

Flat Rock Elementary School



Parent & Student Handbook
2021-22

FLAT ROCK ELEMENTARY

Mrs. Tanja Atkins-Nelson, Principal | Mrs. Meghan Ellis, Assistant Principal



Dear Flat Rock Students and Families:

Welcome to Flat Rock Elementary School, the home of the Mighty Warriors! We hope each of you enjoyed a safe and relaxing summer vacation. The teachers and staff are excited about beginning another academic year as we await new learning adventures together!

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

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

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

With Best Regards,

*Mrs. Tanja Atkins-Nelson
Principal*

*Mrs. Meghan Ellis
Assistant Principal*

Flat Rock Elementary School Contacts

598-5743 - Office 598-1302 - Clinic
598-8234 - Attendance 598-8235 - Fax

Tanja Atkins-Nelson	Principal
Meghan Ellis	Assistant Principal
Amanda Johnson	Special Education Lead Teacher
Sheila Eggleston	Registrar/Secretary
Veronica Sanders	Bookkeeper
Annmarie Horne	Guidance Counselor
Elizabeth Davis-Crane	Guidance Counselor
Jennifer Lawson	School Nurse
Heather Barnett	Attendance Clerk

Powhatan County School Division Contacts

598-5700

Dr. Eric Jones	Division Superintendent
Dr. Tracie Omohundro	Assistant Superintendent of Instruction
Dr. Cheryl Thomas	Director of Elementary Education
Larry Johns	Assistant Superintendent of Finance
Dr. Lynn Clayton-Prince	Director of Special Education
Dr. Meredith Parker	Director of Human Resources & Disciplinary Hearing Officer
Jeff Durrett	Director of Administrative Technology
Katie Wojcicki	Director of Pupil Personnel Services
Dr. Jason Tibbs	Director of Facilities
Andy West	Director of Transportation
Dorothy Kohler	Director of Food Services for Sodexo

Other Division Schools	Administrator	Phone
Powhatan Elementary	Constance Deal, Principal	598-5730
Pocahontas Elementary	Thomas Sulzer, Principal	598-5717
Powhatan Middle	Samantha Martin, Principal	362-2500
Powhatan High School	Michele Martin, Principal	598-5710

Powhatan County Public Schools

Inspiring, Empowering, Innovating

PCPS Mission

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

PCPS Vision

Empowering Today to Innovate Tomorrow

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

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

Our Objectives

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

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

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



What's in a Name?

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

Our Beliefs in Education

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

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

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

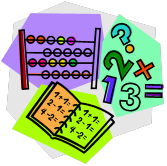
Flat Rock Elementary School is dedicated to providing a safe and nurturing environment as our children prepare to become productive citizens of a diverse community.

Section 1 Instruction & Basic Information



Section 1.1 – Educational Curriculum

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



Core Content Classes	Resource Classes
Reading/Language Arts	Art
Math	Technology
Science	Music
Social Studies	Health & PE
Spelling	



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

Section 1.2 – Services in Reading

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

Section 1.3 – Services in Reading and Math Title I

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



Section 1.4 – Special Education Services

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

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

Section 1.5– Gifted Services

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

Section 1.6 –School Counseling

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

In accordance with Powhatan County School Board Policy, parents have the option to limit or deny their child's participation in guidance programs. Upon request, parents may arrange to review the materials planned for use at their child's school. Should the choice to limit or opt-out be desired by parents, written notification must be provided to the

school specifying the action desired. Notification may either be addressed to the school principal, the child's teacher, or to the school counselor.

Section 1.7 – Social Emotional Learning (SEL)

The Virginia Department of Education's social emotional learning (SEL) efforts are driven by the commitment to ensure that every student in Virginia attends a school that maximizes their potential and prepares them for the future: academically, socially, and emotionally. Social- Emotional Learning is defined as "the process through which children and adults understand and manage emotions, set and achieve positive goals, feel and show empathy for others, establish and maintain positive relationships, and make responsible decisions." (Collaborative for Academic, Social, and Emotional Learning (CASEL)

Morning meetings will be held daily.

For more information please visit doe.virginia.gov/support/prevention/social-emotional

Section 1.8 -Intervention/Extension

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

Section 1.9 – Library Media Center

Students will return to the library for their resource time. Students will visit the FRES Library once a rotation (every six days) for a forty-five minute period. During this time, students will have the opportunity to return and exchange library books as well as participate in library lessons that range from story time to database and research lessons.

Students will check out during their assigned library class time each rotation. Students will need to return any checked out books before checking out new items from our library on their assigned library day. Kindergarteners can check out 1 book. First through fifth grade students can check out two books. Lost or stolen books will need to be replaced. Once we are aware of lost or damaged books, a bill will be generated and payment can be made to FRES through our online payment system.

If you have any questions or requests for our library, please contact the school or email Ms. Terry, the FRES Librarian, at kelly.terry@powhatan.k12.va.us or Ms. Chaffins, the library assistant, at valerie.chaffins@powhatan.k12.va.us

Section 1.10 - Make Up Work from Absence

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

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

Section 1.11 – Schoolwork and Homework

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

Homework is an essential part of the learning process. It helps to reinforce and strengthen skills taught in the classroom. Homework also provides an avenue for parental involvement by affording parents an opportunity to see what their children are doing in their studies. We encourage students to set aside a time and place to complete homework. This will help to develop good study habits.

Homework will be assigned in compliance with adopted school board policy. No homework will be assigned on Fridays, except in the case of long-term projects. Assigned homework should take anywhere from 10 to 50 minutes depending upon the grade level and the work habits of the child. Only one project will be assigned at a time and children will have at least one week to complete the project. Homework will not be assigned a numerical or letter grade. Homework will be checked and recorded as having been completed or not completed. However, consistent failure to complete or to return homework will be noted on the report card and may affect your child's grades.

Section 1.12 – Field Trip Information

Until further notice, all off-campus field trips have been suspended.

Section 1.13 – Student Recognition

Flat Rock Elementary School is proud to recognize our students' accomplishments! Please note that nine-weeks honor roll student lists will be published in our local community newspaper, *The Powhatan Today*.

Section 1.14 – Honor Roll

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



"A" Honor Roll	Straight A's in the core academic subjects
"A-B" Honor Roll	A's and B's in the core academic subjects
BUG Award	Bring up at least 1 grade w/out any other grade falling
BUG awards can be earned during the 2nd, 3rd and 4th grading periods.	

Section 1.15 – Awards Assemblies

Due to COVID-19 restrictions, we are unable to host in-person awards ceremonies. We will continue to host virtual awards ceremonies.

Section 1.16 – Assembly Behavior

No assemblies will be scheduled during COVID 19 restrictions.

Section 1.17 – PBIS

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

Section 1.18 – The Warrior Way

At Flat Rock Elementary School, we are **safe, respectful and responsible student citizens**, no matter the location – classroom, hallway, cafeteria, restroom, and playground. Students are expected to follow The Warrior Way at all times.

Section 2 Student Expectations



Section 2.1 – Student Rights & Responsibilities and Discipline

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

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

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

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

When children fail to observe the rules, consequences ranging from in-class strategies to suspension may be considered and imposed. Among the alternatives are use of time-out, conference with administrators, lunch detention, and in-school suspension. Our teachers will work with children and their parents to teach and achieve good classroom discipline. When a child disregards the school and classroom rules repeatedly or when the child's behavior threatens the safety and rights of other students or adults, the child's parents will be notified and requested to meet with the child's teacher and/or school administrator to develop a plan for remediating the behavior. *An offense that threatens the safety and right*

of others may warrant immediate suspension. These consequences will also be imposed for misconduct exhibited on the school buses.

Most behavior problems are handled by the classroom teacher. A teacher is likely to make direct contact with a parent by phone initially. If a particular behavior persists, a parent is likely to receive a Classroom Behavior Notification Letter sent home by the teacher with the child. This Behavior Notification Letter is to be signed by the parent and sent back to the teacher the next day in acknowledgement that it was received.

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

Section 2.2 – Student Expectations during COVID-19

Students are to be safe, respectful and responsible by wearing a mask that covers their nose, mouth and chin, keeping at least 6 feet apart, washing/sanitizing their hands frequently, and conducting daily health screenings before leaving home.

Section 2.3 – Daily Health Self-Screening

Please be reminded to conduct the daily health self-screening below with your child(ren) before leaving home.

Has your child been exposed to someone with COVID-19 in the past 14 days?

Does your child have any of the following? (unrelated to another health issue)

- Temperature of more than 100.4F
- Cough
- Shortness of breath or difficulty breathing
- Chills
- Muscles or body aches
- Congestion or runny nose
- Sore throat
- Headache
- New loss of taste or smell
- Nausea
- Vomiting (unidentified cause, unrelated to anxiety or eating)
- Diarrhea

If the answer is yes, to any of the questions on the self-screener, keep your child home and call the school nurse at (804) 598-8540. It is critical for the health and safety of our school community that self-screenings are conducted and followed each morning.

Section 2.4 - Extra Curricular Events

Until further notice, extra-curricular activities have been suspended.

Section 2.5 - Cafeteria Behavior

Students will be eating lunch in the cafeteria at assigned seats. Each table will only have three students to accommodate for social distancing. Students will stay seated, and ask the assigned assistant for help. When students are finished eating, they will need to put their mask back on.

Section 2.6 – PBIS Expectations

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

Section 2.7 – Dress Code

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

- Footwear must be worn at all times. Bedroom shoes, house slippers and bare feet are not allowed. Shoe and boot laces must be tied or straps must be strapped at all times. Footwear that jeopardizes a student's safety is prohibited.
- Belts must be buckled at all times and pants secured at the waist. Biker or jogging shorts, swimming trunks and cuts-off may not be worn. Gym shorts may only be worn in physical education class.
- Headgear, including hats, caps, do-rags, headbands, head coverings, and bandanas may not be worn inside the building unless worn in connection with an approved school activity or unless worn because of a valid religious belief.
- Sunglasses shall not be worn inside the school building unless prescribed by a physician.
- Students may not expose the midriff, cleavage, or any part of their undergarments. No part of undergarments should be showing or worn as outer garments. Sleepwear is prohibited.

- Students may not wear shorts, athletic shorts, dresses, skirts, or other similar clothing that is shorter than the students' longest fingertip with their arms hanging naturally at their sides, even when worn with leggings or tights.
- Clothing with language or images that are discriminatory, obscene, relating to alcohol, tobacco, drugs, sex, profanity, obscenity, vulgarity, violence, that is demeaning any group or individual, or that promotes conduct contrary to the Powhatan County Public Schools Code of Student Rights & Responsibilities, is prohibited.
- Any item of clothing, jewelry, or other accessory which is distracting or dangerous will not be allowed. This includes, but is not limited to, studded items, chains or other straps hanging from the waist, and any sharp objects.
- Clothing with holes above the knees is prohibited.
- Students are prohibited from wearing clothing that displays any indication of membership in or affiliation with any gang or criminal activity.

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

Section 2.8 – Electronic Devices

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

Section 2.9 – Food & Candy

Students may consume food during their lunch periods or snack period in the classroom with the teacher's permission. Respecting allergies and food choices of those around us, we ask that students not share food. Students are reminded that distributing candy to classmates at school or on the bus is not permitted.

Section 2.10 – Health & Wellness

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

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

Section 2.11 – Selling and/or Trading Items

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

Section 2.12 – Birthday Invitations & Treats

The classroom teacher is not responsible for distributing party invitations. Students are permitted to pass out birthday invitations on their own, with their teacher’s permission.

Individually packaged birthday treats may be sent in to share with the class. These must be sealed and have the ingredients listed.

Section 3 Communication



Section 3.1 – Homework Planner

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

Section 3.2 – Parent/Teacher Conferences

Face-to-face meetings between teachers and parents are on-hold during COVID 19 restrictions. Conferences will be scheduled virtually.

Please check the website at <https://flat-rock-elementary-school.echalksites.com> for announcements regarding scheduled parent/teacher conference dates.

Teachers will be contacting parents for conferences as the year progresses. If you wish to schedule a conference, please contact your child’s teacher in advance.

Section 3.3 – Phone Calls Home

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

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

Section 3.4 – Reports of Student Progress

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

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

Grading Scales

Kindergarten	
4	Exceeds Standard
3	Meets Standard
2	Progressing Toward Standard
1	Below Standard

Grades 1-5	
A	90-100
B	80-89
C	70-79
D	65-69
F	Below 65

The evaluation of handwriting, conduct, resource, and work and study habits will be assessed using the following scale:

E	Excellent (90-100)
S	Satisfactory (70-89)
N	Needs Improvement (65-69)
U	Unsatisfactory (0-64)

An "I" for INCOMPLETE may be used if all assigned work is not completed during a specific marking period. An incomplete will become an "F" or "U" if the work is not made up in the next grading period unless extenuating circumstances prevent this.

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

Section 3.5 – School Messenger

Powhatan County Public Schools uses a program called School Messenger to provide parents, students and staff members' notification of emergency closings, weather closings and other important events that are happening in your child's school.

No action is necessary because phone numbers and email addresses that are used to contact you come directly from our Student Information System. It is important to update your phone and email information with your child's school anytime there is a change. You may receive texts from our school messenger by texting "opt in 68453."

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

Section 3.6 – School Website

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

Section 3.7 – PowerSchool

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

- Your child's attendance on a daily basis
- Grades (which will be updated on a scheduled basis)



- Messages from your child's teacher(s)
- Assignments and upcoming assessments
- Test dates
- Event dates such as PTO sponsored activities, after-school remediation

The online grade portal is a communication tool that can be used from any computer connected to the Internet; parents may check it from home, work, or the public library. You can correspond directly with teachers, guidance counselors, and other school personnel. Teachers and administrators can use PowerSchool to share day-to-day progress and suggest resources to help students succeed in school.

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

Section 3.8 – Schoology

Powhatan County elementary schools will continue to incorporate the use of the virtual platform, Schoology. PCPS secondary schools have been using Schoology for a number of years. Schoology is a Learning Management System that allows teachers to deliver online instruction within a blended classroom environment, administer online curriculum materials, and track/report student data & information.

Section 4 Daily Operations



Section 4.1 – Absences & Tardiness

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

Students are considered tardy after 9:00. If you arrive after 9 AM, please pull up to the front curb and call the number posted on the sign. A staff member will come out to your vehicle to escort your child into the building.

A student shall be considered absent from school when he/she is not present in school for half a day (3 hours and 15 minutes) and is not involved in a school-related function in which he/she is authorized to participate. Students must be present at least ½ day in order to participate in after-school events/activities.

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

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

*Please refer to the Code of Student Rights & Responsibilities for Regulations regarding Attendance.

Section 4.2 – Main Entrance Buzz-in System

All doors of the school remain locked between 9:00 AM - 3:35 PM. The main entrance of the school has an electronic buzz-in security system. Visitors to the school are LIMITED, but if you must enter the building you should do the following: 1. Approach the video camera located on the far right door in the front of the school. 2. Press the button and someone in the office will respond to the call. 3. Present a photo ID and state the purpose for your visit. 4. Once you have been identified, the door will buzz and the latch will be unlocked remotely from the office. 5. All visitors must immediately report to the office, sign-in with a driver's license and get a visitor's badge to wear on the upper torso while in the school building.

Section 4.3 – Attendance

All students will participate in learning for 5 days/week as indicated in the PCPS 21-22 Division Calendar. School staff will work to support families in addressing any unique circumstances that impact student attendance.

Attendance Procedures for Temporary Absences Over 3 Days Due to COVID-19

Please contact **Mrs. Meghan Ellis**, our school-based COVID-19 administrator. The administrator temporarily assigns asynchronous or synchronous assignments based on the

student's unique circumstances. The administrator will consider the student's grade, internet access, and course load.

Section 4.4 – Attendance & Truancy

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

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

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

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

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

1. Our automated attendance calls will begin at 10:30 AM. Parents -Please call our attendance line @598-8234 by 9:00 AM to report an absence. You may leave a message for our attendance clerk. Please state your child's name, homeroom teacher, and reason for absence.
2. After the student misses three scheduled school days, which are unexcused, the attendance clerk shall have a conference with the student and notify the parents, in writing, of the three unexcused absences.
3. When the student misses five scheduled school days, which are unexcused, the dropout prevention coordinator and/or the school social worker, the guidance counselor, the student and the parent shall meet to jointly develop a written plan to resolve the non-attendance issue.

4. Upon the seventh unexcused absence the dropout prevention coordinator or the school social worker, after consulting with the principal and the director of pupil personnel services, shall enforce the law by filing a CHINS (Children in Need of Services) complaint with the court or institute proceedings against the parent.
5. The law requires the school principal to report to the Division Superintendent each school year, the number of pupils by grade level for whom a truancy conference was scheduled (Code Section 22.1-258).
6. The Division Superintendent shall compile the data and report annually to the Superintendent of Public Instruction (HB 11817).

Section 4.5– Emergency Closing/Delayed Opening

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

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

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

Section 4.6 – Emergency Contact Information

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

Section 4.7 – Sodexo Food Services Provider

All students will have access to free breakfast and lunch this school year.

If you would like an application for Free and Reduced Lunch, please contact the main office or your homeroom teacher.

Both breakfast and lunch are available daily from our school cafeteria. Breakfast service will be "Grab & Go" where students will pick up options and eat in the classroom. We will

begin serving breakfast on the first day of school. Please contact our cafeteria manager with questions.

Mrs. Suzanne Johnson @ 598-5743
suzanne.johnson@powhatan.k12.va.us

Packing Snacks and Lunches

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

Section 4.8 - Health Services

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

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

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

Guidelines for Administering Medication

A student may receive **prescription medication** at school by following these procedures:

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

3. In addition, a written order from the licensed prescriber is either brought by the parent/guardian or faxed to the school clinic. This order **must** be received before the medication can be given.

A student may receive **over-the-counter medication** at school by following these procedures:

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

Special Notes Regarding Student Medication

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

Routine Preparations Used in the School Clinics

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

Guidelines for Exclusion from School due to Illness

Many times students become ill at school and display a variety of symptoms which have not been diagnosed by a doctor, but are serious enough to warrant school personnel sending the student home and recommending follow-up care with a physician. It will be recommended that students be sent home from school if they exhibit any of the following symptoms:

1. fever of 100 degrees or more
2. persistent diarrhea/vomiting
3. severe coughing, causing croupy, whooping sounds
4. severe wheezing or respiratory distress
5. red eyes with drainage
6. severe sore throat or difficulty swallowing
7. infected areas of the skin with yellow, crusty areas
8. evidence of live lice and/or nits
9. serious or uncontrolled bleeding/serious injury

Please contact the school nurse for further information.

Policy Statement for Eye Exams & Glasses

The Powhatan Lions Club will provide financial support for eye exams and glasses under the following conditions:

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

Individualized Healthcare Plans

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

Section 4.9 – Lost & Found Items

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

Parents are strongly encouraged to label all of their child's belongings, particularly coats, jackets, sweaters, and sweatshirts.

Section 4.10 – Morning Announcements & Moment of Silence

Announcements will be conducted over the intercom each day beginning at 9:00 am. These announcements include The Pledge of Allegiance, a moment of silence, birthday recognitions, student achievements, and special school events.

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

Section 4.11 – Fire and Emergency Drills

Each month during the school year, students and staff will practice emergency evacuation drills for fire and other crisis situations. These drills are planned in conjunction with Powhatan County Public Schools' Safety Plan. These unannounced drills provide the practice necessary to ensure the safety of everyone in case of a real emergency. State code now requires a minimum of 24-hour notification prior to a lockdown drill.



Section 4.12 – School Supplies

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

Section 4.13 – Insurance

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

Section 4.14 – Morning Drop Off

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

- Follow the flow of one-way traffic around the front parking lot.
- Wait until a staff member comes to the front sidewalk before releasing students into the building. Students may not enter the building until 8:45 am.
- Please pull forward to the orange cone at the far end of the pre-school playground to allow as many students to unload as possible.
- Do not pass vehicles in the parent drop off area.
- Drive your vehicle as close to the front curb of the drop off area as possible, facing the bus loop.
- Allow students to exit on the passenger side of the vehicle.
- Yield the right of way to pedestrians. Do not block the pedestrian crosswalk.
- After 9:00 am, a parent/guardian must escort the student into the main office to be officially signed-in for the day. So as not to interrupt instruction, a staff member will ensure your child's safe arrival to class.
- To foster growth and independence, parents are encouraged to allow their children to walk to class on their own in the morning.

Section 4.15 – Early Dismissal

An early dismissal is when a student is picked up prior to 3:35 p.m. Students departing school in a private vehicle may not leave the school unless they are attended by a parent or an authorized adult. Before a student is released to an adult for departure, the parent or authorized adult must call the main office, present ID for verification, and then children will be escorted out to the front curb.

Section 4.16 – Afternoon Pick Up

End of the day activities are crucial to our students' success. They provide them with reinforcement of the day's activities and time to prepare their materials to go home.

Parents are required to wait in their vehicles with their dashboard tag visible.

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

Afternoon Pick Up Procedures:

- All students on the pickup list will be escorted by a staff member to the cafeteria.
- Notes are to be sent to the classroom teacher daily regarding changes to permanent pickup and parent pickup.

- If a note is not sent in to the classroom teacher, a fax (598-8235) or email must be made to the school office **by 2:30 pm** indicating that a student is to be placed on/off the pickup list for that day. (use FRESPPU@powhatan.k12.va.us)
- When using the FRESPPU email, please also copy your child's teacher on the email. Expect a reply indicating your email was received. If you do not receive a reply, please call the main office.
- Emergency contact information should be updated to include the names of all persons who are allowed to pick up a student from school.
- Students will not be called to parent pick up after they have been dismissed from their classrooms to the buses.

Section 4.17 – Bus Passes

Bus passess will not be issued at this time.

Section 4.18 – Behavior Expectations on the Bus

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

Section 4.19 – After-school Caregivers

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

Section 4.20 – Visitors and Volunteers

Our visitor policy to start the year will be similar to last year. We will conduct parent meetings virtually unless there is an extenuating circumstance. Please call the school (598-5743) if there is an attendance need such as late arrival or early dismissal.

Section 4.21 – Trespassing

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

Section 4.22 – Parent Resource Center

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

Section 4.23 – Spirit Days

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

Section 4.24 – Parent/Teacher Organization

Due to COVID-19 restrictions, all PTO meetings and events (including fundraisers) are suspended until further notice.

Section 5 Policies & Practices



Section 5.1 – Enrollment Requirements

Parents or guardians registering a student in a Virginia public school must provide:

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

Students transferring from another school division are required to provide:

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

Section 5.2 – Written Notice of Screenings (SCR-Notice)

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

Section 5.3 – Virginia Standards of Learning Tests

Third, fourth and fifth grade students will be administered the Virginia Standards of Learning Tests during the last grading period. Students are tested in the areas of Reading/Language Arts, mathematics, social studies, and science. Third and fourth grade students will be administered the Reading/Language Arts, and math tests. Fifth grade students will be tested in all four content areas. Parents may access the Virginia Standards of Learning on the Department of Education's website at <http://www.doe.virginia.gov/testing/index.shtml>.

Section 5.4 Professional Qualifications for Teachers

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

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

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

Section 5.5– Threats against Persons or Property

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

Section 5.6 – Non-Custodial Parent Rights

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

conferences, and extracurricular activities. If there is a court order denying access, it is the responsibility of the custodial parent to provide a copy of that order to the school.

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

Section 5.7 – Family Educational Rights and Privacy Act

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



Section 5.8 - Management of Student Records

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

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

Parents or eligible students should submit to the principal a written request that identifies the records they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. *The right to request the amendment of the student's educational records that the parent or eligible student believes are inaccurate or misleading.*

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

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

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

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

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

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

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

Section 5.9 - Title IX

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

Section 5.10 – Notice of Directory Information

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

- A playbill, showing your child's role in a drama production;
- The annual yearbook;

- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, showing weight and height of team members.

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

If you do not want Powhatan Schools to disclose directory information from your child's educational record without your prior written consent, you must notify Powhatan Schools in writing by September 15. Powhatan has designated the following information as directory information:

- Student's name
- Participation in officially recognized activities and sports
- Address and telephone listing
- Weight and height of members of athletic teams
- Electronic mail address
- Photographs
- Degrees, honors, and awards received
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- The most recent educational agency or institution attended