

**James H. Cary
Intermediate School**



**Parent/Student Handbook
2021-2022**

**912 Intermediate School Circle
Tappahannock, VA 22560
Phone 804-443-3040**

Ms. Fontella Calhoun, Principal
Mrs. Jennifer Rojohn, Assistant Principal

““Excellence through Service...Champions for Students”

SCHOOL ADMINISTRATION

Ms. Fontella Calhoun, Principal
Mrs. Jennifer Rojohn, Assistant Principal

PROFESSIONAL SCHOOL COUNSELOR

Ms. Jo Ellen Andrews

SUPPORT STAFF

Mrs. Beverley Taylor, Administrative Assistant
Mrs. Ellen Gray, Accounting Clerk
Mrs. Susan Lucas, Nurse

CENTRAL OFFICE STAFF

Dr. Harry Thomas III, Superintendent
Dr. Tara Temple, Assistant Superintendent, Special Education/Pupil Personnel
Mrs. Sharon Saunders, Executive Assistant to the Superintendent
Mrs. Antoinette Hopkins, Director of Accountability
Dr. Cyndee Blount, Chief Academic Officer
Ms. Angela Gross, Director of Human Resources
Mrs. Sabrina Civils, Director of Accounting
Mr. William Hoover, Director of Maintenance
Mr. Jon Barnes, Director of Technology
Mr. DiGiacomo, Manager of Transportation
Dr. Kimberley Chandler, Senior Director of Federal and Specialized Programs

SCHOOL BOARD

Mrs. Denise Hammond, Board Chairperson
Mrs. Leah Segar, Vice Chairperson
Mr. Michael Wind
Ms. Garlyn Bundy
Mr. Raymond Whitaker

TABLE OF CONTENTS

Title 1 Information	4
Essex County Public Schools Mission, Vision, and Goals	5
Instructional Day Hours	6
Academic Dishonesty	6
Acceleration (Math Courses)	6
Activities	7
Alternative Education	7
Arrival and Departure Procedures	7
Assemblies	7
Attendance	8
Bell Schedule	8
Bullying	10
Cell Phones and Electronic Devices	10
Class Schedules (Lunch, Elective Times)	8
Communication	11
Conduct	8
Dances	9
Dress Code	9
Drills	9
Fees	10
Field Trips	11
Food and Drink in Classrooms	12
Fundraising	12
Gifted and Talented Education	12
Grading Procedures and Policies	13
Homework	14
In-school Suspension	15
Library/Media Center	15
Lockers	16
Make-Up Work	17
Meals	17
Medications/Nurse Procedures	18
News Release Procedures	20
Out of School Suspension	20
Parent/Teacher Conferences	20
Personal Property	21
Physical Education Expectations	21
Positive Behavioral Interventions and Supports	22
PTO (Parent Teacher Organization)	23
Promotion/Retention Policy	23
Referral to STAT Team	24
Remediation	24
Schedule Changes	25
School Closings	25
School Security	25

Student Agendas	36
Student Pictures	25
Summer School	36
Telephone Use	27
Textbooks	27
Transportation	27
Visitor Policy	28
Required Annual Notices 2016-17	
Computer Use	30
Consent to Surveys	33
Survey Inspections	34
Inspection of Educational Materials	34
Inspections of Student Records	34
Amending Student Records	34
Educational Record Consent	34
Directory Information Opt-Out	35
Other Student Records Information	36
Commercial Use of Student Information	36
Prosecution of Juveniles as Adults	36
Youth Risk Behavior Surveys	36
Withdrawal from School Counseling Services	37
Parental Right to View School Report Card	37
Complaints	37
Eating Disorder Awareness	38
Emergency Procedures	38
Student Record Inspection by Parent	38
Parental Right to Inspect Teacher Credentials	39
Procedure to Inspect Education Records	39
Tobacco Use	39
High School Credit-Bearing Courses	39
Parental Responsibility	40
Required Signature Form	42

TITLE I INFORMATION

James H. Cary Intermediate School is a Title I school. The school receives federal assistance to raise academic achievement for all students. Federal funds are used to supplement educational programs for students.

At the beginning of each school year, divisions that receive Title I funds must notify the parents of each student attending any school receiving Title I funds that the parents may request and the division will provide (in a timely manner) information regarding the professional qualifications of the student's classroom teachers, including whether the teacher 1) has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction, 2) is teaching under emergency or other provisional status and 3) is teaching in the field or discipline of the teacher's certification. The notification must also inform the parents that they may request information regarding whether the child is provided services by paraprofessionals and, if so, their qualifications.

For 2017-2018, school divisions will be required to send notification to parents in Title I schools if their children are taught four or more weeks by a teacher who is not properly licensed in Virginia to teach the class to which the students are assigned.

Effective August 2, 2016, at the beginning of each school year, school divisions that receive Title I funds shall notify the parents of each student attending any school receiving Title I funds that the parents may request, and the division will provide (in a timely manner), information regarding any state or division policy regarding student participation in any assessments mandated by 20 U.S.C. § 6311(b)(2) and by the state or division, which shall include a policy, procedure or parental right to opt the child out of such assessment, where applicable. 20 U.S.C. § 6312(e)(2)(A).

A school profile for James H. Cary Intermediate School can be found in the James H. Cary Intermediate School office or on the Virginia Department of Education website under the following url:
<http://schoolquality.virginia.gov/>. Copies of student SOL scores are sent home with student report cards.

Profiles for schools, school divisions, and the commonwealth provide information about student achievement, accountability ratings, attendance, program completion, school safety, teacher quality, and other topics. See page 34 for information on School Improvement Meetings. Please contact the principal for information.



MISSION

Essex County Public Schools exists to serve the individual educational needs of our students.

VISION

In partnership with our students, faculty, staff, parents, and the community, Essex County Public Schools is committed to creating Pathways to Excellence by promoting a positive, student-focused culture striving for continuous improvement that meets the academic, athletic, artistic, and career-occupational needs of all our students by guiding, inspiring, celebrating, and teaching our students as we equip them to meet the challenges of a global society.

THEME

“Excellence through Service”

GOALS

- 1. We will partner with the community...**

To do so, we will work in partnership with parents, students and the community in the shared responsibility of providing excellent education and growth opportunities for each student. We will actively seek creative partnerships within the community to ensure all students are inspired, engaged, and demonstrate continued improvement.

- 2. We will teach our students to be productive in the 21st century...**

To do so, we will continue to integrate technology as a natural part of classroom instruction and learning. To develop improved media literacy skills, students will access and critique information.

- 3. We will ensure the progress of our students...**

To do so, we will create a positive, safe environment that is conducive to learning, which strives to educate all students to be literate problem solvers; reflective thinkers; and self-directed, healthy productive citizens. We recognize that all students have unique needs and we commit ourselves to serving them. We will have high expectations, combined with the necessary support for all students, faculty and staff.

- 4. We will help our students graduate...**

To do so, we will know where all of our students are in their progress toward graduation, and provide resources, supports, and opportunities to ensure they graduate.

INSTRUCTIONAL DAY

Regular school hours for students are 8:10 a.m. — 3:15 p.m. Parents are reminded that official building supervision begins at 7:50 a.m. Please do not drop students off before this time unless the student has arranged to be supervised by a specified teacher. Please be sure students are at school by 8:10 a.m. for the beginning of the instructional day. Students are encouraged to remain in class until 3:15p.m.

ACADEMIC DISHONESTY/PLAGIARISM

Academic dishonesty includes cheating, plagiarism, forgery, and unethical computer use and will not be tolerated. Those students who are guilty of academic dishonesty as determined by an investigation by school administration will receive a zero (0) for the given assignment/test and a referral. This includes those who provide and those who receive the said materials/information. The student will not be allowed to make up the work. According to the WPA, plagiarism is defined as, "In an instructional setting, plagiarism occurs when a writer deliberately uses someone else's language, ideas, or other original (not common-knowledge) material without acknowledging its source. This definition applies to texts published in print or on-line, to manuscripts, and to the work of other student writers."

ACCELERATION

ECPS Mathematics Course Eligibility

Students advancing to above grade level mathematics courses must meet criteria of eligibility for advanced mathematics as follows:

Grade 5:

- A. Decisions for 5th grade Math as a compacted Math 5/6 class:
Math Teacher recommendation
Math 4 grade of A
SOL advanced score
- B. All other students go to 5th grade Math

Grade 6:

- A. Decisions for 7th grade Math as a compacted Math 7/8 class:
Math Teacher recommendation
Math 6 grade of A or B
SOL advanced score
- B. All other students go to 7th grade Math

Grade 6 and 7 students in Pre-Algebra (8th grade math):

- A. To proceed to Algebra 1:
Math Teacher recommendation
Passing score on the Math 8 SOL test

ACTIVITIES

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

When school dismisses, all students must clear the premises unless they have an activity scheduled immediately after school. Students are required to leave the campus unless they are under the immediate supervision of a teacher or a coach that is approved by the school board. Students are not permitted in teacher workrooms or restrooms during after school activities. Cell phones, headphones, and electronics are not permitted unless directed by the teacher/sponsor.

ALTERNATIVE EDUCATION PROGRAM

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

ARRIVAL AND DEPARTURE PROCEDURES

All students who walk to school or are dropped off at school must enter the building in the morning through the front doors near the main office. Walkers must exit the building in the afternoon through the doors by the gym. Car pickups will exit the front doors by the cafeteria. Bus riders will enter and exit the doors where the buses pick up and deliver students.

Please remember that students are not allowed in the building any earlier than 7:50 unless the student has arranged to be supervised by a specified teacher. In order to maintain safety, parents must remain with their student(s) until that time, if the student is being dropped off. Students ARE NOT to loiter in the following areas before, during, or after school: restrooms or in hallways. Once they have arrived at school, students are not to leave school grounds without proper sign-out by a parent or parent approved adult. This includes students that walk to school, are delivered to school by another driver, and students that arrived by bus. This will be handled as an unauthorized absence from school property.

ASSEMBLIES

Instructional assemblies are held for the benefit of the student body as part of the educational program. Students are expected to exhibit the JCIS behavioral expectations during assembly programs. Improper behavior during assemblies will result in the student being restricted from attending these activities and may also result in suspension from school. Students are to remain with their assigned classes and sit in assigned areas as required by teachers or the administration.

ATTENDANCE REGULATIONS

Students who attend school on a daily basis perform to their full potential. Students should be present and on time to school each day. The ECPS attendance policy will be fully enforced. See the ECPS Student Code of Conduct for a copy of this policy.

BELL SCHEDULE

Breakfast	7:50-8:05
AM Warning Bell	8:07
Tardy Bell	8:10
Announcements	8:10-8:20
Core 1	8:20-9:15
Core 2	9:32-10:47
Core 3	10:49-12:40 (ie.Lunch/Core 3)
Core 4	12:42-1:57
Core 5	1:59-3:15
Dismissal Wave 1	3:15
Dismissal Wave 2	3:25 (approximately)
Dismissal Wave 3	3:35 (approximately)

CLASS LUNCH SCHEDULES

7th grade:	12:10-12:40
5th grade:	11:00-11:30
6th grade	11:32-12:02
4th grade:	12:45-1:15

Elective Blocks

4 th Grade-	8:20-9:20
5 th Grade-	1:59--3:15
6 th Grade-	12:42-1:57
7 th Grade-	9:32-10:47

CONDUCT

All students enrolled in Essex County Public Schools are required to adhere to the Code of Conduct as set forth in the Essex County Schools Code of Student Conduct manual distributed to all parents the first day of school. Please review the contents of this manual, as well as the Code of Conduct with your child. All students are required to return the signature page at the end of the code booklet within the first week of school. Students will not be allowed to use school computers until this form is returned.

Consequences for infractions will be assigned as outlined in the Code of Student Conduct. Appeals of disciplinary actions taken by any school level employee and/or assistant principal shall be made to the school principal. Appeals of disciplinary action taken by the principal shall be made to the Director of Student Services. Appeals of disciplinary actions by the Essex County Public Schools Administrative Discipline Committee or Director of Student Services shall be made to the School Board. Written notice of appeal must be filed with the Superintendent within 7 days of the action being appealed. The appeal shall be heard within 30 calendar days. Before filing an appeal, a request must be submitted to the person who took the action to review and reconsider the action.

DANCES

On occasions, JCIS will hold school dances. Only James H. Cary Intermediate School students are permitted to attend school dances. During the dance, all students will be expected to exhibit the JCIS behavioral expectations. Inappropriate behavior subjects any student to be dismissed from a dance and banned from future attendance. The staff members in charge of the dance can refuse admittance or expel anyone present that exhibits inappropriate behaviors. Anyone loitering at or around the school building or grounds during a dance will be asked to leave.

Students attending a dance will sign in on the sheet provided. Parents are asked to pick students up at the scheduled dismissal time only. Only traditional dancing is allowed. Students will be warned once and then asked to leave the dance, if dancing is judged to be inconsistent with school standards. Anyone attending a school dance or social event that leaves the school building during the event cannot return to the dance, building, or school grounds without permission from an administrator. Students with questions are encouraged to have their questions answered prior to coming to the dance.

DRESS CODE

All students who attend Essex County Public Schools are expected to dress appropriately for a K-12 educational environment. The attire of students reflects the general climate of the school. The Essex County Public Schools dress code is provided in the Student Code of Conduct. All students must comply with this dress code, at all times.

DRILLS

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

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

FEES

Student fees are charged each year for the following:

SCHOOL LUNCH	FREE
REDUCED LUNCH	FREE
ADULT LUNCH	3.30
SCHOOL BREAKFAST	FREE
GYM UNIFORM PURCHASE	20.00

Gym uniforms may be purchased from the P.E. teachers beginning on Open House Day.

BULLYING

The Essex County Public Schools Code of Student Conduct states that bullying consists of using repeated negative behaviors intended to frighten or cause harm. Consequences include a 1-10 day suspension with possible recommendation for long-term suspension, as well as a referral to counseling.

CELL PHONES, LASER POINTERS, ELECTRONIC EQUIPMENT

The use of electronic devices and cellular phones during the instructional day is prohibited. All devices must be turned off, stowed away and not visible at all times (including in the hallway during the school day), unless for instructional purposes as approved by school personnel. The power on these devices must be turned off prior to entering the school. Leaving the device on “vibrate”, “silence” or “ringer off” is not acceptable.

When students are attending instructionally related after-school activities (tutoring, homework help, make-up work, etc.) cell phones and electronic devices should not be used. When students are released from these sessions, cell phone and electronic device usage is allowed. Cell phones and electronic devices may be used when students are attending non-instructional after-school events/activities as long as the cellular phone or electronic device is not creating a problem or distraction.

Failure to adhere to this policy will result in a minimum consequence of the device being confiscated and used as evidence. Other consequences may apply pending the investigation as to the intent and reason for the willful disregard of the Code of Student Conduct.

Communication

Teachers of James H. Cary Intermediate School are expected to reach out to parents and scholars on a regular basis. We feel that the more we involve parents and collaborate with them, then our scholars will be able to reach their full potential. They may contact parents in a

variety of ways to include, but not limited to, email, phone calls, notes/letters, conferences, and google meet (virtual).

Bi-weekly letters are to be sent home every two weeks to the parents of scholars who are having difficulties within the classroom that are impacting the learning process. These letters are sent home as a grade level.

Two scheduled parent/teacher conferences will be held each year.

FIELD TRIPS

Field trips will be related to the classroom instructional program and correlated to the Virginia Standards of Learning. Before each trip you will receive a letter of explanation about the trip and a permission slip for both student and parent to sign and return to the school. The parent's written permission is required before a student may go on a field trip. Each teacher or each grade level may establish criteria that can be used as a determining factor regarding a child's eligibility to participate in field trips. This may include any student who is having difficulty behaving according to the set guidelines maintained in the classroom on a daily basis. Students who exhibit the JCIS behavioral expectations within school are afforded these extra activities.

When students go on a field trip, they represent James H. Cary Intermediate School and students are expected to exhibit the JCIS behavioral expectations. Many times, parents are asked to assist with a field trip as a chaperone. This status will depend upon space available on the school bus or chartered bus. Please discuss this matter with your child's teacher as soon as an opportunity to chaperone becomes available. When provided with the opportunity to chaperone, you will be assigned a small group of students to monitor and serve as a role model to all of our students.

Those field trips that require students to return in the evening after bus dismissal require parents to be punctual in picking up their student(s). Please notify the school in advance if alternate arrangements need to be made due to emergency situations. Siblings, family relatives or friends are not permitted to attend school related field trips. This stipulation is due to limited space on the buses, fees allocated to some trips and for liability reasons. Thank you for adhering to this request.

FOOD AND DRINK

Breakfast and lunch will be served in the classrooms during COVID-19

Food and drinks are not allowed in any classroom during the instructional day unless teacher permission has been granted for a special project or activity. Food and drinks will be consumed in the cafeteria only with the exception of breakfast. Students will eat breakfast in their classrooms from 8:00-8:20. Drinking water in classrooms is only permitted if it is in a clear, see-through water bottle with a top. A table will be designated in the cafeteria for any students that are allergic to peanuts.

FUNDRAISING

All school fundraising activities, including dances, must be approved by the administration and the school board. Projects, which involve the selling of merchandise to residents of our community, should be limited. Money collected from students and from sales will be given a dated receipt.

GIFTED AND TALENTED EDUCATION

Students may be referred for gifted and talented education assessment and identification by professional staff, parent/guardian nomination, or student self-nomination. Referrals are accepted throughout the school year. Referral forms are available at the Essex County School Board Office and on the school division's website.

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

Identified gifted and talented students and other high achieving and high ability students have opportunities for accelerated and advanced learning. Please contact your student's guidance counselor if you have any questions or concerns about appropriate learning opportunities for your student in James H. Cary Intermediate School.

GRADING PROCEDURE/POLICIES

Essex County Public Schools operates on a nine-week grade reporting system for all students. Students will receive report cards four (4) times during the school year. Progress or interim reports will be sent home five (5) weeks into each grading period. Please refer to the school calendar for specific dates.

Essex County Public Schools has initiated a parent portal to access your child's grades. This information can be found on the JCIS website by clicking the "Parents & Students" tab then clicking the "PowerSchool Parent Portal" tab. Usernames and passwords will be given out to the students within the first two weeks of school. The guidance counselor can retrieve your username and password if they are forgotten or misplaced.

GRADING SCALE

The Essex County School Board adopted grade scale is as follows:

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

Principal's List- All A's

Principal's Honor Roll- All A's and B's

Honorable Mention- All A's and B's and no more than one C

Gradebook Categories:

- Formative (entry/exit tickets, classwork, etc.) 45%
- Quizzes 25%
- Projects/Tests 30%

GUIDANCE SERVICES

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

Students, parents, community members, faculty, and staff are encouraged to utilize the services of the counselor. Services are offered from 7:50 a.m. to 3:15 p.m. during the school day. Scheduling an appointment will ensure the availability of the school counselor.

The school counselor works with students, parents, teachers, administrators, and the community at large to aid students in the process of self-exploration and career exploration to attain educational, career, and personal/social development.

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

HOMEWORK

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

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

When completing homework, students should:

Be responsible for its completion with regard to the specified guidelines.

Work together and individually based on the purpose of the assignment.

See that homework gets returned to school and is available for use upon arrival to class.

Students should make sure they understand assignments. Always check with teachers for clarification.

Students should schedule study time so that projects and long-term assignments are completed over a period of time. This promotes the accomplishment of quality work.

Students are responsible for contacting teachers to make-up assignments missed due to illness.

To support the completion of homework, parents should:

Provide an environment at home that promotes good study habits.

Make provisions for students to have access to basic resources.

Provide access to a quiet area with proper lighting reserved for homework purposes.

Assist students setting proper priorities for the many distractions that can interfere with homework, such as employment, sports, entertainment and social activities.

Communicate with their child's teachers if they believe their child does not understand homework assignments.

Be aware of what is assigned for homework and check for completion.

Encourage their children to keep a list of assignments in their agenda.

Monitor their child's completed homework assignments.

When students are absent from school, parents may request work by calling the office by 9:30 a.m. Due to schedules, JCIS may not be able to get assignments ready if the request is made after 9:30 a.m. School assignments will be available at 3:15 p.m. Parents will not be able to pick up assignments for their child before 3:15 p.m.

IN-SCHOOL SUSPENSION PROGRAM (Modified Instruction Program)

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

When a student is assigned to ISS, he or she should report directly to the ISS room from the buses. Students must bring all required materials with them to ISS. This includes pencils, paper, and textbooks. Once in ISS, the ISS Coordinator will give the student his or her work and supervise the student for the day. Students in ISS will be required to follow all ISS rules. ISS students will take restroom breaks and lunch at times different from their classes, supervised by the ISS Coordinator. Students are expected to work diligently during the time they are in ISS. If a student needs help with his or her work, the student may ask the ISS Coordinator. There is no talking with other students. Any student who is given one or more full days of ISS is ineligible for any after-school activities for that day. At the end of the day, the ISS Coordinator will collect all work and return it to the teachers' mailboxes. Students will be dismissed by the ISS Coordinator at the end of the day. Any students riding 2nd or 3rd bus wave will be dismissed from an alternative location.

LIBRARY/MEDIA CENTER

The media center is designed to encourage students' love of reading and to serve as an information center. It is intended to enrich and supplement learning at all levels and contains a wealth of information and resources in a variety of formats. It is a learning laboratory with books, computers, magazines, videos, DVD's, audio tapes, audiovisual equipment, reference resources, [STEM equipment](#) and other materials available for classroom assignments, projects, and reading or listening pleasure. Our media center is fully automated and students have access to our online catalog at school and home. Students can also access the Accelerated Reader quizzes from any computer in the school.

The media center is open to students from 7:50 a.m. to 3:20 p.m. daily. Students may come to the media center from any class but must have a pass signed by a teacher. In addition, English teachers typically bring their classes bi-weekly for media center lessons and book checkout. All students must sign-in and out at the circulation desk unless they are with their English class.

Students are expected to be respectful to staff and each other when visiting the media center. Food, beverages, candy or gum are not allowed at any time. Any student abusing library privileges may have their privileges suspended.

Books are checked out for two weeks and may be renewed for additional weeks unless another student has placed the book on hold. All books and media materials must be checked out at the circulation desk before they are borrowed from the media center. Students should return books on or before the date they are due. There are no fines for overdue books; however, students may not check out additional books until they are returned. Overdue notices will be distributed periodically throughout the year. Students are financially responsible for lost or damaged library books.

LOCKERS

All 5th-7th grade students are assigned a locker for school use. Locker assignments are not to be traded or switched without prior administrative approval. The locker is for student use, but the student is expected to properly maintain and care for the locker they are assigned. Students ARE NOT allowed to share their assigned locker, lock, or lock combination. Students should not leave lock combinations in the unlocked position.

LOCKER ASSIGNMENT PROCEDURES

Lockers will be assigned by the teachers. Students are not to share lockers nor give their locker combination to another student.

Instructions for opening combination lock:

- ▶ Turn right two or more whole turns and stop at the first number.
- ▶ Then turn left one whole turn past the first number and stop at the second number.
- ▶ Now turn right and stop at the third number.

Lockers are not to be decorated. Stickers are forbidden and no writing or marks are to be placed on the locker. JCIS personnel will periodically inspect lockers. Students defacing lockers will be asked to clean up the lockers or a fine will be assessed. 5th Grade students will require a lock on their lockers. Only a school lock can be placed on a locker, which will be handed out the first week of school. State law requires that school officials be able to unlock all areas of the building. JCIS administration reserves the right to open lockers at any time deemed necessary.

MAKE-UP WORK

Students are responsible for completing all missed work. The student must assume responsibility for meeting with each teacher and arranging times for the completion of work missed due to being absent. While teachers will determine the amount of time allowed to complete the missed work, the right to make-up work will be lost after 3 days of the child's return to school date. ISS students are to see their teacher that day for any make-up work. OSS

students must see their teachers prior to OSS to obtain missed work. All students are encouraged to utilize PowerSchool and classmates when it is necessary to miss classes. For any class missed by a student, the teacher may assign the student makeup work based on the instructional objectives for the subject or course as well as the needs of the individual student. Each student will be responsible for obtaining and completing makeup work in a satisfactory manner and within the time specified by the teacher.

A student is encouraged to speak with his or her teacher if the student knows of an absence ahead of time, including absences for extracurricular activities, so that the teacher and student may plan any work that can be completed before or shortly after the absence.

MEALS

Breakfast /Lunch – A nutritional breakfast and lunch will be served daily. Breakfast begins upon student arrival at 7:50 through 8:10. Please see the master schedule for your child’s lunch schedule.

Free Breakfast and Lunch Program For ALL- All students will receive a free breakfast, regardless of need.

Meal ID Numbers – Each student will be assigned a Meal ID Number. When purchasing lunch, students must type their ID number into the cafeteria computer. *It is very important that students commit to memory their meal ID Number.

Menus – Homeroom teachers will post a menu so that each student may check it from day to day to decide if he/she wishes to participate in the breakfast and/or lunch program. Monthly menus can be accessed on the Essex County Public Schools website, www.essex.k12.va.us.

Prices:

Breakfast - FREE

Lunch - FREE

Adult Breakfast - \$2.00

Adult Lunch - \$3.30

Milk - \$.50

Meal Applications - The price paid by a student for meals is determined through an application process. The application for “free or reduced meals” will come home with your child on the first few days of school. Please return this application within the first week of school. Each year, a new application must be submitted by the family requesting this monetary service.

Prepaid accounts - Those parents wishing to put money on their child’s account for snacks like ice-cream may do so by visiting the school website and accessing your child’s My School Bucks account. This prepaid process is permissible for reduced and full price students for lunch and/or ice-cream.

*Please do not send items with your child to school that require warming or to be cooked in a microwave oven.

*For those who wish to pack their child's lunch, we encourage healthy foods to ensure that children perform at an optimal level. GLASS BOTTLES and soda are not permitted.

*The sharing of food between students is not permitted.

MEDICATIONS/SCHOOL NURSE PROCEDURES

Our goal is to help students maintain good health and stay ready for the academic day.

Our clinic is designed to assist students with physician ordered treatment plans, emergency situations /first aid, and illness. All students must have a written pass from their teacher to come to the clinic unless otherwise stated by a physician order or emergency. Classroom teachers are asked to monitor students' need to see the nurse.

The nurse will notify the parent to come pick up their child if they have an elevated temperature, vomiting, or a contagious condition. Students who are not ill will be sent back to class. Please be prompt when picking up your ill or injured child in order to minimize their chance of spreading or acquiring a contagious illness. The nurse will contact parents when their child is ill. Students may not text or call parents without approval.

All accidents and injuries must be reported to the child's classroom teacher and to the nurse immediately.

WHEN SHOULD A STUDENT STAY HOME:

1. If the student has a fever of 100.4 degrees or greater before taking a fever reducing medication.
2. If the student is vomiting or has diarrhea because of illness.
3. If the student has an unknown rash or possible contagious condition.
4. If the student is unable to focus due to: pain, chronic health condition, or acute illness.
5. If the student has a flu-like illness (with or without fever) headache, tired, cough, body aches, weakness, sore throat.
6. If the student has a COVID-19-like symptoms: fever, headache, tiredness, cough, body aches, weakness, sore throat.

A child should be free of symptoms of contagious disease (fever, vomiting, diarrhea, suspicious rash, etc.) FOR 24-48 HOURS BEFORE RETURNING TO SCHOOL.

Parents please remember our clinic keeps NO over-the-counter medications, ointments, anti-itch creams, cough drops, etc. Parents must sign a consent form for any of these products, they must be in its original packaging and brought to the clinic in person. Students are not

allowed to bring /carry any of these products. If a student brings medication to school without parent consent, they will not be able to take it. All medications must go to the clinic.

Prescription medication must be brought to school by a parent /guardian or appointed adult in the original container as dispensed by the pharmacist. You may ask your pharmacist to provide you with another container for school. Prescription medication will not be given at the start of the day or three times a day unless a request or specific need is valid.

Essex County Public Schools policy permits students with chronic health conditions (examples: diabetes, asthma, severe food allergies), to carry their own self-administering medications. This medication is not stored in the school clinic or in the teachers' locked files. Students must be capable of self-administering by physician's guidelines/orders/and parent consent. Parents /guardians will assume responsibility in the event of misuse.

Parents of students with known life-threatening allergies and/or anaphylaxis should provide the school with written instructions from the student's health care provider for handling anaphylaxis and provide all necessary medications for implementing the student specific order on an annual basis.

It is the policy of Essex County Public Schools to provide at least two (2) doses of auto-injectable epinephrine in each school case of life-threatening allergic reaction. This "stocked" epinephrine is only available during the regularly scheduled school day, on school grounds, and may only be administered by the school nurse or trained employees.

PARENTS: if your child is diagnosed with a life-threatening allergy or any health condition that may require school staff action, please notify the school nurse right away. As usual, parents are expected to provide their own child's prescribed medication to the school annually, along with physician approved health-related information and the school emergency health forms.

HEALTHY HABITS LEAD TO LEARNING:

1. Make sure your child eats a good breakfast.
2. Communicate with the school nurse about your child's health
3. Remember to complete and return needed health forms each year.
4. Keep ill children at home. This prevents the spread of illness at school.
5. NOTIFY THE SCHOOL WHEN PHONE NUMBERS CHANGE SO WE CAN LOCATE YOU IN AN EMERGENCY.
6. Help your child understand the difference between discomfort and true illness.
7. Notify the school if your child is absent.
8. If your child has head lice, please notify the school so that proper measures can be taken to prevent re-infestation.

9. If your child has COVID-19, please notify the school so that proper measures can be taken to prevent the spread of COVID-19.

NEWS RELEASE PROCEDURES

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

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

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

OUT-OF-SCHOOL SUSPENSION

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

PARENT CONFERENCES

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

PERSONAL PROPERTY

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

PHYSICAL EDUCATION EXPECTATIONS

Physical education is required of all students in grades 4-7. 4th and 5th grade students do not change clothes for physical education class. Students who do not dress out are still expected to participate in physical education class provided safe shoes are being worn. Students that are exempt from regular physical education activities must have a doctor's note or not receive credit for the class activity. Written work will be given to any student who brings a medical note and is excused from physical education. Students with a medical note are expected to dress out unless the medical request states that dressing out is not appropriate. Students that have a medical note should have the duration of the exemption specifically noted. In addition, the medical note should be specific concerning which activities should be restricted.

6th-7th grade students must dress out in all physical education classes. PE uniforms may be purchased from the PE Department. Students desiring to wear a change of clothing other than the PE uniform must get approval for the PE clothing from the PE teacher prior to the beginning of class.

If alternative assignments are provided, the student is to be in the area assigned by the teacher. Failure to follow these expectations is a disciplinary violation. A second non-dress day will result in the teacher notifying the student's parent(s). Students who do not participate in PE class, without reason, are exhibiting unacceptable behavior. It is the student's responsibility to have his/her clothes or rent an JCIS uniform each day.

Gym Regulations

Street shoes are NOT to be worn on the gym floor.

Food or drinks are NOT to be in the gym area.

The gym doors are not to be used as a student entrance to the main building in the morning. Unless otherwise instructed, non-participating students are to remain outside the gym during scheduled athletic practices.

No student is to be in the gym, gym lobby, or locker room areas without teacher supervision and knowledge. Students are not to eat lunch in the gym area.

Students not participating in a gym class should sit where instructed by their teacher.

Students in street shoes in the gym for activities (games, pep rallies, etc.) should avoid walking on the center floor.

Students are not to be in the gym lobby during class time.

All accidents or injuries must be reported to your PE teacher immediately.

POSITIVE BEHAVIORAL INTERVENTIONS AND SUPPORTS (PBIS)

The main focus of Positive Behavioral Interventions and Supports (PBIS) is to provide a clear system for all expected behaviors at James H. Cary Intermediate School. Through PBIS, we will work to create and maintain a productive, safe environment in which ALL school community members have clear expectations and understandings of their role in the educational process. JCIS will take a team-based system approach and teach appropriate behavior to all students in the school. The students will follow a behavior expectation matrix to help them understand what is expected of them at JCIS. Our goal is to accomplish the following:

1. **Define Behavioral Expectations.** A small number of specific behavioral expectations are defined in positive, simple rules. Our expectations for students focus on our B.A.R.K.S. values. Our values require students and staff to exemplify B.A.R.K.S., thus we will...

BE the change.

Accept diversity.

Reflect.

Kindly use words & actions.

Seek scholarship, service, and safety.

2. **Teach Behavioral Expectations.** The behavioral expectations are taught to all students in the building, and are taught in real contexts. Teaching appropriate behavior involves much more than simply telling students what behaviors they should avoid.

Behavioral expectations are taught using the same teaching formats applied to other curricula. The general rule is presented, the rationale for the rule is discussed, positive examples (“right way”) are described and rehearsed, and negative examples (“wrong way”) are described and modeled. Students are given an opportunity to practice the “right way” until they demonstrate fluent performance. Students will be taught our B.A.R.K.S. Values and expectations during enrichment classes during the first week of school.

3. **Acknowledge Appropriate Behaviors.** Once appropriate behaviors have been defined and taught, they need to be acknowledged on a regular basis. JCIS has designed a formal system that rewards positive behaviors. The B.A.R.K.S. Bucks are immediate forms used by the individual teacher and staff, at their discretion, as a tool of encouragement and student motivation and desired behaviors. Bucks will be liberally handed out by all staff to students whether they teach them or not. Students will have ample opportunities to use their bucks via teacher incentives, team incentives, and school wide incentives provided they meet eligibility criteria for participation. We will also use dog bones to acknowledge, reward, encourage and reinforce positive behaviors demonstrated on a consistent basis by our TOP DOG students. Teachers will award the dog bones to students of the week. The dog bones will be turned in to the office for tangible rewards and weekly recognition that will be displayed on our Bone Collector Wall.

4. **Proactively Correct Behavioral Errors.** When students violate behavioral expectations, clear procedures are needed for providing information to them that their behavior was unacceptable and/or inappropriate, and preventing that unacceptable behavior from resulting in inadvertent rewards. Students, teachers, and administrators all should be able to predict what will occur when behavioral errors are identified. Student Incident Reports (SIRs) are used to document and record incidents managed by the teacher in the classroom. Office Discipline Referral forms are used for referrals of major incidents or chronic disruptions to the administration. An Office Discipline Referral will be issued when a student has violated the student code of conduct and the teacher has exhausted all avenues of intervention to redirect the behavior to get positive outcomes.

5. Teachers or grade levels may have behavioral support programs that also fall into the PBIS framework based on the needs of the students.

PTO—PARENT TEACHER ORGANIZATION

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

PROMOTION/RETENTION POLICY

Promotion and retention decisions are based on multiple factors including grades, SOL scores, growth assessment scores, intervention and remediation progress, benchmark assessment scores, social and emotional readiness, attendance, teacher recommendations, and other pertinent factors. The following processes are used by Essex County Public Schools.

Students in Grades K-6:

To promote to the next grade the student must pass the majority of their classes with emphasis placed on English/language arts and mathematics. Students may be required to attend remediation services including but not limited to after-school tutoring and/or summer school.

Process:

1. Teachers communicate academic concerns with parents as early as concerns are identified. Teachers conduct parent conferences.
2. Within 20 days after the end of the first semester, teachers complete At Risk documents to identify individual students at risk of failure. An At Risk Committee meets to discuss data related to individual student's progress and interventions/remediation to be offered.
3. A letter is sent to the parents expressing concern regarding academic progress and identifying the possibility of summer school and/or retention.
4. Teachers continue to communicate academic concerns with parents. Teachers conduct parent conferences.
5. Within the last 20 days of school, the At Risk Committee meets again to discuss each student at risk of failure. All data sources are considered. Promotion/retention decisions are made.
6. Parents are notified, in writing, of all retention decisions.

Students in Grades 7:

To promote to the next grade the student must pass 4 out of 6 classes. English/Language Arts and mathematics must be two of the classes passed. Students may participate in end-of-year celebratory activities only if they are promoted. Students may be required to attend remediation services including but not limited to after-school tutoring and/or summer school.

Process:

1. Teachers communicate academic concerns with parents as early as concerns are identified. Teachers conduct parent conferences.
2. Within 20 days after the end of the first semester, teachers complete At Risk documents to identify individual students at risk of failure. An At Risk Committee meets to discuss data related to individual student's progress and interventions/remediation to be offered.
3. A letter is sent to the parents expressing concern regarding academic progress and identifying the possibility of summer school and/or retention.
4. Teachers continue to communicate academic concerns with parents. Teachers conduct parent conferences.
5. Within the last 20 days of school, the At Risk Committee meets again to discuss each student at risk of failure. All data sources are considered. Promotion/retention decisions are made.
6. Parents are notified, in writing, of all retention decisions.

REFERRAL TO THE STUDENT SUCCESS TEAM

The child study (SST) team at James H. Cary Intermediate School is established to review records and other performance evidence of the children referred through a screening process, or by school staff, the parent or parents, or other individuals.

All referrals to the SST team shall be made to the assistant principal. The team shall include: (1) The referring source, as appropriate (except if inclusion of a referring source would breach the confidentiality of the child); (2) The principal or designee; (3) At least one teacher; and (4) At least one specialist.

The SST team shall meet within 10 business days following receipt of the referral. The purpose of the meeting is to identify and recommend strategies to address the child's learning, behavior, communication, or development.

REMEDIATION

Students who are identified as needing additional assistance in the classroom will receive remediation during the enrichment period. Students may also be recommended to attend the after school tutoring program at James H. Cary Intermediate School. Transportation will be provided for those students who are recommended to attend the program.

SCHEDULE CHANGES

James H. Cary Intermediate School offers a variety of classes. With serious effort from students, parents, teachers, and the school counselor, courses and electives selected will be the correct ones and any alternatives selected will also be valid options if substitutions need to be made. Once the master schedule is in place, it will be very difficult to make changes without negatively impacting other students and teachers. Therefore, course changes will not be made unless one of the following criteria is evident:

- Failure to attain a prescribed grade in a prerequisite course
- A teacher initiates a change for the benefit of the student
- An emergency situation exists which requires a change to be made

Once the school year starts, schedule changes may not be initiated by the student. If a teacher determines that a student is inappropriately placed in a course and the student has met all the expectations (i.e., seeking extra help, completing all assignments and makeup work), the teacher will contact the student's parents and school counselor. If the proposed schedule change is determined to be warranted, a change of schedule form will be completed by the teacher, counselor, and parents, and submitted to administration for approval.

Note: Due to class size, some classes may not be available. (Changes to schedule will only be available the first week of school).

SCHOOL CLOSINGS

When it becomes necessary to close school because of inclement weather the following radio and/or TV stations will be asked to announce school closings for Essex County Public Schools:

WRAR

WNNT

WRVA

WTVR

The information will be given publicly through the radio and/or TV stations. An instant alert message will also be sent to parents.

SCHOOL SECURITY

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

Classroom doors remain locked at all times. There is a full-time school resource officer at JCIS.

STUDENT AGENDAS

Students must attend every assigned class period. To leave the class, the student must have his or her agenda signed by the teacher of the class and they must sign out on the sign-out sheet in the classroom. It is solely up to the teacher to decide if a student is permitted to exit a class. If a student is outside of a classroom, the student must have a signed agenda book complete with destination, date, time, and teacher initials.

Students are to record their homework assignments in the agenda on a daily basis. Parents are encouraged to check agendas to monitor assignments given to students. Please contact your child's teacher about any questions you may have about the assignment requirements.

If a student loses their agenda, they must pay a \$5.00 fee to receive a new agenda.

STUDENT PICTURES

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

SUMMER SCHOOL

As we continue to work together collaboratively to ensure that all learners are able to demonstrate a high level of understanding on all grade level Standards Of Learning, sometimes it becomes necessary to provide our students with additional remediation and support. The JCIS team will provide every student with the support and resources that they need to be successful throughout the school year. We offer remediation and support through after school tutoring and remediation during the enrichment block. Students will be required to attend summer school if they do not demonstrate adequate progress throughout the school year by passing the grade-level Math and/or Reading SOLs.

State requirements for remediation - According to the *Code of Virginia* §§ [22.1-253.13:1](#) through [22.1-253.13:10](#) “Local school boards shall develop and implement programs of prevention, intervention, or remediation for students who are educationally at risk including, but not limited to, those who fail to achieve a passing score on any Standards of Learning assessment in grades three through eight or who fail an end-of-course test required for the award of a verified unit of credit...Any student who achieves a passing score on one or more, but not all, of the Standards of Learning assessments for the relevant grade level in grades three through eight may be required to attend a remediation program. Any student who fails to achieve a passing score on all of the Standards of Learning assessments for the relevant grade level in grades three through eight or who fails an end-of-course test required for the award of a verified unit of credit shall be required to attend a remediation program or to participate in another form of remediation. Division superintendents shall require such students to take special programs of prevention, intervention, or remediation, which may include attendance in public summer school programs, in accordance with clause (ii) of subsection A of § 22.1-254 and § 22.1-254.01.”

Students required to attend summer school but are unable to attend – If a parent receives notice of required summer school attendance, and the child is not able to attend, the parent may request, in writing, to provide their own personally funded remediation program. The parent must meet with the school principal to discuss their alternate remediation program. The principal will make the determination of approval for the alternate remediation program. The parents will be required to ensure that their child receives remediation and provide the school administration with evidence of successful completion.

TELEPHONE USE

The school office telephones are business telephones. Students will only be permitted to use the office phone if there is an emergency. Parents should call the school to report student absences, contact teachers, administrators, and guidance personnel. Students that need to contact home due to illness or injury are to report to the clinic. When deemed necessary, a school official will communicate with parents.

TESTING

[Parental Notification of Assessment Opt Out Policies under ESSA](#)

TEXTBOOKS

At the beginning of each school year, textbooks are issued free of charge. Textbooks will be issued to each student through a checkout system in the library. If a book is lost or destroyed for any reason, it must be replaced at student expense. There are some classes in which students do not receive an individual textbook.

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

TRANSPORTATION

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

MEETING THE BUS

Arrive at your bus stop 5 minutes prior to the time on the bus schedule. Drivers have been instructed not to wait for any late arrivals and not to pick up students at points other than their assigned stops. (During the first week of school, the Director of Transportation may be making adjustments to the bus routes.)

Always walk facing the traffic if you have to walk to a bus stop.

Do not play in the roadway, stand or place books and other articles in or near the roadway.

Wait until the bus comes to a complete stop before boarding the bus.

DEPARTING THE BUS

1. Remain seated until the bus comes to a complete stop.

2. Leave the bus in an orderly manner and do not stop or stand near the sides or rear of the bus.

SUSPENSION OF BUS PRIVILEGES

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

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

VISITOR POLICY

Procedures for Visitor ID

*** Parents will not be permitted to enter the building if they have COVID-19***

The following procedure is to be followed in the Essex County Public Schools for the purpose of identifying those persons wishing to enter school buildings. In order to comply with the directives of Essex County Public School Policy KK, each school building will maintain a single point of access to the buildings where possible during the school day.

When visiting Essex County Public Schools, visitors will initiate the buzzer which allows school staff to note their presence, and where appropriate, to allow them into the building by releasing the electronic door lock so the person may enter the building and sign-in.

The sign-in location shall be the main office. Schools will require visitors to provide a current driver's license, or current form of identification which may be checked against the Sex Offender and Crimes against Minors Registry database.

Once the visitor signs in and a successful verification is obtained based on identification and the database registry, a visitor's pass will be issued. Permission to visit the school may be rescinded if the visitor does not comply with the stated purpose of the visit or violates rules, regulations or laws, and unsuccessful identification and database registry.

The visitor is required to display the identification in a prominent fashion on their person at all times while on campus. At the conclusion of the visitors business they shall return to the main office to sign out on the visitor's log. Visitors who do not comply with the district's requirement for identification shall be asked to leave school grounds.

Essex County Public School Policies: *Adopted April 9, 2012*

Legal Ref: Code of Virginia, 1950, as amended, §§ 22.1-79, 22.1-79.3, 9.1-914, 9.1-918, 18.2-370.5, and 19.2-390.1.

Cross Ref: BBA School Board Powers and Duties

KK School Visitors

KNA Violent Sex Offenders on School Property

Parents and other school guests are a vital element in the total education of our students. Our first interest is for the safety and well-being of each child and adult in our school. It is in a safe and secure environment that children are most successful. Therefore, visitation by parents, other family members, family advocates and other guests of the school will be carefully monitored at all times.

Visitors are restricted from entering the side or rear entrances to the school during the instructional day and for after school events/programs. All guests are expected to enter through the front of the school and proceed to the office in the main lobby. Our office door remains locked at all times for the safety of our students. Our office personnel will unlock the door for visitors. All visitors must report to the office to secure a pass as well as state the reason for your visitation. You must have and turn in a photo ID in order to visit any portions of the school building. Passes are good only for the destination indicated when issued by the office staff. Passes expire on the date of issue immediately following that visitation. They are good for only one visit. Each staff member is authorized to restrict visitation at any time there is a question of safety or appropriateness of visitation – even if the visitor has previously been provided a building pass. Visitors will sign out and retrieve their photo ID before exiting the building.

In order for your child to receive the most beneficial education with minimal disruption, we encourage all conferencing with our staff to take place before or after school. The best procedure to visit with a staff member would be to call and establish an appointment with him or her. This will ensure that all parties are accounted for and prepared for an informative and positive meeting. Our administrative assistants will gladly take any message necessary for our staff as well. Our staff will return all calls in a timely manner before school, during their planning period, or after school.

Administration is always eager to discuss your child's successes and/or concerns. In order to assure that your child is obtaining the most equitable and appropriate education, administration will be involved in daily classroom walkabouts monitoring the instruction taking place. Administration will happily return your call before or after school if you leave your name and phone number with our administrative assistant. Please provide administration a 24 hour time frame to return your call. In any emergency situation, administration will respond more quickly. Please be sure the classroom teacher has had an opportunity to discuss any matter with you prior to involving administration. Thank you for your understanding with this procedure.

If, at any time, a question should arise pertaining to your child's progress, please feel free to call the school at (804) 443-3040.

**2019-2020 ANNUAL NOTICES OF SURVEY, RECORDS, CURRICULUM,
PRIVACY, AND RELATED RIGHTS AND OPT-OUT FORMS AND EXPLANATIONS**

The Family Educational Rights and Privacy Act (FERPA), 20 USC §1232g, 34 CFR Part 99; Protection of Pupil Rights Amendment, 20 USC §1232h, 34 CFR Part 98; Elementary and Secondary Education Act, 20 USC §§7165, 7908, and 10 USC § 503 provide certain notice, inspection, and participation rights to parents, students who are over age 18, and emancipated minors. This packet provides you with information about those rights. It also includes opt-out forms which you should submit to your student's school if you do not want your student to participate in a given activity. Please contact the principal for information.

COMPUTER USE

ACCEPTABLE COMPUTER SYSTEM USE (FROM CODE OF STUDENT CONDUCT)

The School Board provides a computer system, including access to the internet, to promote educational excellence by facilitating resource sharing, innovation and communication. The term computer system includes hardware, software, data, communication lines and devices, terminals, printers, CD-ROM devices, tape drives, servers, mainframe and personal computers, the internet and other internal or external networks.

All use of the Division's computer system must be (1) in support of education and/or research, or (2) for legitimate school business. Use of the computer system is a privilege, not a right. Each user is responsible for any activity associated with his or her account; so users shall not share network passwords. Users shall not have any expectation of privacy in anything that they create, store, send or receive on the Division's computer system. Any communication or material used on the computer system, including electronic mail or other files deleted from a user's account, may be monitored or read by school officials.

The Division Superintendent shall establish administrative procedures, for the School Board's approval, containing the appropriate uses, ethics and protocol for the computer system.

The procedures shall include:

- (1) a prohibition against use by division employees and students of the division's computer equipment and communications services for sending, receiving, viewing or downloading illegal material via the Internet;
- (2) provisions, including the selection and operation of a technology protection measure for the Division's computers having Internet access to filter or block Internet access through such computers, that seek to prevent access to (a) child pornography as set out in Va. Code § 18.2-374.1:1 or as defined in 18 U.S.C. §2256; (b) obscenity as defined by Va. Code § 18.2-372 or 18 U.S.C. § 1460; and (c) material that the school division deems to be harmful to juveniles as defined in Va. Code § 18.2-390, material that is harmful to minors as defined in 47 U.S.C. § 254(h)(7)(G); and material that is otherwise inappropriate for minors;
- (3) provisions establishing that the technology protection measure is enforced during any use of the Division's computers by minors;
- (4) provisions establishing that the online activities of minors will be monitored;

- 5) provisions designed to educate students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response;
- (6) provisions designed to prevent unauthorized online access by minors, including “hacking” and other unlawful activities by minors online;
- (7) provisions prohibiting the unauthorized disclosure, use, and dissemination of personal information regarding minors; and
- (8) a component of Internet safety for students that is integrated in the division’s instructional program.

Use of the School Division’s computer system shall be consistent with the educational or instructional mission or administrative function of the Division as well as the varied instructional needs, learning styles, abilities and developmental levels of students. The Division’s computer system is not a public forum.

Each student and the parent/guardian of each student shall sign the applicable Acceptable Computer System Use Agreement, IBEA-E2 or IBEA-E3, before using the Division’s computer system. The failure of any student to follow the terms of the Agreement, this policy or accompanying regulation may result in loss of computer system privileges, disciplinary action, and/or appropriate legal action.

The School Board is not responsible for any information that may be lost, damaged or unavailable when using the computer system or for any information retrieved via the Internet. Furthermore, the School Board will not be responsible for any unauthorized charges or fees resulting from access to the computer system.

All use of the Essex School Division’s computer system shall be consistent with the School Board’s goal of promoting educational excellence by facilitating resource sharing, innovation and communication. The term computer system includes hardware, software, data, communication lines and devices, terminals, printers, CD-ROM devices, tape drives, servers, mainframe and personal computers, the internet and any other internal or external network.

Computer System Use-Terms and Conditions:

1. Acceptable Use. Access to the Division’s computer system shall be (1) for the purposes of education or research and be consistent with the educational objectives of the Division or (2) for legitimate school business.
2. Privilege. The use of the Division’s computer system is a privilege, not a right.
3. Unacceptable Use. Each user is responsible for his or her actions on the computer system. Prohibited conduct includes but is not limited to:
 - Using the network for any illegal or unauthorized activity, including violation of copyright or contracts, or transmitting any material in violation of any federal, state, or local law.
 - Sending, receiving, viewing or downloading illegal material via the computer system.

- Unauthorized downloading of software.
- Using the computer system for private financial or commercial purposes.
- Wastefully using resources, such as file space.
- Gaining unauthorized access to resources or entities.
- Posting material created by another without his or her consent.
- Submitting, posting, publishing, or displaying any obscene, profane, threatening, illegal, or other inappropriate material.
- Using the computer system while access privileges are suspended or revoked.
- Vandalizing the computer system, including destroying data by creating or spreading viruses or by other means.
- Intimidating, harassing, or coercing others.
- Threatening illegal or immoral acts.

4. Network Etiquette. Each user is expected to abide by generally accepted rules of etiquette, including the following:

- Be polite.
- Users shall not forge, intercept or interfere with electronic mail messages.
- Use appropriate language. The use of obscene, lewd, profane, lascivious, threatening or disrespectful language is prohibited.
- Users shall not post personal information other than directory information as defined in Policy JO Student Records about themselves or others.
- Users shall respect the computer system's resource limits.
- Users shall not post chain letters or download large files.
- Users shall not use the computer system to disrupt others.
- Users shall not modify or delete data owned by others.

5. Liability. The School Board makes no warranties for the computer system it provides. The School Board shall not be responsible for any damages to the user from use of the computer.

6. Security. Computer system security is a high priority for the school division. If any user identifies a security problem, the user shall notify the building principal or system administrator immediately. All users shall keep their passwords confidential and shall follow computer virus protection procedures.

7. Vandalism. Intentional destruction of or interference with any part of the computer system through creating or downloading computer viruses or by any other means is prohibited.

8. Charges. The School Division assumes no responsibility for any unauthorized charges or fees as a result of using the computer system, including telephone or long-distance charges.

9. Electronic Mail. The School Division's electronic mail system is owned and controlled by the School Division. The School Division may provide electronic mail to aid students and staff in fulfilling their duties and as an education tool. Electronic mail is not private. Students' electronic mail will be monitored. The electronic mail of staff may be monitored and accessed by the School Division. Unauthorized access to an electronic mail account by any student or employee

is prohibited. Users shall be held personally liable for the content of any electronic message they create. Downloading any file attached to an electronic message is prohibited unless the user is certain of the authenticity of the message and the nature of the file.

In general, email messages from the Division's email system are public documents under applicable law and, therefore, are not confidential. Under the Virginia Freedom of Information Act, e-mail messages must be produced if a citizen requests them with reasonable specificity. The general public shall have access to Division e-mail messages as provided in Virginia Code § 2.2- 3704.

E-mail messages that contain personally identifiable, non-directory information about a Division student or employee are confidential and may be exempt from public disclosure under Virginia Code §§ 2.2-3704(G) and 2.2-3705.4(1). In addition, email messages that contain personally identifiable information about a student are covered by the Family Educational Rights and Privacy Act ("FERPA"), 20 U.S.C. §1232g, and only persons with a legitimate educational interest may have access to them without prior written informed parental consent. Division employees that use the e-mail system to convey information to individuals that do not have a legitimate educational interest may be in violation of FERPA.

10. Enforcement. Software will be installed on the division's computers having Internet access to filter or block internet access through such computers to child pornography and obscenity. The online activities of users may also be monitored manually. Any violation of these regulations shall result in loss of computer system privileges and may also result in appropriate disciplinary action, as determined by School Board policy, or legal action.

CONSENT TO SURVEYS

You have the right to consent before your student participates in any federally-funded survey asking about any of the following: political affiliation or beliefs of the student or parent; mental or psychological problems of the student or family; sexual behavior or attitudes; illegal, antisocial, self-incriminating or demeaning behavior; critical appraisals of others with whom students have close family relationships; legally privileged or analogous relationships such as those with lawyers, physicians, and ministers; religious practices, affiliations or beliefs of students or parent(s); and income (other than required to determine program eligibility). Please contact the principal for information.

SURVEY INSPECTION AND OPT-OUT RIGHTS

You have the right to inspect any survey dealing with the above topics, regardless of funding source, and to opt your student out of participation. You also may inspect instructional materials used in connection with such surveys. Please contact the principal for information.

INSPECTION OF EDUCATIONAL MATERIALS

You have the right to inspect any instructional material used as part of the educational curriculum. Please contact the principal for information.

INSPECTION OF STUDENT RECORDS

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

AMENDMENT OF STUDENT RECORDS

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

EDUCATIONAL RECORDS CONSENT

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

DIRECTORY INFORMATION

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

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

Name

Participation in officially recognized activities and sports

Height and weight, if a member of an athletic team

Dates of attendance

Awards and honors

School and grade

Photographs and other images

Address and phone number (for limited purposes only – see below)

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

School yearbooks

Team rosters and class lists

Graduation, theater, athletic, and music programs

Videos of performances, school activities, and athletic events

Articles about school activities and athletic events

Lists of those receiving honors, awards, and scholarships

COMPREHENSIVE OPT OUT–RELEASE OF DIRECTORY INFORMATION

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

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

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

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

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

Student addresses and phone numbers also are directory information, but ECPS will not release them to the press or general public. Disclosures of addresses and phone numbers will be made only for school-related activities (such as PTAs, booster clubs, and volunteer activities), and to county agencies. Student addresses and phone numbers are most frequently used in student directories. You may exclude your student's name, address, and phone number from your school's student directory by completing the opt-out form. Please contact the principal for information.

OTHER STUDENT RECORDS INFORMATION

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

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

COMMERCIAL USE OF STUDENT INFORMATION

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

PROSECUTION OF JUVENILES AS ADULTS

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

YOUTH RISK BEHAVIOR SURVEYS

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

WITHDRAWAL FROM SCHOOL COUNSELING AND CAREER SERVICES

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

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

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

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

PARENTAL RIGHT TO VIEW SCHOOL QUALITY PROFILE

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

COMPLAINTS

If you have a complaint regarding any of the above rights, you may contact the school principal. In addition, if you believe that your rights in regard to surveys, educational materials, commercial use of information, physical examinations, military recruiters, inspection or amendment of student records, directory information, or privacy of student records have been

violated, you may file a complaint with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington D.C. 20202-4605.

EATING DISORDER AWARENESS

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

EMERGENCY/CRISIS PROCEDURES

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

STUDENT RECORD INSPECTION BY PARENT

Excerpt of Essex County School Board Policy JO -

Annual Notification The school division shall annually notify parents and eligible students of their rights under the Family Educational Rights and Privacy Act (FERPA) including

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

PARENTAL RIGHT TO INSPECT TEACHER CREDENTIALS

Parents/Guardians have the right to request and inspect the teaching credentials of any and all teachers their child has for class during the school year. Such requests should be made in

writing to the school administrator. These requests will be scheduled with the parent/guardian at a time that is agreed upon by both the administrator and the parent. Please contact the principal for information.

PROCEDURE TO INSPECT EDUCATION RECORDS

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

TOBACCO USE

Smoking, chewing or any other use of any tobacco products by staff, students, and visitors is prohibited on school property. For purposes of this policy: 1. "School property" means: a. All interior portions of any building or other structure used for instruction, administration, support services, maintenance or storage. b. Any indoor facility or portion of such facility owned or leased or contracted for and used for the provision of regular or routine health care, day care, or early childhood development (Head Start) services; c. All vehicles used by the division for transporting students, staff, visitors or other persons. 2. "Tobacco" includes cigarettes, cigars, pipe tobacco, snuff, chewing tobacco and all other kinds and forms of tobacco prepared in such a manner as to be suitable for chewing, smoking or both. "Tobacco" includes cloves or any other product packaged for smoking. 3. "Smoking" means the carrying or holding of any lighted pipe, cigar, or cigarette of any kind, or any other lighted smoking equipment, or the lighting, inhaling, or exhaling of smoke from a pipe, cigar, or cigarette of any kind.

Students are prohibited from possessing electronic cigarettes on school buses, on school premises and at school-sponsored activities. All other persons are prohibited from using electronic cigarettes on school premises and school vehicles. Students found to be in violation of this policy shall be subject to appropriate disciplinary action.

HIGH SCHOOL CREDIT-BEARING COURSES TAKEN IN MIDDLE SCHOOL

For any high school credit-bearing course that is taken in middle school, parents may request that grades be omitted from the student's transcript and the student not earn high school credit for the course in accordance with the policies adopted by the school board.

PARENTAL RESPONSIBILITY

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

- A. Each parent of a student enrolled in a public school has a duty to assist the school in enforcing the standards of student conduct and attendance in order that education *may* be conducted in an atmosphere free of disruption and threat to persons or property, and supportive of individual rights.
- B. A school board shall provide opportunities for parental and community involvement in every school in the school division.
- C. Within one calendar month of the opening of school, each school board shall, simultaneously with any other materials customarily distributed at that time, send to the parents of each enrolled student (i) a notice of the requirements of this section and (ii) a copy of the school board's standards of student conduct. These materials shall include a notice to the parents that by signing the statement of receipt, parents shall not be deemed to waive, but to expressly reserve, their rights protected by the constitutions or laws of the United States or the Commonwealth and that a parent shall have the right to express disagreement with a school's or school division's policies or decisions. Each parent of a student shall sign and return to the school in which the student is enrolled a statement acknowledging the receipt of the school board's standards of student conduct and the notice of the requirements of this section. Each school shall maintain records of such signed statements.
- D. The school principal may request the student's parent to meet with the principal or his designee to review the school board's standards of student conduct and the parent's responsibility to participate with the school in disciplining the student and maintaining order, and to discuss improvement of the child's behavior and educational progress.
- E. In accordance with 22.1-277 and the guidelines required by 22.1-278, the school principal may notify the parents of any student who violates a school board policy when such violation could result in the student's suspension, whether or not the school administration has imposed such disciplinary action. The notice shall state (i) the date and particulars of the violation; (ii) the *obligation* of the parent to take actions to assist the school in *improving* the student's behavior; and (iii) that, if the student is suspended, the parent may be required to accompany the student to meet with school officials.
- F. No suspended student shall be admitted to the regular school program until such student and his parent have met with school officials to discuss improvement of the student's behavior, unless the school principal or his designee determines that readmission, without parent conference, is appropriate for the student.
- G. Upon the failure of a parent to comply with the provisions of this section, the school board may, by petition to the juvenile and domestic relations court, proceed against such parent for willful and unreasonable refusal to participate in efforts to improve the student's behavior, as follows:
 - 1. If the court finds that the parent has *willfully* and *unreasonably* failed to meet, pursuant to a request of the principal as set forth in subsection D of this section, to review the school board's standards of student conduct and the parent's responsibility to assist the school in disciplining the student and maintaining order, and to discuss improvement of the child's behavior and educational progress, it may order the parent to so meet; or

2. If the court finds that the parent has willfully and unreasonably failed to accompany a suspended student to meet with school officials pursuant to subsection F or upon the student's receiving a second suspension or being expelled, it may order (i) the student or his parent to participate in such programs or such treatment as the court deems appropriate to improve the student's behavior or (ii) the student or his parent to be subject to such conditions and limitations as the court deems appropriate for the supervision, care, and rehabilitation of the student or his parent. In addition, the court may order the parent to pay a civil penalty not to exceed \$500.
- H. The civil penalties established pursuant to this section shall be enforceable in the juvenile and domestic relations court in which the student's school is located and shall be paid into a fund maintained by the appropriate local governing body to support programs or treatments designed to improve the behavior of students as described in subdivision 3 of subsection G. Upon the failure to pay the civil penalties imposed by this section, the attorney for the appropriate county, city, or town shall enforce the collection of such civil penalties.

All references in this section to the juvenile and domestic relations court shall be also deemed to mean any successor in interest of such court.

STUDENT/PARENT HANDBOOK CONTRACT



Commitment, dedication and passion are some key components in making a school community successful. We ask for a few things from both the student involved and their parents. It takes the resources of ALL of those involved to become successful. We ask the following things from our students and their parents.

I _____, understand the student/parent handbook and the commitment that I will make to James H. Cary Intermediate School. I commit to putting forth 100% effort in my endeavors to contribute to the success of the whole school community.

Student Signature _____

As the parent/guardian of _____, I realize the importance of assisting in my child's experience with Essex Intermediate Middle School. I will help my child in his/her commitment to the school by having them arrive at school on time and help them keep their academic requirements in focus. Furthermore, I understand that my child's participation, attitude and attendance at school are essential factors in maintaining a successful and positive academic career.

Parent/Guardian Signature _____

Parent E-mail _____

We thank you in advance for your willingness to help participate in what we hope will be a great experience for your child.

***PLEASE RETURN THIS FORM TO YOUR CHILD'S
1st CORE TEACHER.***