – The Advanced Studies Diploma requires three years of one language or two years each of two languages.	3 or 4			
Health & Physical Education 9 and Health and Physical Education 10 –Health and PE 9 also includes the requirement for training in CPR, First Aid, and the AED.	2		2	
Economics and Personal Finance - This course also meets the requirement for a virtual course with integrated online units. Students will also take the WISE exam.	1		1	
Fine arts or Career and Technical Education – For both Diploma types , a Computer Science course credit earned by students may be considered a Career and Technical credit.	1		2	
Electives – For Standard Diploma , courses to satisfy this requirement shall include at least two sequential electives.	3 or 2		3	
Student Selected Test for Verified Credit		1		1
Total Credits Required	26	9	22	6
Additional Requirements – For the Standard Diploma , students must earn a Career and Technical Education credential.				

Other Diplomas & Certificates

Applied Studies Diploma

This diploma is available to students with disabilities who complete the requirements of their IEP and who do not meet the requirements for other diplomas.

General Education Development Certificates (GED)

This certificate is available to students who are at least one year behind in high school credits and wish to earn a high school equivalency credential. Students who qualify can enter the Individual

Student Alternative Education Plan Program (ISAEP) and receive the GED certificate awarded through The Virginia Department of Education.

Certificate of Program Completion

This certificate is available to students who complete prescribed programs of studies defined by a local school board but who do not qualify for diplomas.

Standard Diploma Credit Accommodations

Credit accommodations provide alternatives for students with disabilities to earn the standard and verified credits required to graduate with a Standard Diploma. Credit accommodations for students with disabilities may include:

- Alternative courses to meet the standard credit requirements
- Modifications to the requirements for locally awarded verified credits
- Additional tests approved by the Board of Education for earning verified credits

Credit accommodations for students with disabilities may include those options listed in the chart below; these accommodations should appear in the student’s Individualized Education Plan (IEP).

Credit Accommodations For Students With Disabilities At A Glance

Accommodation	STUDENTS WITH DISABILITIES (IEP and 504) WHO QUALIFY FOR CREDIT ACCOMMODATIONS
Alternative Assessments	VMAST (EOC Algebra I and English Reading)
Locally Awarded Verified Credit	Science and History/Social Studies Math and EOC English Reading and Writing
Economics and Personal Finance	Personal Living and Finance (3120) may substitute for Economics and Personal Finance (6120) * (must have also earned 3 standard credits in History/Social Sciences)
Courses Taught in 2 Parts	2 standard credits for <u>first</u> sequence in a content area.**

* Students with disabilities are encouraged to consider 6120 before considering 3120

** Example: Algebra I Part 1 = 1 standard credit; Algebra I Part 2 = 1 standard credit

Geometry I Part 1 = 1 elective credit; Geometry I Part 2 = 1 standard credit

DUAL ENROLLMENT COURSES

The Virginia Plan for Dual Enrollment is offered in conjunction with the Fauquier campus of Lord Fairfax Community College. Students have the option of getting Dual Enrollment credit in conjunction with selected high school Advanced Placement and honors courses offered in the high school buildings. The program enables students to earn both high school and college credit. Course offerings may be limited due to teacher availability. Please refer to the high school *Program of Studies* for the courses available on a dual enrollment basis and the requirements which must be met for students to participate in the Dual Enrollment program.

POSTGRADUATE SECONDARY STUDENTS

The Postgraduate Secondary Student Program is set up to allow students to complete an occupational preparation program. The policy governing this program is Fauquier County School Board Policy 6-3.2 and is outlined below.

The following guidelines must be met in order for a student to be admitted into this program.

The student must:

1. have graduated in good standing from a Fauquier County high school;
2. have successfully completed the beginning level of the block program or two-thirds of a state sanctioned singleton track program;
3. be approved for admission by the high school he/she will be attending;
4. be able to complete the postgraduate secondary program within three years of graduating from a Fauquier County high school; and
5. accept responsibility for providing textbooks, clothing, or specialty items required for occupational training, as prescribed by the instructor.

The following rules and regulations govern this program.

The student must:

1. attend classes during the regularly scheduled time period designated by the school, and adhere to attendance policies;
2. know and follow the same rules and regulations as required of regular full-time day students;
3. complete the postgraduate secondary program within three years of graduating from a Fauquier County high school; and
4. provide his/her own transportation.

The following guidelines and tuition rates apply to this program:

1. Adults who meet the qualifications for admission will be accepted only when space is available and after the secondary enrollment has been established.
2. Should problems arise affecting the instructional program due to postgraduate secondary students being enrolled, the Fauquier County School Board reserves the right to terminate this arrangement.
3. There will be no tuition charged for post secondary students attending the school year following their graduation year and are less than twenty and one-half years of age.
4. All other post secondary students will be charged a tuition rate established by the Fauquier County School Board and assessed on a periodic basis. Tuition payments are not refundable, in whole or part.

ACADEMIC INTEGRITY

Fauquier County Public Schools Honor Code

Fauquier County Public Schools is committed to fostering an environment that honors academic and personal integrity. In any educational institution, it is imperative that all members conduct themselves with integrity. To be successful, one must endeavor to be good for the sake of being good and do the right thing, even when no one is looking. The purpose of this Honor Code is to

design a standard of excellence to which all students and faculty should be held. The Honor Code embodies these values we share.

What is Academic Integrity?

Integrity is encouraging and cooperating with efforts to maintain high moral principles. Our commitment to academic integrity rests upon four pillars: honesty, respect, responsibility, and trust.

Honesty

- Committing to truthful thoughts and actions.
- Presenting your work as your own.
- Giving credit for all sources.

Respect

- Possessing a high regard for one's work, words, and actions.
- Performing to your best ability.
- Demonstrating self-respect.
- Attending all classes on time, contributing to discussions, and meeting academic deadlines.
- Willing to follow established school and classroom rules and expectations.

Responsibility

- Showing an obligation to the ownership of one's work, deeds, words, and actions.
- Showing personal accountability to do the right thing.
- Willing to own what you do and say.
- Committing to independent thought.

Trust

- Believing in the integrity and reliability of others.
- Establishing a mutual relationship between students and faculty that enhances the learning environment.

Violations of the Honor Code

If a student is unclear as to whether his or her actions are in violation of the Fauquier County Public Schools Honor Code, it is that student's responsibility to clarify any uncertainty with his or her instructor or an administrator.

Violations of the Honor Code include, but are not limited to, the following areas:

Cheating

Cheating occurs whenever a student obtains an unfair advantage by

- Copying, allowing another student to copy, and/or offering homework or class work either verbally, electronically or in written form;

- Presenting collaborative work as independent work and independent work as collaborative;
- Copying, allowing or offering answers on quizzes, tests, and exams either verbally, electronically or in written form;
- Unauthorized use of study aids, cheat sheets, notes, books, formulas, or information stored in calculators or other electronic devices;
- Obtaining, using, or offering unauthorized prior knowledge of quizzes, tests, and exams;
- Having anyone, including, but not limited to, parents, guardians, tutors or peers complete assignments and submitting the work as one's own.

Plagiarism

Plagiarism is defined by *The American Heritage College Dictionary* as to use and pass off the ideas and writings of another as one's own; to appropriate for use as one's own passages or ideas from (another).” Plagiarism can be avoided through careful research and crediting of sources used. *When in doubt, a student should check with his or her instructor or librarian or consult the style guide recommended by the instructor to cite research materials properly.*

Examples of plagiarism include, but are not limited to, the following:

- Submitting images and/or documents in whole or in part from the Internet without citation of the sources;
- Copying another's work;
- Using another's ideas without proper citation;
- Incorporating portions of another's writing within the context of your own work;
- Failing to acknowledge a source of information;
- Using 'unique' phrases without citations;
- Using graphics, charts, diagrams, illustrations, music, video, or images without citation.

Deception

Deception involves obtaining an unfair advantage through dishonest means. Examples of deception include, but are not limited to, the following:

- Falsification of records and official documents;
- Unauthorized access to academic or administrative records or systems;
- Forgery of signatures;
- Falsification of data submitted for academic credit.

Adapted from Mountain Lakes High School Philosophy of Integrity, Mountain Lakes, New Jersey; Thomas Jefferson High School for Science and Technology Honor Code, Fairfax, Virginia; and W. T. Woodson High School Honor Code, Fairfax, Virginia

HOMEBOUND INSTRUCTION

Homebound instruction is designed to provide continuity of educational services between the classroom and home or health care facility, for students who must be **confined to home/health care facility**, whose medical needs, both physical and/or psychiatric, do not allow school attendance for a **limited period of time**, based upon certification of need by the treating licensed physician, licensed clinical psychologist, or licensed nurse practitioner.

Homebound instruction is not intended to supplant school services and is, by design, temporary. It is not a remediation program and is not designed to provide students with time to make up previously missed assignments or compensate for previous absences. The goal of homebound instruction is to keep the student as current as possible with classroom instruction and facilitate the student's return to the current classroom setting.

Students are expected to attend school to the fullest extent possible, and whenever possible, school-based accommodations must first be considered and exhausted prior to consideration being given to homebound instruction support. Partial homebound instruction may be appropriate for some students. For the purposes of homebound instructional services, "confined to home/health care facility" means that the student is unable to participate in normal day-to-day activities typically expected during school attendance; and absences from home are infrequent, of relatively short duration, or to receive health care treatment.

Not all courses are available to homebound students. Applications for homebound instruction are available through the Homebound School Contact at your student's school.

ESL PROGRAM

The English as a Second Language (ESL) program, funded locally and supplemented by the Federal Title III grant, provides additional instruction in the English language and content support to English learners (ELs) in all grade levels. All students whose parents indicate a language other than English on the home language registration form are required to be screened to determine if they qualify for ESL services. In grades 1-12, eligibility for the ESL program is based on a student's proficiency level in the areas of speaking, listening, reading, and writing in English as determined by the WIDA Screener or WIDA MODEL assessment. Kindergarten eligibility is based on speaking and listening proficiency levels from the K-WAPT. Proficiency levels are reevaluated each year with the WIDA ACCESS for ELLs® assessment. All students who qualify for ESL services are given this assessment every year.

The mission of the Fauquier County Public School's English as a Second Language (ESL) program is to ensure that each EL develops high levels of English proficiency while mastering challenging content area standards. We are committed to providing high quality education for ALL students. The program models for English learners include pull-out, co-teaching, and collaboration, as appropriate, to assist each student in meeting rigorous academic standards while learning English. In some cases, eligible students may be transported by bus to another school where appropriate services are offered.

We encourage parent participation in all aspects of the school. FCPS provides interpreters and translators upon request to allow speakers of languages other than English to meaningfully participate in their child's education.

SOUTHEASTERN ALTERNATIVE SCHOOL

Project-Based Learning Programs

The Project-Based Learning (PBL) Programs are available to all FCPS students in grades 7-12 and are designed to offer an engaging, hands-on, interactive approach to instruction and assessment. While the approach to learning and testing is significantly different, the rigor, expectations, and curriculum (SOLs) are exactly the same as the base middle and high schools. This difference makes school success more attainable for students who struggle with traditional teaching approaches and/or the larger base school routines. Class sizes are extremely small with an average student-to-teacher ratio of 1:10. The PBL programs are programs of *choice* requiring interested students/parents to submit an application for admission. Interviews are conducted quarterly with new enrollments starting each nine-week marking period. Each student's progress and achievement are reviewed quarterly. Hours of operation are 7:10 a.m. – 1:35 p.m.; breakfast and lunch are available. Bus transportation is provided for all students accepted to the PBL programs.

Middle School Project-Based Learning Program

The Middle School PBL Program is available for seventh and eighth grade students only. Students in this program follow a modified even/odd day block schedule with year-long classes in the areas of Language Arts, Pre-Algebra/Algebra, Physical Science, World Geography, and activities. Group counseling sessions are available to assist students in the transition to high school either at Southeastern or at their base school. Students in good standing are also eligible to attend activities and participate in organized sports/clubs at their base schools (*base school guidelines apply*).

High School Project-Based Learning Program

The High School PBL Program is available for students in grades 9 – 12. Students in this program follow a modified even/odd day block schedule with 18-week classes (fall/spring terms). All core content area courses required for the standard high school diploma are offered in the PBL program (English, Math, Science, History, PE). Elective courses taught in PBL classes will vary by term and student interest. Additional electives are available using our online, MPO approved Edgenuity courseware. Or, students who are in good standing may be eligible to take certain electives at their base school in a ½-day schedule format. Advisory sessions are held bi-weekly to assist students in their preparation and transition to post-secondary living. Students in good standing are also eligible to attend activities and participate in organized sports/clubs at their base schools (*base school guidelines apply*).

Refocus Program

The Refocus Programs are available for Fauquier County students in grades 6-12 whom have been long-term suspended or expelled from their base schools. The FCPS School Board and/or its designee decides which students are granted special access to this unique educational opportunity. *This program is not made available to all students on suspension or expulsion.* Refocus Program hours are Monday – Friday from 1:45 p.m. – 4:30 p.m. for all students. Parents and students eligible for this program must participate in an intake meeting and sign the Statement of Understanding before enrollment is approved. Additional services, such as counseling and random screens, are provided as needed. Bus transportation is provided for all students enrolled in the Refocus Program.

ISAEP PROGRAM

The ISAEP Program is an alternative exit to high school. This program prepares students, ages 16 to 18, for the Graduate Equivalency Diploma (GED) while also preparing them for today's work environment. During the time at The Thorpe House Learning Center, students will work on areas of educational weakness to insure their ability to pass the official GED test and participate in a career and technical education program to explore career options. This voluntary program has specific requirements that are mandated by the Virginia Department of Education. All students that are one year behind in high school credits can explore this option for exiting high school by contacting your School Counselor to begin the referral process.

COMPULSORY SCHOOL AGE

The following statements taken from Code of Virginia §22.1-254, outline compulsory school age requirements:

- Children who are 5 years old by September 30 may be enrolled or the parents must notify the school that they will wait a year.
- Children who are 6 years old by September 30 must be enrolled in school and must attend school until age 18.

SCHOOL ENTRANCE REQUIREMENTS

Parents are encouraged to enroll their children in schools immediately upon arriving in the area. The following documentation must be submitted, or criteria met to complete enrollment.

1. Submission of the student's certified original birth certificate, or current foreign passport. If unable to provide the original birth certificate, an affidavit may be completed explaining why the document is unavailable. However, the birth certificate will be required at a later date. The registrar will provide information on how to obtain this document at the time that the affidavit is completed.
2. All students enrolled in public elementary school **must** have a **physical exam** (School Entrance Health Form or MCH-213G), **dated within 12 months** of date of enrollment. Each student **must** have a physical prior to starting school.

3. Documentation of the following immunizations must be on file for admission.
 - a. Diphtheria and Tetanus Toxoids and Pertussis Vaccine (DTP) – minimum of four doses with one after the fourth birthday. Effective July 1, 2019, a booster dose of Tdap vaccine is required for all children entering the **7th grade**.
 - b. Polio (OPV) – minimum of four with one on or after the fourth birthday.
 - c. Measles, Mumps, Rubella (MMR) – minimum of two measles, one mumps, and one rubella with first dose administered at 12 months or older (minimum interval between doses is 28 days). Second dose of vaccine must be administered prior to entering kindergarten.
 - d. A complete series of three doses of hepatitis B is required for all children. The FDA recently approved a 2-dose schedule only for adolescents ages 11-15 only when the Merck brand (RECOMBIVAX HB) is used.
 - e. Varicella (chicken pox): required if birthday is on or after January 1, 1997; therefore, all students K-12 should have one dose of chicken pox vaccine administered at age 12 months or older. Effective March 3, 2010 a second dose of varicella must be administered prior to entering kindergarten. Therefore, all kindergarten through ninth grade students need two varicella doses for the 2020-21 school year.
 - f. Human Papilloma Virus vaccine (HPV):

The 2007 General Assembly passed legislation that requires the Virginia Department of Health to provide parents/guardians of rising sixth-grade girls with information on the Human Papilloma Virus (HPV) and the Human Papillomavirus Vaccine. The Centers for Disease Control and Prevention (CDC) recommends that girls 11-12 years old receive the vaccine. In 2011, the CDC provided additional recommendation that boys 11-12 years old also receive the HPV vaccine.

The Virginia Department of Health makes electronic copies of the HPV letter to parents/guardians of rising sixth-grade students available in English and Spanish from the following website <http://www.vdh.virginia.gov/immunization/requirements/>
 - g. Conditional enrollment and exceptions to immunization requirements:
 - 1) Conditional Enrollment: Students can be enrolled conditionally for 90 days pending a written plan for completion of the required immunizations. Students must have at least one of each immunization to enter school. If there is failure to comply with the written plan, the student will be excluded from school until his/her immunizations are completed.
 - 2) Religious Exemption: No certificate of immunization shall be required of any student for admission to school if the student, his parent or guardian submits a Certificate of Religious Exemption to the admitting official of the school to which the student is seeking admission. The Certificate of Religious Exemption is an affidavit stating that the administration of immunizing agents conflicts with the student’s religious practices. This form is available in the school health office or on the FCPS website.
 - 3) Medical Exemption: A physician or health department submits certification that one or more of the required immunizations is detrimental to the health of the child. The physician or public health official must submit a specific reason.
4. Elementary in-state public school transfer students will need to have proof of having had a physical examination. They will need to provide a copy of their “Commonwealth of Virginia School Entrance Health Form” prior to school entrance.

Elementary out-of-state and private school transfer students will need to provide proof of having had a physical examination within one year of school entrance (Code of Va. 22.1-270). It need not be on a Commonwealth of Virginia Form, however, the physical must meet all criteria on the Virginia School Entrance Health Form. If parents are unable to provide proof of having had a school physical examination, then they will need to submit a completed form MCH 213G, “Commonwealth of Virginia School Entrance Health Form” prior to school entrance.

5. High school students must present an official transcript in a sealed envelope or a current copy of their previous school records including withdrawal grades. Documentation must include number of credits earned from all previous schools attended.
6. Student must live with legal parent/guardian as determined by court documentation or state/federal law.
7. Parent/guardian must provide two documents for proof of residency in Fauquier County and in the school zone in which the student is enrolling. Examples of proof include a housing contract, rental agreement, property tax bill or utility bill. A driver’s license is not acceptable proof. A parent/guardian can be charged with a Class 4 misdemeanor for knowingly making a false statement concerning the residency of a child in a particular school division or school attendance zone if the purpose is to avoid tuition or to enroll the student in a school outside the attendance zone in which the student resides.
8. Whenever a student has been placed in foster care by a local social services agency, and the placing social services agency is unable to produce any of the documents required for enrollment, the student shall immediately be enrolled; however, the person enrolling the student shall provide a written statement attesting to the best of his/her knowledge: the student’s age, that the student is in good health and is free from communicable or contagious disease, and that the student has not been expelled from school attendance at a private school or in a public school of the Commonwealth or in another state for an offense in violation of school board policies relating to weapons, alcohol, or drugs, or for the willful infliction of injury to another person.
9. Students who are considered homeless should be enrolled immediately and have the option to be enrolled in the school that he/she previously attended. For more information regarding the rights of homeless students, please contact the Student Services Department for Fauquier County Public Schools at 540-422-7100.

TEXTBOOKS

Students are held responsible for the books issued to them. Periodically, books are checked by the number assigned. Students must return the same books that were issued to them at the beginning of the school year or semester. Books that are lost, destroyed, or damaged beyond normal use must be paid for by the students who received them.

It is expected that a textbook will last for several years before replacement. Therefore, care must be taken at all times in the handling and the use of books. As schools integrate learning across the content areas, it may not be necessary for each child to have a textbook in each subject.

FLYERS

The distribution of materials and flyers in each school is approved pursuant to School Board Policy 2-2.3. It is the intent of the School Division to protect students and employees from intrusion on their time; and therefore, to limit such distribution.

SECURITY CAMERAS

Security cameras are located in all school buildings. Security cameras with audio capability are installed on all school buses. These cameras are used for purposes of safety and security of all Fauquier County Public School students, staff, and property. Transportation vehicles are also equipped with global positioning devices.

RELEASE OF PRE-K - 3RD GRADE STUDENTS FROM THE BUS

Rule

At the end of the school day, bus drivers will only release pre-K through third grade students from the bus at the assigned stop when a parent or guardian is present at the stop to escort the student.

Exception

To request an exception to this rule, the parent or guardian shall submit a written release authorizing the school division to release the student, and stating

- a. the names of adults or siblings who are permitted to escort the student; or that
- b. the student may be released without an escort.

This waiver shall be signed by the principal, or designee, maintained on file in the office, and faxed to the Transportation Office. Transportation will notify the driver.

SCHOOL FEE POLICY, SCHEDULE AND WAIVERS

Per School Board Policy 3-3.13 and Virginia Administrative Code 8VAC20-720-80, Fauquier County Public Schools annually evaluates and collects only such fees and fines allowable by the School Board, applicable law, and the Virginia Board of Education. Schools in Fauquier County may only charge fees authorized by school board policy and outlined in this memorandum.

No pupil's scholastic report card or diploma in Fauquier County Public Schools shall be withheld nor shall any pupil be suspended or expelled because of nonpayment of any such fee or fine. Fees, with the exception of parking fees, will be waived for economically disadvantaged students and students whose families are undergoing economic hardships and are financially unable to pay them. High school principals may waive parking fees at their discretion. Fines will not be reduced or waived without express permission of the Superintendent or his designee.

Fee Waivers

Notice that a fee waiver may be requested and directions as to how to apply for the waiver will be provided each time a fee is charged. The notice shall state that fees may be reduced or waived for

economically disadvantaged students and students whose families are undergoing economic hardships and are financially unable to pay them. A fee waiver will be granted when any of the following valid documentation is presented to the student's school finance office:

- Approved free or reduced school meal letter
- Supplemental Security Income (SSI) benefit verification letter
- Medicaid card
- Unemployment monetary determination letter

Pre-Kindergarten Services (Pre-K)

The following is a summary of student fees to be charged for pre-K level academic services:

- Typical Peer Program Tuition: \$1500
**Typical Peer Program Tuition is collected by the Special Education Office. Tuition payments of \$500 due on August 31, 2020, December 7, 2020 and March 8, 2021.*

The following programs/services will not be charged a fee for services due to the purpose of the service:

- Early Childhood Special Education (ECSE)
- Virginia Preschool Initiative (VPI)

Field Trips

Charges associated with field trips may be passed on to students if approved in advance by the principal, or designee, and if the trip is not a required activity. To the extent possible, charges collected in advance should not exceed the cost of the trip. Costs or fees associated with a field trip shall not be charged to students when the trip is covered by the school's operating fund or by the Transportation allocation. In the event that minor balances remain, the funds should generally be used for field trips in the same year as the funds are collected and for the same students from which the funds are collected. All invoices received by transportation shall be remitted by the end of the school year.

Musical Instrument Fees

A musical instrument fee of \$40.00 shall be charged for the rental of school board-owned musical instruments. All musical instrument fees collected shall be remitted to the budget office along with the complete listing of students renting the equipment. The submission deadlines for fees on hand are the end of September, the end of February and the last day of school each year.

Loss or Damage to School Board Property (including textbooks and library books)

Principals will collect fines from the responsible party for the loss or damage of school board property. The fine for damage of property, including textbooks and library books, must reflect the actual cost to repair the property. For the loss of school board property or damage beyond repair, the fine is the full replacement price. In the case of lost property later recovered, a full refund may be granted within the school year for which the fine was collected; however, no refunds will be granted for fines collected in a prior school year. All loss or damage fines shall be remitted to the budget office except fines for library books shall remain at the school. The submission deadlines for fines on hand are the end of September, the end of February and the last day of school each year.

Overdue Library Books

The fine for overdue library books shall be \$0.05 per book per day.

Student Organizations

Student organization fees may be established by individual student organizations as approved by the principal.

Transcripts

All active and first year graduate students will be provided up to three transcripts at no cost during the first year after graduation. After the third transcript, there will be a \$5.00 fee. Each transcript issued online, in person, or by mail by the Fauquier County Public Schools Records Center shall be charged a \$5.00 fee. There is a charge of \$25 for third party requests for transcripts or verification of graduation.

Gym Uniforms

In compliance with Virginia's Administrative Code 8VAC 20-720-80, students are not required to purchase physical education (PE) uniforms. FCPS middle and high school will provide students the option of purchasing school-issued uniforms. The fee for gym uniforms shall not exceed the actual cost plus 10 percent. The fees for the shirt and shorts should be kept separate and based on the individual cost of each so that the replacement charge for either does not exceed the actual cost plus 10 percent. For students choosing not to purchase the school-issued uniform, they will be required to wear shorts (any color) with a seven-inch inseam and a short-sleeved, crew neck t-shirt (any color).

Convenience Items and Services

As a convenience, schools may make certain school supplies, such as pencils, paper and composition books, available to students at a cost not to exceed the retail price. Convenience service fees shall be at cost.

Parking Fees

The annual parking fee shall be \$100.00 per student. This amount may be prorated for students who only attend a portion of the year. The fee to reissue a lost parking permit shall be \$2.00. A temporary, daily parking pass may be issued at a fee of \$1.00 per day. All parking fees shall be remitted to the budget office. The remittance may be net of the cost of the permanent and temporary parking permits and any citation book, provided that supporting documentation as to these costs is provided with the remittance. The submission deadline for parking fees on hand is the end of each school term.

Athletic Events

All athletic event charges shall be in accordance with the Virginia High School League.

Activity Fees

Activity fees charged for student participation in interscholastic athletic sports, partially-funded sports, marching band and/or ensembles shall be \$60.00 per high school student per season with the exception of ensemble fees that are per student per year*. Middle school athletic or activity fees shall be \$60.00 per student per sport or activity. Middle school intramural fees shall be \$35.00 per student per activity per session. The fees collected shall be remitted to the budget office no later than the end of each season with the roster of all participating students. The roster should

indicate the number of fees that were reduced or waived for economically disadvantaged students and students whose families are undergoing economic hardships and are financially unable to pay them. A listing of participating ensemble students shall be remitted with the collected fees at the end of each term.

**Music Fees: this means there may be a \$60 fee for marching band and then an additional \$60 fee for any other musical ensemble. Students may participate in as many ensembles as they wish for that one \$60 ensemble fee; hence, no student should be charged more than \$120 in activity fees involving music [marching band + ensemble(s)].*

Cap and Gown Rentals

Cap and Gown costs shall be paid by students directly to the vendor.

Art and Photography Consumable Material Fees

The art fee shall be \$25.00 and the photography fee shall be \$100.00 at the secondary level only. The fee is to cover materials used in take-home projects. All basic art materials, tools, and equipment shall be supplied to all students.

Consumable Career and Technical Education Material Fees

The Cosmetology I fee shall be \$25.00 and the Cosmetology II and III fee shall be \$50.00. For Career and Technical Education coursework, all basic materials, tools, and equipment shall be supplied to all students.

Advanced Physical Education Class Consumable Materials Fees

The advanced physical education class consumable materials fee shall be \$25.00. All basic materials, tools, and equipment shall be supplied to all students.

High School Test Preparation Materials

The charge for high school test preparation materials (e.g. SAT, AP) shall not exceed the actual cost plus 10 percent.

General Educational Development (GED) Testing Charge

The pass-through cost for GED testing will be in accordance with the Virginia Department of Education's adopted fee schedule.

Elevator Keys

The replacement fine for a borrowed and unreturned elevator key shall be \$5.00; however, it can be set higher for repeat offences (*as determined by school administration*) but this fine may not exceed \$15.00.

**Fauquier County Public Schools
Testing Calendar 2020-2021**

FALL 2020 TBD

TEST	DATE	GRADES	NOTES
Virginia Kindergarten Readiness Assessment		K	All K students; school readiness screening
PALS 1-K		K	All K students; early literacy screening
PALS 1-3		1 and 2 (3 rd graders who did not meet the benchmark spring of 2 nd grade)	All grade 1 and grade 2 students, students new to VA, and students who received summer intervention
STAR Reading		6, 7, and 8	Middle-school students for monitoring reading skills growth
CogAT		1 and 4	Ability test for instructional and placement decision making
SOL English: Writing		11	State-required writing assessment for high school
SOL End-of-Course		9, 10, 11, and 12	State-required end –of-course tests for high school
PSAT		10 and 11	Administered to provide practice for SAT and To identify students who may need to enroll I more rigorous course work

SPRING 2021 TBD

TEST	DATES	GRADES	NOTES
Mid-Year PALS-K		K	All K students
Mid-Year PALS 1-3		1 and 2	Grades 1 & 2 students who fall below the Fall benchmark
SOL English: Writing		8 and 11	State required writing assessment for high school
WIDA Access for ELL		K-12	Annual English language proficiency testing
STAR Reading Midyear		6, 7, and 8	Middle-school students for monitoring reading skills growth
PALS-K		K	all K students
PALS 1-3		1 and 2	All grade 1 & 2 students (except high benchmark)
SOL		3-12	State required tests
STAR Reading Post Test		6, 7, and 8	Middle-school students for monitoring reading skills growth

SUMMER 2021 TBD

SOL Writing End-of-Course		End-of Course	Remediation/Retest Administration
SOL End- of – Course		End-of-Course	Remediation/Retest Administration

The tests listed here are state-mandated or meet a state or local program requirement. Fauquier County administers other assessments for classroom and instructional use to include teacher-developed tests, common grade-level assessments, and diagnostic assessments to determine students' academic needs and strengths.

SCHOLASTIC ACCIDENT AND DENTAL INSURANCE

Schools will supply parents with accident and/or dental insurance information at the beginning of the school year. Parents will mail all information directly to the participating companies.

TRANSFER-RESIDENT STUDENTS POLICY

Policy 7-2.2 states that school attendance areas are established by the Fauquier County School Board in a manner that will best meet the needs of county students. Students will be required to attend the school in the attendance area in which they reside. Exceptions may be made by the building principal based upon the following criteria. **However, the principal and central office administration will consider the impact on school capacity and the curricular program at the school prior to making a decision, and will approve requests only to the extent that openings are available.**

1. A student whose residence changes from one school attendance area to another within the county during the school year may, upon request of the parent or guardian, complete that school year in the school in which the student was originally enrolled with the parent or guardian providing the necessary transportation to and from school. A copy of a valid rental, purchase, or lease contract listing the new residence address and date of occupancy must accompany the request. Additional documentation supporting residency will be required within 30 days of the move-in date to establish that the new residence is bona fide and that the family has abandoned or will abandon any other property as its primary residence.
2. A student may be assigned to attend a school other than that which he/she would normally attend for the purpose of placement in an appropriate instructional program as determined by the Superintendent, or designee. Transportation for said students will be provided by the School Division.
3. When exceptional hardship is demonstrated for reasons of the emotional well-being of the student, supporting information from a licensed clinical psychologist, licensed psychiatrist, licensed professional counselor or licensed clinical social worker must be submitted as part of the Special School Zone Request.
4. To accommodate students in kindergarten through sixth grade when both parents are employed and when the family can demonstrate exceptional hardship in obtaining appropriate full-time before-and/or after-school supervision within the boundaries of the school where the child actually resides, the babysitter and/or day care institution must be located within the receiving

school's attendance area. Notarized documentation of babysitter or day care institution and documentation supporting extremely early and/or late work hours and/or exceptional financial hardship must accompany the Special School Zone Request. Verification of child care may be requested during the school year at the discretion of the Principal. In deciding as to whether an application for transfer will be approved, the principal will consider whether there is a day care program at the base school.

5. Children of employees of Fauquier County Public Schools and Fauquier County Government are eligible for transfer while the parent is a full-time, permanent employee of the Fauquier County Public Schools/Government. Such children shall be enrolled in the school that serves the geographical zone for the school or facility in which the child's parent is assigned to work. For the purpose of this policy, bus drivers will be considered full-time permanent employees.
6. All children (present and future) of employees whose employment is terminated as a result of a "Reduction in Force" will be grandfathered for as long as they remain on the School Division's active recall list.

Conditions of Transfer

1. Transfer approvals will be for a particular school year only.
2. Application for a transfer must be made annually, and criteria considered for the school year requested.
3. Transportation is not provided for students attending schools on approved transfers unless otherwise specified herein.
4. Students found to be enrolled in a school to which they are not assigned by either residency or by approved transfer shall be reassigned immediately to their base school.
5. Transfer to another school is considered a privilege. Any student who is granted a transfer must maintain appropriate behavior, attend school regularly, and demonstrate academic progress. In addition, the reason for the transfer must continue to exist. If the conditions of the transfer are not maintained, the principal may revoke approval.
6. Knowingly providing false information on an application will result in the immediate revocation of an approved transfer, and prohibit application for future transfer requests.
7. The Superintendent will establish a regulation to govern this policy.

SCHOOL HEALTH SERVICES

The primary purpose of School Health Services is to facilitate and promote optimal learning for students. School Health Services strives to enhance the education of all students by supporting the educational goals and objectives of Fauquier County Public Schools. In keeping with the goals of optimal physical and mental health for all students, the school health staff shares in helping each student reach their full educational growth and maximum potential in physical, mental and social growth. The school health staff encourages improvement of the physical health and knowledge of our students through early identification and remediation of health problems and needs, assisting

students to assume responsibility for their own health and by developing healthy attitudes and practices.

The school health staff provides a health services program for the assessment, evaluation, maintenance, and improvement of the health of students. Routine screenings for vision and hearing will be conducted in kindergarten, grades 3, 7, 10, and on all newly enrolled students during the first three months of school. The Lion's Club may assist Fauquier County Public Schools with vision and hearing screenings.

Licensed nurses are available in each school to provide health services and first aid for students and staff **during the academic day**. The nurse maintains a liaison with health care providers and community health programs/agencies to protect the health of students and staff by preventing the spread of communicable disease and through the enforcement of the Code of Virginia, school health guidelines, and school policies. The nurse serves as a resource for health related questions and situations.

ADMINISTERING MEDICATION/FIRST AID POLICY

In accordance with Policy 7-5.3, the Fauquier County School Board affirms its position that in order to prevent possible harm to students and possible liability on the part of the School Board and its employees, all school personnel are prohibited from administering to students treatments for injuries or medication for illnesses with exceptions as noted in this policy. For purposes of this policy, medication shall mean any drug including all prescription and over-the-counter drugs. The only exceptions to this policy are non-medicated lip balm, sunscreen, hand sanitizer, and saline solution, which may be carried by students without parental permission.

When school personnel administer medication or first aid, procedures will be followed which protect the health and safety of the student (Virginia School Health Guidelines, Manual for the Training of Public School Employees in the Administration of Medication-Revised July 2019). All physician orders must be renewed at the beginning of every school year. Any medication brought into the clinic is only available **during the academic day**.

To maintain awareness on the part of professional staff members, the Fauquier County School Division will provide annual training on the subject of medication administration, diabetes, blood borne pathogens, concussions, CPR and first aid consistent with guidelines established by the Virginia Department of Education as well as staff development on the subject of temporary aid according to local policy and procedures.

Each school building has a school health room equipped to treat students. Health care plans must be renewed annually at the beginning of every school year.

Prescription Medications

FCPS personnel may give FDA approved medication to students **during the academic day** only with a physician's written order and written permission from the student's parent or guardian (Form 7-5.3F1). The order must include the name of the medicine, the dosage, the time, the amount, and the duration of the order. Such medicine must be in **the original pharmacy labeled** container and delivered to the principal, school nurse, or School Division designee by the parent/guardian of the student unless other arrangements have been made.

Non-Prescription Medications

FCPS personnel may give non-prescription medication to students **during the academic day** with the written permission of the parent or guardian (7-5.3F1). Such permission shall include the name of the medication, the required dosage of the medication, and the reason the medicine is to be given. Such medicine must be in the original **unopened** container and delivered to the principal, school nurse, or School Division designee by the parent/guardian of the student unless other arrangements have been made. In order for a non-prescription medication to be given to a student for more than ten **consecutive** school days, written permission from the child's physician shall be required.

FCPS personnel are only allowed to administer the recommended dosage. Any exceptions to the recommended dosage will require a physician's order.

All medications will be discarded by the nurse if it is not picked up by the parent on or before the last day of school.

Self-Administration of Medication

Self-administration of any medication, with the exception of non-medicated lip balm, sunscreen, hand sanitizer, and saline solution is prohibited unless the self-administration adheres to the following conditions.

Conditions for Self-Administration of Medication

Students may possess and self-administer medications in accordance with this policy during the school day, at school-sponsored activities, or while on a school bus or other school property if the following conditions are met:

- Written parental consent (Form 7-5.3F2) that the student may self-administer the medication must be on file with the school;
- Written notice from the student's primary care provider (Form 7-5.3F2) must be on file with the school, indicating the identity of the student, stating the diagnosis, and approving the self-administration of medications that have been prescribed for the student; specifying the name and dosage of the medication, the frequency in which it is to be administered, the circumstances which may warrant its use; and attesting to the student's demonstrated ability to safely and effectively self-administer the medication;
- An individualized health care plan such as forms 7-5.3F1, 7-5.3F2, 7-5.3F3 must be on file and renewed annually. An emergency transportation plan should be prepared for any life threatening conditions;
- Self-administration of medications must be consistent with the Virginia School Health Guidelines and the Guidelines for Specialized Healthcare procedures, which are jointly issued by the Virginia Department of Education and the Virginia Department of Health.

Permission granted to a student to possess and self-administer medications will be effective for a period of one school year (August through June), and must be renewed annually at the beginning of the school year. However, a student's right to possess and self-administer medications may be revoked if the student violates the policy. The appropriate school personnel will consult with the

principal, student's parents, the student, and the school nurse if the student violates this policy. The student may be subject to disciplinary action in accordance with School Board Regulation 7-3.1, *Standards of Student Conduct*, and the *Code of Student Conduct*.

SERVICES FOR STUDENTS WITH DIABETES

Upon receiving yearly written notification from a licensed physician that a student who attends Fauquier County Public Schools is diagnosed as having diabetes, each school principal shall ensure that at least two employees assigned to the building are designated as Diabetes Care Providers and are trained in the administration of insulin and glucagon, in accordance with Virginia Department of Education Guidelines.

A student's written diagnosis, physician's order, and parental request and consent will be filed annually with the school on or before the first day of school. All related information needs to be updated by the physician, as necessary, during the school year.

Fauquier County Public Schools students with a diagnosis of diabetes may, with parental consent and the written approval of a prescriber, as defined in Virginia Code §54.1-3401, (i) carry with them and use supplies including a reasonable and appropriate short-term supply of carbohydrates, an insulin pump, and equipment for immediate treatment of high and low blood glucose levels, and (ii) self-check their own blood glucose levels on a school bus, on school property, and at a school-sponsored activity.

FIRST AID

School personnel may administer first aid, in accordance with the procedures contained in the First Aid Guide for School Emergencies (Virginia Department of Education and Virginia Department of Health), Emergency Care and Safety Institute Health Care provider, First Aid CPR and AED, and the Virginia School Health Guidelines, which are on file in the school health office.

EMERGENCIES

Emergency information shall be on file at each school for every pupil.

- The emergency card is now online. Emergency contacts must be available to pick students up in 30 minutes or less.
- The emergency card shall be easily accessible as established by the school principal.

Every effort will be made to contact the parent or guardian as soon as possible in cases of emergency. If the injury is believed to be serious and the parent or guardian cannot be contacted, the student will be transferred by a rescue vehicle to a hospital for treatment. School personnel should accompany the student and stay with them until the parent/guardian arrives.

ANAPHYLAXIS POLICY

Fauquier County Public Schools will provide (2) doses of autoinjectable epinephrine in each building to be administered by a school nurse, employee of the school board, or employee of the local health department who is authorized and trained in the administration of epinephrine to any student who is believed to be having an anaphylactic reaction on school premises during the

academic day. (Code of VA §22.1 – §274.2) The Code of VA §8.01-225 provides civil protection for employees of a school board who are appropriately trained to administer epinephrine.

Policy Limitation: Parents of students with **known** life threatening allergies **must** provide the school with written instructions from the student’s health care provider for handling anaphylaxis and **must** provide all necessary medications for implementing the student specific orders on an annual basis. The anaphylaxis policy is NOT intended to replace the student specific orders or parent provided individual medication. This policy does not extend to activities off school grounds (including transportation to and from school, field trips etc.) or outside of the academic day.

EMERGENCY TRANSPORTATION CARD

Parents who feel their child could present with a medical emergency on the school bus should request an emergency transportation card from the school clinic. The card should be returned to their child’s school within (5) five days of receipt.

CONCUSSION POLICY

In accordance with Policy 7-4.2 and the Code of Virginia §22.1-271-5, Fauquier County Public Schools is committed to ensuring that any student who sustains a head injury and/or is suspected of sustaining a concussion is properly diagnosed, given adequate time to heal, and is comprehensively supported until they are symptom-free. Concussion management is based on physical and cognitive rest until symptoms resolve followed by a gradual program of exertion prior to medical clearance and a return to learn and return to play. Fauquier County Public Schools will operate on the following principles: (1) When in doubt, sit them out; (2) Return to play requires medical clearance. Fauquier County Public School athletes will have a baseline impact test completed prior to their participation in sports and will be retested every two years per Fauquier County Public Schools policy.

COMMUNICABLE DISEASES POLICY

In accordance with School Board policy 7-5.1, the Fauquier County School Board recognizes the importance of protecting its students and employees from the transmission of communicable diseases which present a threat to their health and safety, while also protecting the legitimate interests and rights of students and employees with communicable diseases. In carrying out this responsibility, the Board directs the Superintendent to act in compliance with applicable law to exclude from school attendance or work in the school setting any person who has a communicable disease. Both the decision to remove the student or employee and the decision to readmit the student or to permit the employee to return to work shall be made by the Superintendent based upon consultation with the local Health Department, the student’s or employee’s physician and/or other medical authorities.

The identity of a student or employee who has a communicable disease will be kept confidential and will be revealed only to appropriate authorities as determined by the Superintendent. An alternative educational program should be made available to any student whose removal pursuant to this policy is expected to result in a prolonged absence from school or where otherwise required by law.

Board policy and administrative procedures concerning the exclusion of employees and students with communicable diseases must be consistent with the requirements of law, including the

policies of the Virginia Department of Education, and should reflect current medical knowledge and research.

COVID - 19

GUIDELINES FOR SENDING STUDENTS HOME

Since Covid – 19 is such a fluid situation, please refer to FCPS website FCPS1.org to review policies, procedures and updates. Fauquier County Public Schools supports the health and educational success of all students. We would like all students in school every day if they are well. If a student is ill, they need to stay home in order to prevent the spread of infections. The Center for Disease Control recommends the “Big Three”:

- 1. Wash your hands.**
- 2. Cover your cough.**
- 3. Stay home when sick.**

Students need to stay home from school if they are exhibiting one or more of the conditions listed below or if the School Nurse or parent believes the child is too ill to attend school.

1. Fever of 100 degrees or greater. Child must be fever-free for 24 hours without medication before they can return.
2. Active vomiting within 24 hours.
3. Continuing diarrhea within 24 hours.
4. Swollen or painful joints from injury.
5. Severe earaches or other uncontrollable pain.
6. Untreated draining wounds.
7. Suspected contagious disease. Using the Communicable Disease Reference Chart of School Personnel or Control of Communicable Diseases Manual.
 - a. Chicken Pox – return 5-7 days after first eruption or until vesicles dry.
 - b. Conjunctivitis – associated with purulent drainage/return after 24 hours of treatment.
 - c. Head Lice – return after proof of treatment.
 - d. Scabies – return after 24 hours of treatment.
 - e. Impetigo – return after 24 hours of treatment, may require covering.
 - f. Ringworm -
 - Of the skin – return after treatment initiated. Usually requires area to be covered.
 - Of the scalp – physician evaluation and oral treatment required prior to school return.
8. Strep Throat – must be on antibiotic for 24 hours prior to return.
9. Any nose discharge that is green or yellow.
10. Any undiagnosed skin rashes.
11. Any injury or illness requiring further treatment.
12. Suspected substance abuse.
13. Coughing constantly.
14. Flu-like symptoms such as body aches, cold symptoms, coughs, fever, nausea, and vomiting.

Students may be asked to wear masks and sit in an alternative location until ride arrives.

BED BUGS

Bed bug infestations are increasingly being reported in single-family and multi-unit homes in the United States, including our area. This means that more people are living with bed bugs than ever before. When more people live with bed bugs, the possibility of people transporting bed bugs to other locations increases. Children living with bed bugs at home will bring bed bugs to school. We need to realize that bed bugs have the potential to be transported to school any day that school is in session. Thus, there is a reasonable probability any particular school may experience one or more bed bug introductions every year. However, a bed bug introduction brought by a child from home to the school does not mean a bedbug infestation of the school. Given the way that bedbugs feed and breed and since children do not sleep at school, a school bed bug infestation is unlikely. Fauquier County Public Schools has a protocol in place to deal with bed bugs. Because bed bugs are not known to transmit disease, they are not considered a public health threat.

HEAD LICE

Head lice is a very common problem with children and in schools. Lice do not cause disease and are not dangerous to a child. Multiple studies conducted over the past several years have repeatedly proven that schools are rarely the place of lice transmission. Fauquier County Public Schools has changed their Lice Policy and are now following the recommendations of the Centers for Disease Control (CDC), American Academy of Pediatrics, The National Association of School Nurses, the American School Health Association, and the Harvard School of Public Health. All of these organizations recommend that students with nits (eggs) and/or live head lice remain in school.

When lice are found on a child at school, the child's parents will be informed by the school nurse or school administration. The school nurse will follow up to make sure that the child is treated appropriately and that FCPS policy is being followed. The school nurse will no longer perform classroom head lice checks.

We encourage you to check your child's head frequently. Your school will not inform you of other children in the school who have lice, as this presents a privacy concern. Our school nurse is here to partner with you to develop a treatment plan and answer questions you might have about head lice and the care of your family.

HEPATITIS AND HIV TESTING DEEMED CONSENT

If during school or a school-related activity, a health care provider, a law enforcement officer, a school employee, or a student who is rendering emergency care at the scene of an accident, is directly exposed to body fluids of another person in a manner that may transmit Hepatitis B (HVB), C (HVC), or viruses of Human Immunodeficiency Virus (HIV), it is important that a test be made on the blood of the person whose body fluids were involved in the exposure to determine whether he or she is carrying the virus. Pursuant to Va. Code Section 32.1-45.1, the person whose body fluids were exposed under such circumstances is deemed to have consented to the blood test and to the release of the test results to the individual who suffered the direct exposure. Should there be a direct exposure of body fluids from a health care provider, a law enforcement officer, a school employee, or a student who renders emergency care at the scene of an accident, to another person, then the person exposed also has the protections of deemed consent by the person whose body fluids were involved in the exposure. This would be for testing and release of test results. The deemed consent described in this statement is enforceable by legal proceedings. Should a direct

exposure of body fluids occur under different circumstances, informed consent will be obtained prior to testing the person whose body fluids have been involved in an exposure.

BLOOD-BORNE CONTAGIOUS OR INFECTIOUS DISEASES

The following procedure will be used in determining attendance at school or work of any student or employee who suffers from a blood-borne disease which is infectious or contagious, such as AIDS and Hepatitis B, and which may be transmitted by the exchange of body secretions. Each such determination will be made on a case-by-case basis. This procedure will not apply to persons suffering from common childhood diseases, such as measles, chicken pox, impetigo, strep throat, scarlet fever, etc.

1. The Superintendent will convene a Review Committee composed of the director of the local Health Department or a public health physician designated by the director, the student/employee's family physician, and two administrators appointed by the Superintendent. The Superintendent may appoint other persons to the Review Committee. After reviewing all pertinent information regarding the student/employee and consulting with the employee or the student's parents, the student, if appropriate, and such other persons as the Review Committee shall deem necessary, the Review Committee shall make a recommendation to the Superintendent regarding the student/employee's attendance at school or work. The Review Committee may make such further recommendations as it deems appropriate.
2. The Review Committee shall meet within 14 days of being established and shall make its recommendation to the Superintendent as soon thereafter as practical. The Superintendent will notify the student's parents or the employee as the case may be, of his/her decision within five school days after receiving the Review Committee's recommendation. The student's parents or the employee, as the case may be, may appeal the Superintendent's decision to the School Board. A written request for such appeal must be submitted to the Superintendent within ten days of the decision or the right to appeal will be deemed to be waived.
3. The student/employee's status will be re-evaluated based upon a plan for periodic review formulated by the Review Committee.

SCOLIOSIS

The Code of Virginia, §8 VAC 20-690-30 requires each school division provide educational information on scoliosis for students in grades five through ten. In accordance with this provision, information on scoliosis is listed below including the description, importance and treatment of this condition.

Scoliosis is a sideways curvature of the spine. It occurs in otherwise healthy children and can be a serious health problem if it becomes severe. It generally occurs during the growing years, especially during the growth spurt from 10 to 17 years of age. Scoliosis is not caused by anything a child or his or her parents did or failed to do, although a minority of cases are associated with other medical conditions. Early detection is essential to help avoid complications that include back pain, fatigue, reduced exercise tolerance, deformity, and, in severe cases, problems in heart and lung function.

Treatment may involve bracing. Severe curves may require spinal surgery. The need for treatment is best determined by a trained medical professional. If you suspect your child may be affected, contact your physician.

Methods for early detection of scoliosis:

Have your child stand up straight, barefoot, with arms hanging freely at the sides with their back exposed.

1. Is one shoulder higher than the other?
2. Is one shoulder blade more prominent?
3. Does the spine seem to curve sideways?
4. Is one hip higher than the other?

Direct your child to bend forward at the waist with arms extended toward the floor.

5. Is there a hump in the rib region?

If the answer to any of these questions is yes, you should make sure your child is screened by your medical provider.

EATING DISORDERS

The Code of Virginia §22.1-273.2 states that each school board shall annually provide parent educational information regarding eating disorders for students in grades five through twelve. Such information shall be consistent with guidelines set forth by the Department of Education.

Eating disorders are serious health problems that usually start in childhood or adolescence and affect both girls and boys. With early diagnosis, eating disorders are treatable with a combination of nutritional, medical, and therapeutic supports.

It is important to note that eating disorders are not diagnosed based on weight changes as much as behaviors, attitudes, and mindset. Symptoms may vary between males and females and in different age groups. Often, a young person with an eating disorder may not be aware that he/she has a problem or keeps the issues secret. Parents/guardians and family members are in a unique position to notice symptoms or behaviors that cause concern. Noting behaviors common to people with eating disorders may lead to early referral to the primary care provider. It is important for eating disorders to be treated by someone who specializes in this type of care.

If you think your child may be showing signs of a possible eating disorder, please contact your primary healthcare provider. Additional resources are listed below:

Families Empowered and Supporting Treatment of Eating Disorders (F.E.A.S.T.)
www.feast-ed.org

National Eating Disorders Association
www.nationaleatingdisorders.org
Too free, confidential Helpline, 1-800-931-2237

Virginia Department of Education
http://www.doe.virginia.gov/support/health_medical/index.shtml, under the section titled, Eating Disorders

STUDENT WELLNESS

In Policy 7-5.7, Student Wellness, the School Board acknowledges that proper nutrition and physical activity are essential components of student well-being and academic excellence. Fauquier County Public Schools is committed to providing a progressive school environment that enhances learning and the development of lifelong wellness practices through the implementation of a student wellness program. This policy establishes student wellness goals related to nutrition education, physical activity, healthy habits, and availability of nutritious meals and snacks that comply with federal guidelines. Further, the policy establishes a Wellness Committee and provides for program assessments and community notifications and involvement. For more information about the student wellness program, contact the division superintendent.

FRESH PROGRAM

FRESH (Fauquier Reaches for Excellence in School Health) program is a county-wide public school program designed to create a culture of health and wellness for students, staff, and the community. The FRESH program focuses on creating positive and healthy changes in our classrooms, cafeterias, after-school settings, and within the community – ultimately helping our students enjoy healthier lives.

FRESH's programs include:

- FRESH Fitness Integration Team Specialists (FITS) work with teachers to integrate kinesthetic learning into core academic subjects, making movement an integral part of the school day.
- FRESH afterschool clubs provide for opportunities for students to engage in fitness, nutrition, gardening and wellness activities.
- In partnership with the FCPS School Nutrition Department, the FRESH chef provides culinary training to increase healthy food options in the school cafeterias, nutrition education, and community outreach opportunities to support a healthy culture.

The FRESH program operates in all 20 Fauquier County Public Schools. Look for information about FRESH in the schools and coming home with students.

SCHOOL NUTRITION PROGRAM

Free and Reduced Price Meal Benefits

Students from families that qualify will receive either free or reduced price meals. Eligibility is based on USDA income guidelines. Students qualifying for reduced price meals will not be charged for breakfast and/or lunch during the 2020-21 school year. Families are encouraged to use the online electronic application found on the school division website or may complete and send in a paper application. Paper applications are available through the student's school, front office, or online on the school division website. Families need to complete just one application for the entire household. Families who qualified for free or reduced price meals in the prior school year **MUST** submit a new application each year. Completed paper applications should be returned to the student's school as soon as possible to avoid incurring meal charges. Completed paper applications may also be brought to or mailed to the school nutrition administration office.

All paper applications are processed in the school nutrition administration office within 10 days of receipt. Applications cannot be processed unless they are completely filled out with the gross income of all household members (related or unrelated), all family members (adults and children), and the signature and last four digits of the social security number of the parent or guardian requesting benefit. Incomplete applications will be returned and will delay processing. Income information is not necessary if a valid Supplemental Nutrition Assistance Program (SNAP – formerly known as the Food Stamp program) number or Virginia Temporary Assistance for Needy Families (TANF) number is provided OR the student is a foster child. All electronic and paper applications are subject to verification and proof of information at any time and for any reason.

Families who receive a *Notice of Direct Certification* from the School Nutrition Administration Office will not need to apply. Letters of Direct Certification are mailed to the household prior to school opening and are valid only for the child(ren) mentioned in the letter. If you did not receive a letter for each child in your household, please contact the School Nutrition Administration Office immediately at (540) 422-7220.

Families may apply for meal benefits at any time during the school year.

Any questions regarding applications or determination of benefits should be directed to the School Nutrition processing administrator at (540) 422-7220, Monday – Friday, 7:30 A.M. to 3:30 P.M.

If your child has been approved for FREE meals, your child can also receive FREE dental care at the Virginia Department of Health. Please call the VDOH to schedule your child's dental appointment. Families must provide their own transportation.

Free and reduced letters of eligibility should be retained as proof for applying for waiver of school fees and dental benefits.

Meal Charges

FCPS Policy 4-5. 1.6.6.1

Fauquier County Public Schools (FCPS) and the School Nutrition Program (SNP) strive to ensure all students have an opportunity to eat school breakfast and lunch. Payment for meal purchases in the school cafeteria shall be made in advance on account or at the time of the purchase. In the event that a student requests a meal but does not have funds on their account or money to pay for the meal, the student will be permitted to select a fully reimbursable meal which will be charged to their meal account. The student's meal account will be charged the usual meal price for their grade level; this will result in a negative balance on the student's account to be paid by the parent or guardian of the student. This communication may be made by a letter addressed to the parent to be sent home with the student. No school board employee shall require a student who cannot pay for a meal at school or who owes a school meal debt to do chores or other work to pay for such meals or wear a wristband or hand stamp.

Code of Virginia 22.1-79.7. Requires school board employees to direct any communication relating to a school meal debt to the student's parent. Such policy may permit such communication to be made by a letter addressed to the parent to be sent home with the student.

School meals may be paid for at the time of purchase or in advance with a check, cash, or money order, or you may pay by debit/credit card or electronic check by enrolling at www.MySchoolBucks.com, a

division of Heartland Prepayment Systems. A small convenience fee is charged by Heartland for transactions.

Attempt will be made to contact families (parent or guardian) who have students with a negative balance on their school meal account. Communication may be done through email, messaging, phone call, or letter in an attempt to collect the negative balance. Balance information will be given to students in the cafeteria line only by request from the student.

The Fauquier County School Nutrition Program utilizes a non-sufficient fund (NSF) check recovery service for collection of returned checks. All NSF checks will be subject to a nonrefundable fee. The school nutrition program reserves the right to refuse checks from families who are habitual offenders or who do not reconcile NSF transactions.

STUDENT SUPPORT SERVICES

Fauquier County Public Schools, through identifying and addressing barriers to student learning, will consider each student's unique educational, physical, social, and emotional needs. Direct and indirect services will be provided through attendance and health care intervention, staff development, home visitations, alcohol/drug and violence prevention programs, and interagency collaboration.

CHILD ABUSE AND NEGLECT

In accordance with the Code of Virginia section 63.2-1509, teachers or other persons employed or volunteering in a public school, who have reason to suspect that a child is abused or neglected, must by law report the matter to the local Social Services department. Such report shall disclose all information that forms the basis of the suspicion of abuse or neglect of the child. Failure to report suspicion under the Code shall result in a fine.

SCHOOL COUNSELING PROGRAM

The acquisition of attitudes, knowledge, and skills in the school learning environment designed to endure a lifetime represents the main goal of the counseling program. Professional counselors assist students in recognizing, developing, and applying skills needed to enhance academic, career, personal, and social growth.

Some examples of activities include:

- individual and group counseling
- disseminating educational and career information and materials
- coordinating and assisting with the test-taking process
- conducting classroom counseling activities/programs
- consulting with administrators, parents, and teachers
- contributing to the student referral processes

Elementary school counselors focus on helping students develop a greater sense of self-worth and respect for others. Often counselors oversee school-wide programs that promote self-concept;

conduct groups to build coping/problem solving skills; participate in parent/teacher conferences; assist with the transition process between elementary and middle school; interpret test results, etc.

Middle school counselors work in conjunction with teachers and parents to address individual needs and to ensure school success while being sensitive to the emotional, intellectual, social, and physical changes of emerging adolescence. In addition to counseling and consulting, these counselors coordinate career awareness activities; interpret test results; conduct orientation sessions and coordinate transitioning to high school, etc.

High school counselors assist students as they transition into adulthood. Areas of focus for assisting students include: self-understanding with regard to values, abilities, interest, and aptitudes; the process of decision making and the need to accept consequences of decisions; and gaining an appreciation for discipline and respect for authority. Counselors also advise students on course selections which will ultimately assist with future educational/career goals; coordinate the testing program; coordinate career awareness activities; and disseminate occupational and educational information.

WAIVER OF PERSONAL/SOCIAL COUNSELING

Pursuant to the requirements of the Virginia Standards of Quality, Fauquier County Public Schools offers students counseling services in the areas of academic counseling career counseling, and personal counseling. Academic and career counseling services are required for all students. While we believe that personal/social counseling is important, parents may elect not to have their child(ren) participate in this type of counseling program. If parents prefer not to have their child(ren) participate, a letter so advising the counselor must be sent to the school's counselling office by the end of September of the current school year. Without such notification from parents, the school and school division will assume permission is granted for the child(ren) to participate in the counselling program.

Counseling materials used in the schools may be reviewed in the respective counseling office or library. Requests for review of materials should be made through the office of the principal at least 24 hours in advance of the requested time of review.

PHYSICAL RESTRAINT AND SECLUSION

Fauquier County Public Schools will utilize and document the least restrictive measures as a first attempt to control dangerous and aggressive behaviors. Physical restraint and/or seclusion should be utilized in emergency situations, when other less intrusive alternatives have failed. An emergency situation means a situation that requires a person(s) to take immediate action to avoid harm, injury, or death to a student or to others, or to avoid substantial property damage.

MINUTE OF SILENCE

The Fauquier County School Board recognizes that a minute of silence before each school day prepares students and staff for their respective school days or work. Therefore, each teacher shall observe a minute of silence at the beginning of the first class of each school day.

The teachers responsible for each class shall make sure that each student (1) remains seated and silent, and (2) does not disrupt or distract other students during the minute of silence. The minute

may be used for any lawful silent activity, including but not limited to, personal reflection, prayer, and meditation. However, the teacher responsible for each class shall not, in any way, influence students to pray or meditate or not to pray or meditate during the minute of silence. Students and employees are prohibited from praying aloud during the minute of silence.

EMERGENCY CLOSING OF SCHOOLS

Every effort shall be made by school officials to notify the news media by 6:00 a.m. when it becomes necessary to close school for the day, or to delay the opening of school. On days when school will open at the regular time, school officials will not contact the media. Closings or delays will be announced on the school division's website, via school notification systems, and media contacts.

Parents are requested not to call schools, the transportation department or other school officials to inquire about a closure or delayed opening. It is imperative that phone lines be kept open to enable communications by school officials with the media. Parents and students may call the school information line at 422-7250 or refer to the school division's website at www.fcps1.org for information.

EXTRACURRICULAR AND CO-CURRICULAR ACTIVITIES

Extra-curricular and co-curricular activities are organized based on student interest. Sports and other programs are offered to enrich and enhance the development of a student's physical, intellectual, and social skills. Students are encouraged to make the most of their experiences by being involved in clubs, student publications, athletic teams, music organizations, and/or drama activity. The activities available to students are promoted in the respective schools.

ATHLETIC ELIGIBILITY

Fauquier County follows the Virginia High School League rules and regulations concerning athletic participation and eligibility. To be eligible for any Virginia High School League sport or activity, a student must meet the following requirements: The student must be enrolled in at least three subjects and must have passed at least three subjects for credit the previous term. If students are repeating a course to improve their skills, passing this course does not count as one of the courses required for eligibility. Students who have transferred from one high school to another within Fauquier County without a physical change in residency will forfeit eligibility for 365 days unless granted a waiver of the transfer rule by the Virginia High School League. All appeals of the transfer rule must begin with the Virginia High School League. Please contact your school's Activity Director for more information.

PERSONAL ELECTRONIC DEVICES ON SCHOOL PROPERTY (Bring Your Own Device to School Program – BYOD)

Students may possess cellular telephones, tablets, laptops, e-readers and other personal electronic devices on school property including school buses. These devices may be used during designated non-instructional times at the discretion of school administration and transportation staff. Devices must be turned off during class unless a staff member has specifically instructed students that devices may be used for classroom assignments.

Inappropriate use of devices on school property during instructional and non-instructional time is prohibited. This includes, electronic devices to take photographs, make videos or audio recordings on school property, including school buses, unless instructed by FCPS faculty/staff. Possession of personal electronic devices is a privilege, not a right. If a student violates school division policies, the Code of Student Conduct or school rules, the student may be disciplined and the device may be confiscated and returned only to the student's parent or parent's designee. The student may lose the privilege to use electronic devices in the future.

The school division will not be responsible for data charges incurred by the student or the loss, theft or damage of any personal electronic device. (Ref: FCPS Reg 7-3.1 (C))

FAMILY INVOLVEMENT POLICY

The Fauquier County School Board recognizes that the education of each student is a responsibility shared by the school and the student's family. The Fauquier County School Board endorses the parental involvement goals outlined in policy 2-3.7 and encourages regular participation of parents of all children including those eligible for Title I and Limited English Proficiency (LEP) programs. Each school receiving Title I funds under Every Student Succeeds Act (ESSA) has a Title I Parent Advisory Board, which all parents are invited to join.

A division-level Advisory Board is composed of members nominated from each individual school's advisory. Please contact Mr. Steven D. Payne, the division-level Title I supervisor, for more information (steve.payne@fcps1.org) or (540) 422-7038.

PARENT/VOLUNTEER PROGRAM

Schools encourage parents and other community members to become actively involved in the many facets of the school. Volunteers serve in many areas of school life including the reinforcement of skills and concepts taught by the professional staff. Each school will identify the areas of need for volunteer assistance. Volunteer programs are usually coordinated by a parent in conjunction with the school administration. Parents interested in volunteering should contact the school office. To ensure the safety of our children, any volunteer working directly with children must have a background check. This will be facilitated by your child's school.

SCHOOL VISITORS

Parents and others are welcome to observe the instructional programs and related school activities in Fauquier County Public Schools. Parents are asked to visit schools on parent/teacher conference days, special activities, luncheons, and back-to-school nights. Parents are required to provide one-day advance notification when visiting classrooms to ensure minimal interruption to the instructional process. Visitors are required to report to the office upon entering the building, present valid photo ID, and sign in as an authorized visitor before proceeding to the classroom and other instructional areas. Principals have the responsibility to ensure that there are no disruptions to the educational program. Visitor behavior which might produce a detriment to the health, safety, and welfare of the children or staff or behavior which might be in conflict with School Board policies or administrative procedures or regulations will not be permitted.

ANNUAL NOTIFICATION OF REGULATIONS AND LEGISLATION

Fauquier County Public Schools provides the following annual notifications, required by federal, state, and/or local School Board policies, regulations, and/or legislation.

NON-DISCRIMINATION CLAUSE/EQUAL EDUCATIONAL OPPORTUNITIES

The Fauquier County Public Schools' educational programs and services shall be designed to meet the varying needs of all students and shall not discriminate against any individual for reasons of race, religion, color, gender, national origin, disability, or on any other basis prohibited by law. Further, no student shall, on the basis of gender, be excluded from participating in, be denied the benefits of, be limited in the exercise of any right, privilege or advantage, or be subjected to discrimination under any educational program or activity conducted by the school division. The School Board encourages school division employees, patrons and students to report promptly all incidents of alleged discriminatory conduct. Inquiries regarding compliance may be directed to the Assistant Superintendent for Student and Special Education Services, (540) 422-7141; Title IX Coordinator, (540) 422-7141; or Section 504 Coordinator, (540) 422-7143. These inquiries may also be addressed by sending a written request to the appropriate contact at 430 E. Shirley Avenue, Warrenton, VA 20186.

SCHOOL BOARD POLICIES

School Board policies are available on the Fauquier County Public School website at www.fcps1.org. Citizens who do not have online access may contact the School Board Office to request a printed copy of a policy.

SCHOOL QUALITY PROFILES

School SOL test scores and Virginia School Quality Profiles, previously known as "School Report Cards," are available at www.doe.virginia.gov and the Academic/Assessments link at www.fcps1.org.

ASBESTOS NOTIFICATION

Information regarding asbestos inspections, response actions, and post response action activities, including periodic re-inspection and surveillance activities that are planned or are in progress is on file in a full asbestos report located in the main office of each school.

HOMELESS STUDENTS

The Fauquier County School Board is committed to educating homeless children and youth. Homeless children and youth shall not be stigmatized or segregated on the basis of their status as homeless.

We will follow the requirements of the McKinney-Vento Act. For questions regarding the rights of homeless children, contact the Student Services Department for Fauquier County Public Schools at (540) 422-7100.

PRIVACY RIGHTS OF PARENTS AND STUDENTS

Parents and students of legal age are given the opportunity to challenge any information that is considered to be questionable or felt to be inaccurate. Privacy Rights Procedures are available at each school building and at the Fauquier County School Board Office, and are also posted for review at these facilities.

FREEDOM OF INFORMATION

The Virginia Freedom of Information Act (FOIA), located § 2.2-3700 et seq. of the Code of Virginia, guarantees citizens of the Commonwealth and representatives of the media access to public records held by public bodies, public officials, and public employees. A public record is any writing or recording -- regardless of whether it is a paper record, an electronic file, an audio or video recording, or any other format -- that is prepared or owned by, or in the possession of a public body or its officers, employees or agents in the transaction of public business. All public records are presumed to be open and may only be withheld if a specific, statutory exemption applies. The purpose of VFOIA is to promote awareness by all persons of governmental activities. VFOIA requires that the law be interpreted liberally in favor of access. More information on Virginia FOIA is available on the school division home page under "FOIA: Rights and Responsibilities." FOIA requests should be directed to the FOIA Officer through email: foia@fcps1.org or by letter: FOIA Officer, 320 Hospital Drive, Suite 40, Warrenton, VA 20186.

NOTIFICATION OF RIGHTS UNDER PPRA

The Protection of Pupil Rights Amendment (PPRA) is a federal law that affords parents and students who are 18 or emancipated minors ("eligible students") certain rights regarding the administration of surveys, collection and use of information for marketing purposes, and certain physical exams. These rights include:

1. Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED) –
 - a. political affiliations or beliefs of the student or student's parent;
 - b. mental or psychological problems of the student or student's family;
 - c. sexual behavior or attitudes;
 - d. illegal, anti-social, self-incriminating, or demeaning behavior;
 - e. critical appraisals of others with whom respondents have close family relationships;
 - f. legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
 - g. religious practices, affiliations, or beliefs of the student or parents; or
 - h. income, other than as required by law to determine program eligibility.
2. Receive notice and an opportunity to opt a student out of –
 - a. any other protected information survey, regardless of funding;

- b. any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
- c. activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

3. Inspect upon request before administration or use –

- a. protected information surveys of students;
- b. instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
- c. instructional material used as part of the educational curriculum.

FCPS will develop policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. FCPS will directly notify parents and eligible students of these policies at least annually at the start of each school year and after any substantive changes. FCPS will also directly notify parents and eligible students, such as through U.S. Mail or e-mail, at least annually at the start of each school year of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in:

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

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

Family Policy Compliance Office
United States Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

Cross Ref: Policies 7-5.4, 7-1.4, 6-2.4, 2-3.10, 2-2.3

STUDENT SCHOLASTIC RECORD

The Fauquier County School Board shall maintain accurate and complete individual, permanent, and cumulative records for every student enrolled in the public schools. These records shall include cumulative and confidential information and shall be the student's official school record. Such records, identified as education records in Title 20, Section 1232 (g) of the United States Code and in Chapter 14 of Title 22.1 of the Code of Virginia, 1950, as amended, shall be maintained in compliance with all federal and state laws.

The Superintendent or designee shall be responsible for the collection of data, record maintenance and security access to and use of records, confidentiality of personally identifiable information, dissemination of information from records, and destruction of records, including the destruction of personally identifiable information regarding a student with a disability at the request of the parents. The Superintendent shall also provide for notification of all school division personnel of policy and procedures for management of education records and notification of parents and students of their rights regarding student records, including the right to obtain, upon request, a copy of the Fauquier County Public Schools' written policy and procedure on the management of the education records and their location.

Examination records which consist of scoring documentation for state standardized tests **associated with graduation requirements**, such as Standards of Learning (SOL) tests, Virginia Alternative Assessments' collections of evidence, or course work compilations will be retained five years after test administration. Examination records which consist of scoring documentation that includes the Standards of Learning (SOL) tests, and other state standardized tests **not associated with graduation**, such as Virginia Alternate and Alternative Assessments' collections of evidence (COE) and course work compilations (CWC), will be retained for one year after test administration. Eligible persons may obtain copies of such data by contacting the Student Records Department of Fauquier County Public Schools at (540) 422-7101.

Short-Term Documentation:

The short-term portion of a student cumulative record is comprised of academic, health, discipline, and other information.

- Academic information in the cumulative record consists of individual student's college entrance exam score reports, individual student test reports/profiles from normative tests such as achievement batteries and inventories, results from the Virginia Assessment Program, such as SOL tests, Virginia Alternate//Alternative Assessments, and English Language Proficiency, and other state standardized tests.
- Health information, which may include the physical examination from another school that meets Virginia requirements, health information progress notes, final annual health data form, final cumulative health record card, and final physical fitness test results.
- Other information consists of activity records, eighteen-year-old declaration, school and community activities, work experience, employment counseling and placement documentation, counseling interviews, notice of student status, registration/enrollment forms/records, permission to release student information related to media coverage or artwork display, and any documentation related to assessment, placement, and instruction of special needs student. **Documentation will be retained 5 years after student graduates, completes Board of Education program, transfers, or withdraws from school, then destroyed in compliance with the Library of VA, scheduled retention and disposition Series Number 008224.**
- Eligible persons may obtain copies of data by contacting the Student Records Department of Fauquier County Public Schools at (540) 422-7101.

NOTIFICATION OF RIGHTS UNDER FERPA ELEMENTARY AND SECONDARY INSTITUTIONS

The Family Education Rights and Privacy Act (FERPA) passed by Congress as part of the Educational Amendment of 1974 guarantees parents or legal guardians and students confidential treatment of school records that are of a personal nature. FERPA affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records, which are:

1. The right to inspect and review the student’s education records within 14 days of the day the District receives a request for access.

Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) 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 education records that the parent or eligible student believes are inaccurate or misleading, or otherwise in violation of the student’s privacy rights.

Parents or eligible students may ask FCPS to amend a record that they believe is inaccurate or misleading, or otherwise in violation of the student’s privacy rights. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading, or otherwise in violation of the student’s privacy rights.

If FCPS decides not to amend the record as requested by the parent or eligible student, the parent or eligible student will be notified of the decision and advised of the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

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

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school division as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement personnel); a person serving on the School Board; a person or company with whom the school division has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school division discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

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

Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue, SW
Washington, DC 20202-4605

5. See required notifications for information on Directory Information under FERPA section of this handbook.

DISCLOSURE OF EDUCATION RECORDS UNDER FERPA

Whenever a pupil transfers from one school division to another, the scholastic record, which includes disciplinary records, or a copy of the scholastic record shall be transferred to the school division or school to which the pupil transfers upon request from such school division or school. Because annual notification of FERPA rights is provided in the student handbook, permission of the parent, guardian, or other person having control or charge of the student shall not be required for transfer of such scholastic record to another school or school division within or outside the Commonwealth.

Fauquier County Public Schools will disclose information from a student's education records to certain officials of the U.S. Department of Education, and the Comptroller General if required by federal law or regulation, state and local educational authorities, in connection with certain state or federally supported education programs; in connection with a student's request for or receipt of financial aid as necessary to determine the eligibility, amount, or conditions of the financial aid, or to enforce the terms and conditions of the aid; state and local officials or authorities to whom such information is specifically allowed to be reported or disclosed pursuant to FERPA and state law; to organizations conducting certain studies for or on behalf of the Division; to accrediting organizations to carry out their functions; to parents of an eligible student who claim the student as a dependent for income tax purposes; to the entities or persons designated in judicial orders or subpoenas as specified in FERPA; to appropriate parties in a health or safety emergency; and to a public or private school, college, or university, or private business or professional school or college or military force provided the information furnished is used for the purpose of informing pupils and former pupils of the educational and career opportunities available in the institutions or the military.

DIRECTORY INFORMATION UNDER FERPA

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

Schools to include this type of information from your child's education records in certain school publications. Examples include: a playbill, showing your student's role in a drama production; the annual yearbook; honor roll or other recognition lists; graduation programs; and sports activity sheets, such as for wrestling, showing height and weight of team members, to conduct post-graduation research for graduates or to fulfill requests from legislative officials who intend to send congratulatory letters.

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

If you do not want Fauquier County Public Schools to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by August 23, 2020. A "Refusal of Permission" form is provided on the first perforated sheet in the front of this handbook. Fauquier County Public Schools has designated the following information as directory information: student's name; address; electronic mail address; telephone listing; photograph; date of birth; major field of study; dates of attendance; grade level; participation in officially recognized activities and sports; weight and height of members of athletic teams; degrees, honors, awards received, and student ID number used only to communicate in electronic systems that cannot be used to access education records without a PIN, or password; and the most recent educational agency or institution attended.

SEX OFFENDER REGISTRY NOTIFICATION

In accordance with School Board Policy 2-2.2, Sex Offender Registry Notification, annual notification of this policy shall be made.

Policy 2-2.2 provides that building administrators will receive automatic electronic notification of the registration or re-registration of sex offenders in the same or contiguous zip codes as the school. Building administrators will provide registry information to employees who are most likely to observe unauthorized persons on or near school property, including, but not limited to: School bus drivers, employees responsible for visitor registration, employees responsible for bus duty, security staff, coaches, playground supervisors and maintenance personnel. This policy is available at www.fcps1.org.

Registry information may be accessed at the following website: <http://sex-offender.vsp.virginia.gov/sor/> or by going to the Virginia State Police website at www.vsp.state.va.us and following the link to the Sex Offender Registry.

MEDIA RELEASE

FCPS students engage in noteworthy activities that are recognized in many ways, including on the school website, in school publications, in athletic programs, through displays, and in yearbooks. In addition, the news media seeks to share information on school activities in response to community interest.

With the exception of group photographs without names, parents/guardians may elect not to have their child photographed, videotaped, or featured in school media such as school publications, classroom photographs, the school website, or to be interviewed by media.

The Refusal of Permission Form on the perforated page at the front of this Handbook offers parents/guardians the opportunity to deny permission to release information by checking the appropriate box or boxes on the form, including the release of Directory Information as explained in the *FERPA Directory Information* section.

Acceptable Use / Bring Your Own Device Agreement

All students shall follow school division policies, regulations and school rules when accessing and using the Fauquier County Public Schools computer system and Network (FCPS-NET) and when engaging in FCPS - sponsored remote learning.

School division administrators govern the use of FCPS-Net, including the use of personal electronic devices on school property.

The school division is not responsible for the loss, theft or damage of any personal electronic device.

Students understand and agree to abide by the Fauquier County Public Schools Acceptable Use of Fauquier County Public Schools' Computer and Network Systems and Resources Regulation and the Acceptable Computer and Network Use Policy for Students, Regulation 6-3.11 (B) and 7-3.1 (C).

Violation of either of these documents, student computer and/or network privileges may be revoked and disciplinary actions in accordance with school division policy and the Code of Student Conduct may be taken against the student.

MAP OF SCHOOL LOCATIONS



