

2026-2027

FARMINGTON ELEMENTARY SCHOOL

Handbook and Procedures Manual



Home of the Farmington Foxes

**500 Sunset Lane
Culpeper, VA 22701
540-825-0713**



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**** Please always double check for the most recent policy on culpeperschools.org under board documents.**

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Vision

Farmington Elementary School recognizes the uniqueness and individuality of each child. We are a community of learners. Students, staff, families, and the community work together as partners in the learning process to achieve academic, physical, emotional and social growth of the highest quality.

Mission Statement

The mission of Farmington Elementary School is to work with students, family and community in providing a safe, academically stimulating and nurturing atmosphere for the education of our children.

This environment will enable each child to reach his/her potential intellectually, physically, emotionally and socially. We will strive to develop in each child the discipline, pride, self-worth and confidence necessary to become a well-balanced, empathetic and responsible member of society.

Objectives

- ★ Teach proficiency in basic academic skills.
- ★ Emphasize personal communication skills including fluency and clarity of spoken and written thought.
- ★ Teach critical thinking, problem solving, teamwork and 21st century skills.
- ★ Provide an environment conducive to creative and innovative thinking. Provide a nurturing environment to assist the development of self-esteem.
- ★ Encourage a sense of responsibility for one's actions in both academic and social situations.
- ★ Foster respect and appreciation for the unique differences and contributions of individuals and world cultures.
- ★ Develop an awareness and appreciation of healthful living, music and

fine arts.

- ★ Develop personal habits and values that contribute to physical health and mental well-being.
- ★ Maintain open communication with home and community.
- ★ Develop an awareness of and appreciation for our multicultural American heritage.
- ★ Teach skills necessary to use and examine information.
- ★ Teach the skills necessary to select and use technology in an appropriate and safe way.

ADMINISTRATION

Statement of Accessibility

A Statement of Accessibility needs to be included on all announcements of public meetings. Here is a sample which can be used.

The (Name of meeting/group) is being held at a facility believed to be accessible to persons with disabilities. Any person with questions on the accessibility should contact (Name of Principal), (Name of School), (Street Address), (City, State, Zip), (Phone). Persons needing interpreter services for the hearing impaired must notify the Director of Human Resources at (540) 825-3677 at least five administrative days prior to the meeting.

Notice of Non-Discrimination

Culpeper County School District does not discriminate on the basis of race, color, religion, national origin, gender, age, or disability in admission or access to, or treatment or employment in, its programs and activities. Any person having inquiries concerning the Culpeper County School District's compliance with the regulations implementing Section 504 is directed to contact:

Employees

Director for Human Resources
Culpeper County Schools
471 James Madison Highway
Suite 201
Culpeper, VA 22701
(540) 825-3677

All Others

504 Coordinator CCPSchools
471 James Madison Highway
Suite 201
Culpeper, VA 22701
(540) 825-3677

School Board Meetings

The school board typically meets the second Monday of each month in the Board of Supervisors Meeting Room beginning at 6:00 p.m. Attendance at the school board meeting is encouraged to better inform you of educational issues affecting the county.

School Board Members

School board members shall have authority only when acting as a board regularly in session, or when empowered by board action to act as a committee. The board shall not be bound in any way by any statement or action on the part of any individual board member or employee except when such statement or action is pursuant

to specific instructions or rules of the board and/or its administration.

All personnel working for the school board are accountable for reading and following all policies outlined in the CCPS Policy Manual. The County Policy Manual is available online at the CCPS website and in the office.

School Board Members

Barbara "Barbee" L. Brown, Chair - Catalpa District Rep.

Elizabeth S. Hutchins, Vice-Chair - Stevensburg District Rep.

Patricia "Pat" A. Baker - East Fairfax District Rep.

Christina "Crissy" H. Burnett - West Fairfax District Rep.

Deborah L. Desilets - Jefferson District Rep.

Kelley A. Pearson - Salem District Rep.

Elizabeth "Betsy" Howard Smith - Cedar Mountain District Rep.

Office of the Superintendent

Dr. Anthony Brads, Superintendent

Rob Hauman, Exec. Director of Curriculum and Instruction

Michelle Metzgar, Exec. Director of Human Resources

Dr. Russell Houck, Exec. Director of Student Services

Bari Nixon, Exec. Director of Special Education

Neal Deane, Exec. Director Finance

Kari Lane, Director of ESL and Family Resource Center

Susan Campbell, Director of K-12 Literacy

Mark Callahan, Division Director of Testing

Farmington Administration

Jack Glick, Principal

Molly Baird, Assistant Principal

Role of Principal

The principal shall be responsible for instructional leadership and effective school management that promote positive student achievement, a safe and secure environment in which to teach and learn, and efficient use of resources. As part of this

responsibility, the principal shall ensure the development and implementation of the biennial school plan, approved by the superintendent.

A. Instructional Leadership: The principal, responsible for ensuring students are provided an opportunity to learn, shall:

1. Protect the academic instructional time from unnecessary interruptions and disruptions and enable the professional teaching staff to spend the maximum time possible on the teaching/learning process by keeping to a minimum clerical responsibility and the time students are out of class.
2. Ensure that the school division's student code of conduct is enforced and that the school environment is safe and secure.
3. Analyze the school's test and subtest scores annually by grade and by discipline to:
 - a. Direct and require appropriate remediation/intervention to those students performing below grade level or not achieving proficiency on the SOL tests.
 - b. Involve the staff of the school in identifying the types of staff development needed to improve student achievement and ensure staff participation in those activities.
 - c. Analyze classroom practices and methods for improvement of instruction.
4. Ensure that students' records are maintained and that criteria used in making placement and promotion decisions, as well as any instructional interventions used to improve the student's performance, are included in the record.
5. Monitor and evaluate the quality of instruction and provide for in-service training, professional assistance and support designed to improve instruction.
6. Maintain records of students who drop out of school, including their reasons for dropping out and actions taken to prevent students from dropping out.

School Management Leadership

The principal, responsible for effective school management shall:

1. Work with staff to create an atmosphere of mutual respect and courtesy and to facilitate constructive communication by establishing and maintaining a current handbook of personnel policies and procedures.
2. Work with the community to involve parents and citizens in the educational program. Facilitate communication with parents by maintaining and disseminating a current student handbook of policies and procedures that includes the school division's standard of student conduct and procedures for enforcement, along with other matters of interest to parents and students.

3. Maintain records of receipts and disbursements of all funds handled. A professional accountant approved by the local school board shall audit these records annually. All areas of administrative responsibility are shared by the principal and the assistant principal.

Role of School Counselor - Caroline Breeden

- Behavior Support
- Homelessness
- Career Awareness
- Parent Involvement Activities
- Character Ed. Programs
- Small Group Counseling and Student Support
- PBIS
- Community Support

Role of Secretaries/ Attendance Clerks

Greet and screen visitors adhering to security procedures

- Answer the phone-take complete/accurate messages
- Daily bulletin
- Sign in students who are tardy
- Register students
- Assist with clerical duties of the principal and assistant principal
- Send and receive student records and log in the information
- Notify teachers when students cum folders arrive
- Enter students into Power School
- Update student information in Power School
- Check SubFinder/ assist substitutes
- Maintain all teacher attendance information
- Maintain discipline and attendance records
- File reports to Central Office
- Maintain inventories and distribution/collection of textbooks/instructional materials
- Yearbook
- Other duties as assigned

Role of Bookkeeper

- Maintain all financial records and keep accounts balanced using appropriate software

- Issue and track all purchase orders and checks
- Collect and receipt all monies
- Order and maintain a supply of various forms
- Purchase gifts or food for various functions
- Conduct correspondence with vendors, financial institutions and central office
- Answer the phone and take complete/accurate messages
- Collect information from staff as directed
- Schedule use of building/grounds, schedule repairs and maintenance work orders
- Maintain record of conferences attended
- Attend signature day at Central Office
- Maintain custodial time records and attendance
- Other duties as assigned

Duties of School Nurse

- Dispense student medication
- Administer first aid
- Process clinic referrals
- Check student records for up to date health information
- Interface with Health Dept., Medical professionals, parents and teachers
- Set up and supervise sick room, mass vaccinations, medical services and required
- Other duties as assigned

Team Leaders' Role

Team Leaders have a leadership role in the following areas:

- Ensure the implementation and pacing of the county curriculum by the team.
- Plan and oversee grade level instructional activities.
- Schedule and Chair grade level meetings on a regular basis.
- Serve as a communication liaison between the administration and faculty.
- Provide instructional leadership to include modeling, in-service training, research, and visitation to other schools.
- Assist the administration in the implementation of policies & procedures as needed.

Student Educational Record

Teachers should review the records of their students at the beginning of every school year to ensure they know about any custody issues, any testing that may have

been done or other information that may assist the staff with educating the student.

Student Educational Records will be kept in the record room. Keys are available from the office. Records should not be removed from the record room. However, if this is necessary, records must be signed out on the form in the record room and signed back in when returned. Each part of the Educational Record listed below (if it applies) must be kept in the students' file. The maintenance of these records is the homeroom teacher's responsibility. While instructional assistants may file documents in these records, only teachers, counselors, and principals can remove anything from an Educational Record. Teachers are to review records periodically throughout the year and make sure that all components are in place and updated.

Please see Ms. Henderson for the order of contents when reviewing your students' records.

School Communications

A bulletin of announcements is published and emailed to all staff daily. We also post several paper copies for staff to read. It is expected that teachers and staff read the bulletin daily. Staff may use this to communicate approved items of interest to students and staff. Announcements should be submitted to the office by 8:00 a.m. daily.

Intercom announcements are made at 3:30 PM daily.

Farmington news is communicated via a weekly call out to families by school administration. Grade levels and teachers are also asked to send home parent communication on a monthly basis and include items of interest about instruction in the classroom and on grade level.

A school calendar exists via a Google calendar that is maintained by the ITRT, Keri Nicholson. Items for the calendar need to be submitted to the ITRT.

Each classroom teacher is expected to send home a weekly work folder and a monthly newsletter with news particular to that class/grade. Grade levels should plan to send folders and newsletters on the same day so that parents will expect them.

Parent and Teacher Organization (PTO)

The PTO is a Parent and Teacher Organization. Teachers are encouraged to attend PTO meetings and likewise should encourage their parents to participate. PTO meetings will be announced in advance. Teachers are encouraged to participate in PTO sponsored events.

PERSONNEL

Attendance Expectations

Satisfactory attendance is a minimum expectation for all employees. In order to maintain quality instructional programs and to promote the health and safety of students and staff, absences from work are to be minimized to the extent possible. Frequent daily absences, late arrivals or early departures from the work site, excessive breaks or other interruptions to normal work schedules are grounds for disciplinary action, including suspension, dismissal, or non-renewal of employment contracts. (GCBD/GDBD-R1)

Attendance Procedure

When the need for being absent from work is known in advance, the employee should enter it in Sub-Finder as soon as possible. When a teacher finds that he/she cannot report to work, the employee must call or log into Subfinder the day prior to the absence or before 6:00 a.m. the day of the absence. All teachers and staff should be trained in Sub-Finder and are expected to use it. If you are unsure how to use it, please meet with the ITRT for training as soon as possible, so you are able to do so in the event of an expected need to be absent.

Employee Responsibilities

All employees are responsible for reading, understanding and adhering to the employee attendance and leave policies, regulations and procedures of the Culpeper County Public Schools. Employees are to use the appropriate type of leave based on its purpose, following the procedures as set by the Culpeper County School Board, the Division Superintendent, the Human Resources Dept., or their immediate supervisor. For employees for whom the securing of a substitute employee is necessary, the employee will notify their supervisor in accordance with established procedures. Where applicable, employees will provide necessary lesson plans or other instructions for the substitute in order to maximize the substitute's effectiveness and minimize disruption caused by the employee's absence. The employee will use the established procedures for securing permission for leave. That procedure includes using the eSchool Solutions SUB-FINDER system for obtaining a substitute where appropriate. (GCBD/GDBD-R1)

Leave

Sick Leave Purpose and Earning of Sick Leave

The purpose of sick leave is to ensure the employee receives earned pay during

an absence from work due to personal illness or injury, or to assist an ailing family member.

Please see GCBD BR1 for details regarding the policies surrounding leave and absences.

Employees shall notify their immediate supervisor of the need for sick leave as soon as possible in the case of unexpected illness or injury in accordance with procedures set by their supervisor and complete the Sub-Finder form. If sick leave is being taken in a circumstance known in advance (scheduled medical exam, procedure, or surgery), prior notice to the supervisor is requested.

Invocation Of Family Medical Leave

The Family Medical Leave Act (F.M.L.A.) is a federal law that provides protection for an employee's employment status when circumstances require an employee to be absent from work for their own medical reasons or that of family members. F.M.L.A. is applicable up to 12 weeks figured on a rolling year. SEE (GCBD in policy manual. F.M.L.A. does not guarantee any paid leave to the employee not earned with the employer.

Once it is known to the employee that sick leave will extend beyond 3 consecutive working days, the employee will notify their supervisor, and then the employee is to notify the Human Resources Department so that Family Medical Leave may be applied. If the employee is indisposed, the supervisor must notify the Human Resources Department that the employee will be out more than three (3) consecutive days. Sick leave designated as F.M.L.A. will run concurrently with sick leave, with paid leave awarded as appropriate. The employee must submit completed F.M.L.A. forms and certifications to the Human Resources Department to the attention of the Benefits Administrator. PLEASE SEE (GCBD-Family Medical Leave)

Doctor's Certificate or Examination

Under the School Board's authority, the Superintendent or designee reserves the right to require a doctor's documentation to verify an illness, injury, or incapacity at any time, particularly in Cases when the sick leave exceeds five (5) work days, or when sick leave is taken the day before or after a local, state or national holiday or scheduled school break as established by the School Board or the Superintendent. The documentation is to accompany the C.C.P.S. leave request form for processing. The School Board also reserves the right to require an employee to be examined by a doctor of the Board's choosing at the Board's expense.

Personal Leave

Each full-time employee is entitled to two (2) days per year of personal leave, one awarded each semester. Unused personal leave may be accumulated to a total of five (5) days. Unused personal leave accumulated over five (5) days will convert to sick leave days on a one (1) day for one (1) day basis.

The personal leave for each employee may be taken during the year under the following conditions:

For emergencies - At any time

For other used - Two days' notice shall be given the principal

Requests to use personal leave will NOT be approved, unless there are extenuating reasons, during the following periods:

- The first ten (10) instructional days and the last ten (10) instructional days of the school year.
- The day before and the day after a local, state or national holiday as established and announced by the School Board and/or its chief executive officer, the superintendent of schools.

If it is necessary for an employee to request personal leave during these restricted periods, a written detailed statement setting forth the extenuating reasons justifying the request must be submitted to their supervisor, to be forwarded to the Director Of Human Resources at least 30 days prior to the date the requested personal leave will begin. No more than five percent (5%) of the employees in each building or department may take personal leave on any given day, and personal leave will be approved in advance by the supervisor on a first-come, first served basis.

Professional Leave

At the recommendation of a principal or supervisor and the approval of the Director of Human Resources, employees may be granted leave without loss of pay to participate in observation, workshops, conferences, meetings, and/or other activities dedicated to the improvement of curriculum and instruction. Substitutes shall be provided when necessary.

Civil Leave

Employees of the Culpeper County Public School System may be granted civil leave, with or without pay as provided herein, for contracted work days to serve on jury duty, to serve as a subpoenaed witness or as otherwise summoned to appear in court

cases, or to attend to job-related legal proceedings or administrative hearings. The school system reserves the right to make personnel changes as necessary to substitute temporarily for employees on civil leave, or to otherwise carry out the operations of the school system.

- **Approval** – The superintendent/designee shall have approval authority to grant civil leave for school system employees. A civil leave request shall be completed and submitted to the Human Resources Office, along with any summons received, when applicable. The Human Resources Office shall forward civil leave requests to the approving authority.
- **Pay Status** – Civil leave for jury duty, for subpoenaed testimony in a court of law, and for job-related legal transactions shall be granted with pay. When attending to personal legal transactions, an employee must be placed on leave without pay status, unless the employee elects to use his/her accumulated personal leave for such purpose. A legal transaction will be deemed personal when the employee is the plaintiff or complainant or the defendant or respondent in a civil or criminal matter not arising out of the performance of his/her employment in conformance with School Board policy. If an employee receives paid civil leave for the reasons described in this policy, the employee agrees that his/her pay will be reduced by the amount of any witness fee received excluding any mileage reimbursement/allowance.

Leave for Religious Absences

Employees may take time off from work to observe religious holidays as specified in this regulation.

Twelve-month employees may use annual leave or personal leave to observe a religious holiday. Such leave must be requested in advance.

Other employees may use allowable paid leave per school year to observe religious holidays. This leave may be changed to personal leave or be taken without pay. Such leave must be requested in advance.

The employee must request the leave in writing. The request must be sent to the employee's immediate supervisor and the Director of Human Resources at least two weeks before the date on which the leave is needed.

Bereavement Leave

Employees may be absent without loss of pay and without sick leave deduction in the case of a mother, father, husband, wife, child, brother, sister or spouse's immediate family for a period not to exceed three (3) days per occurrence. Additional

days and all other funerals shall be charged to sick leave/personal leave/annual leave at the discretion of the employee. Extenuating circumstances which might require extended leave will be brought to the attention of the Division Superintendent or his designee and will be dealt with on a case-by-case basis.

Realizing that other deceased family members who have not been previously described may have lived in the employee's home, provided a significant role in rearing the employee, or may have otherwise been a part of the employee's household, and realizing that those relationships may be equally close to the employee as those relationships previously described, the employee may request bereavement leave. Such requests will be evaluated by the Director of Human Resources.

Please see Policy Manual GCBD/GDBD - R1

Time Away From Work

Any time away from work during the instructional day must be approved by the Principal or Assistant Principal. Employees must sign out and document their time away from work on the green sign-out sheet in the office. Please sign out if you leave the school campus and sign back in. Please attempt to make appointments after work hours. Time away from work should be infrequent.

Hours of Employment

Teachers and Instructional Assistants are to be at their stations ready to work by 8:10 a.m. each day. The work day ends at 3:55 p.m. In cases of early dismissal, employees may not leave until given permission by the Central Office administration. Faculty and staff may be required to attend meetings, in-services, or other school functions beyond the normal school work hours. Please plan for this

UNLESS OTHERWISE INFORMED, ALL TEACHER WORK DAYS (NON-SCHOOL) WILL BE FROM 8:00 A.M. TO 4 P.M.

As part of our learning community all staff members are expected to participate in Back to School Night, Read Across America Events, Multicultural Events and PTO Fall and/or Spring events and other events as assigned. Exceptions require administrative approval.

Safety and Security

All staff members must swipe their employee badge each day on the computer in the office or when entering the building. In the event of an emergency, this log will serve as our record of who is in the building. Please make this a daily habit.

Personnel Records

The official personnel file shall be defined as the employment file containing personal information relevant to the individual's employment which is maintained in the County Human Resources Office. The administration forwards documents on employee selection, evaluation, and letters of reprimand or commendation to the Director of Human Services for inclusion in the official file.

Any letters the employee wishes to place in his/her file may be given to the principal.

Evaluations

Certified Staff

An evaluation of each certified staff member shall be conducted as required. The purpose of the evaluation is to foster professional growth and to thereby improve instruction. All teachers will receive orientation on the teacher evaluation procedures in August.

Objectives will be stated for all certified staff that reflect school focus, grade level focus, or individual goals as warranted.

Information on the performance of the teacher will be collected via observations, conferences, artifacts, and participation in professional activities.

Classified Staff

An evaluation of all classified staff will be conducted annually by the administration. The purpose of the evaluation is to ensure the delivery of quality service to students, parents, and the community.

Immediate supervisors may assist the administration in the evaluation of the employee's performance.

Worker's Compensation

Any employee injured while at work must report the injury to the principal or assistant principal immediately. An employee's first report of injury must be filed within twenty-four (24) hours of the accident.

Effective July 1, 2019, Culpeper County Schools is changing workers' compensation insurance administrators. Our new administrator is Virginia Risk Sharing Associations (VRSA). Culpeper County School's VRSA member number is: **620**. All workers' compensation injuries/incidents that occur on or after July 1, 2019, must be reported to CompCare on Call, VRSA's nurse triage and reporting services.

To assist injured employees with medical treatment following a work-related incident, nurse triage and reporting services through CompCare On-Call are provided.

When a workplace injury occurs, the supervisor will provide the employee with a copy of the panel of physicians and the supervisor and the injured employee will immediately call CompCare On-Call, toll free at: **1-877-234-0898** **after notifying your administrator if available.**

Injured employees have the opportunity to speak with a registered nurse (RN) who will obtain a history of the injury and with the employee, determine the best treatment option based on the symptoms reported by the injured employee. Recommendations can range from simple first aid to recommending the employee seek treatment by selecting a panel physician to recommending emergency treatment. However, the ultimate decision regarding treatment is the employee's. To receive triage advice from an RN, the employee must select option 1. An option for reporting injuries without nurse assistance is also available for employees that do not want to speak with a nurse.

If an employee is unable or unwilling to call CompCare On-Call, the supervisor must call and report the injury on the employee's behalf. For report only claims, employees/supervisor must select option 2.

It is no longer necessary for you to complete workers' compensation accident reports. CompCare On-Call obtains the necessary information to report claims to Virginia Risk Sharing Association (VRSA), your employer's workers' compensation administrator.

This service does not replace calling 911 when immediate medical attention is required.

CompCare On-Call is available **24 hours per day, 7 days per week, and 365 days per year.**

To summarize, the following is the process for reporting a work related injury or illness:

1. Employees must immediately notify the supervisor of a work related incident
2. The supervisor must provide the employee with a panel of physicians and have them sign an acknowledgement of receipt. Retain the signed copy and provide the employee with a copy, regardless if the employee chooses to treat
 - i.
3. Call toll free **1-877-234-0898** – 24 hours a day, 7 days a week, 365 days per year
 - i.

4. An employee may speak to a medical professional (RN) and receive triage services when reporting their injury by selecting option 1 or an employee may report their injury only to a customer service representative by selecting option 2
5. If the employee does not wish to call or is unable to call CompCare On-Call, the supervisor must call on the employee's behalf and report the injury by selecting option 2
6. Provide the employee with a Medical First Report to be completed by the panel physicians
7. Provide employees that plan to see treatment with a First Fill Prescription letter; write the employee's name, the employee's last 4 digits of their social security number next to the Member ID: ALIUSVRSA (for example: ALIUSVRSA1234), and date of injury **before** providing the letter to the employee. This form is for **one time use only**. Do not provide an employee with additional forms for the same injury. For medication beyond the first fill, have the employee contact their VRSA claims representative at 1-800-963-6800

Professional Attire

The effective teacher dresses appropriately as a professional educator to model success. Research reveals that the clothing worn by teachers affects the work, attitude, and discipline of students. You dress for four main effects:

- Respect
- Credibility
- Acceptance
- Authority

The effective teacher uses these four traits as assets in relating to students, peers, administrators, parents, and the community. If you have these four traits, you have a much greater chance of influencing your students to learn than someone who lacks these four traits. You can be sure that students notice how their teachers are dressed, in the same way that they notice the appropriateness of their own and each other's dress. Furthermore, students see how their parents go to their jobs each day and make comparisons between their parents and their teachers. School personnel, perhaps more than any other group of people, are subject to public scrutiny almost every day. Your manner of attire will influence the thinking of pupils and the public. You should always come to school neatly attired and dressed professionally. Jeans (of any color) are to be worn only on designated days. No sweat pants, biker shorts, short shorts, spandex tights please. (Please do not wear clothes that are too tight, too low or too short.) Please see (GC-R4). Notify administration when you need to vary from

professional style clothes. All employees are to wear their I.D. badge while at work.

Staff Visitation

Family members and friends or business associates are not to visit staff during instructional time. Staff may receive visitors during planning periods or lunch provided these are infrequent visitations. All visitors must sign in and out at the office and wear a visitor's pass.

Children of Staff Members

After school daycare is highly recommended for all students. Staff members should definitely make daycare arrangements for their children on days when there are grade level meetings, faculty meetings, county meetings and parent conferences. Students should not accompany faculty members to these meetings for adults. Children of staff members may stay with their parents either before or after school as long as this does not pose a problem or disturbance to other staff members. After school, students or staff members should go to the pick-up rooms and are signed out from there. After school, children must be directly supervised by their parents at all times and should not be found wandering the halls or in other teachers' classrooms. All students coming from middle or high school after school to join parents must sign in at the office.

Use of Tobacco on School Board Property

Smoking is NOT permitted on school board property or on field trips.

Professional Development/Conferences

Faculty and staff will be required to participate in professional development activities as directed by the principal or assistant principal or as planned by the county central office.

Renewal of License

Teachers are responsible for maintaining records of their professional activities for renewal of licenses. Renewal points are earned through participation in professional development activities or by taking college classes. Each teacher has a Performance Matters account where a record of individual points earned is kept. All renewal points should be approved in advance.

Questions about PD should be presented to your administrator and Human Resources. In order to earn renewal points, a teacher must submit an official transcript upon completion of a college course. Opportunities for coursework and for in service

activities are emailed to staff and announced by the Dept. of Human Resources.

Telephone Use

Teachers and staff are to use the telephone primarily for school business. Incoming telephone calls during instructional time will not be forwarded to the employee. Unless it is a personal emergency, all telephone calls received will be forwarded to your voicemail or a written message will be taken and placed in your mailbox. In the event of an emergency telephone call, administration in the office will immediately respond, coverage will be provided for the class and the staff member will be provided privacy for the call in the office. No outgoing personal calls, IMing, or texting are to be conducted during the instructional time students are in the room. Use your planning, lunch, before or after school time to conduct personal business. No cell phones, cordless phones or pagers are to be on or used during instructional time unless authorized by the administration. Field trips or special circumstances will be considered as exceptions to this rule. Long distance phone calls for school business must be made in the office or conference room.

Publications

All school-sponsored publications shall be cleared for publication by administration. Please send all written communication to the office before it is sent home. It is expected that all written communication will be proof-read for grammar, content and spelling. A copy of all communication is to be kept in the Parent Communication Log online and shared with your administrator.

Advertising/Solicitations

The school Board prohibits the distribution of materials or information that publicly endorses or supports groups, organizations, or businesses. When requests for the distribution of such materials or information are made, the requests shall be directed to the Division Superintendent or his/her designated agent. No school division employee shall solicit goods or services for personal use or student use during school hours on school property without written authorization from the superintendent.

Employment Opportunities

All notices of employment opportunities will be in a folder on the front counter. Persons desiring a transfer need to contact the Principal or Assistant Principal in the spring of the year.

Closing of Schools

In the event that Culpeper County schools may close, one of the following options will occur:

- School Closure
- 2-hour Delay
- Early Dismissal
- Evening Activities Canceled/Weekend Activities Canceled

Please note the following points from the county website (culpeperschools.org):

“Note about early dismissals: Unexpected closing can leave hundreds of students home alone when parents are at work. Therefore, we seek to make a decision on any mid-morning or afternoon arriving weather systems based on the best available forecasts at the last possible time frame to avoid early dismissals whenever possible.

Note about evening/weekend activity cancellation: A storm watch does NOT cause a cancellation after-school, evening, or weekend activities. A storm warning will cause such a cancellation.

When are decisions made?

When possible, decisions are made the night before.

-When conditions require a delay in the decision, our goal is to notify you by 5:30am

How will CCPS notify you when school is closed or delayed?

CCPS will announce the decision in a variety of ways:

- Phone call, email, and text message to all families in English and Spanish
- CCPS Social Media - Facebook, Twitter, Instagram
- CCPS Website & Mobile App - www.culpeperschools.org
- Local media outlets
- TV channels 4,5,7,9 & 29
- Radio - WJMA 103.1

How can community members receive weather closing alerts?

There are two ways for people who are not already in the CCPS alert system to receive weather closing information:

- Download the CCPS Mobile App and elect to receive push notifications
- To receive the phone call, email, and text alert, community members can request to be added to our "5:30AM Call List" - email lhoover@ccpsweb.org or call us at (540) 825-3677 ext. 3113 to be added to the list.

Early Dismissal of School for Unexpected Reasons

The Superintendent and the Director of Transportation will evaluate the inclement weather conditions and make a decision regarding the dismissal of schools. All radio and television stations will be notified of the decision to close schools, and each principal will notify his/her students and teachers of the decision to close school early for students. Parents and public may receive an automated phone call with the essential information. Employees are expected to work the normal hours unless we are otherwise directed by the Central Office. **No employee will be allowed to leave until given permission from the Superintendent.** If school is dismissed early, all afternoon activities are canceled as directed by the Central Office.

INSTRUCTION

Now more than ever we, as a staff, must look at our instructional practices. We are under constant scrutiny by the press and the public. A goal for all of us is to look at how we use our time when we have those students in our rooms -- from the moment they walk into our rooms until they leave. This practice can set the tone for the entire day. This may mean changing our ways of thinking about how students learn and changing our methods accordingly. We must make every minute count. Remember language arts and mathematics times are "sacred"; even on days when assemblies or early dismissals are scheduled; these two subjects should not be sacrificed.

Elementary Instructional Program

In compliance with the "Regulations Establishing Standards for Accrediting Public Schools in Virginia", the instructional program in ALL elementary schools must meet the criteria listed below:

1. Each elementary school shall provide each student a program of instruction which corresponds to the Standards of Learning for English, mathematics, science, and history/social science. In addition, each school shall provide instruction in art, music, and physical education and health.
2. In grades K-3, reading, writing, spelling, and mathematics shall be the core of the program. Schools shall maintain, in a manner prescribed by the Board, an early skills and knowledge achievement record in reading and math for each student in grades K-3 to monitor student progress and to promote successful achievement in the third grade SOL tests. This record shall be included with the student's records if the student transfers to a new school.
3. Instructional Time: To provide students with sufficient opportunity to learn, a

minimum of 75% of the annual instructional time of 990 hours shall be given to instruction in the disciplines of English, mathematics, science, and history/social science. Students who are not successfully progressing in early reading proficiency and/or who are unable to read the materials necessary for instruction with comprehension shall receive additional instructional time in reading.

Minimum Instructional Expectations

The following objectives are submitted for teachers at Farmington. These are offered to assure that each staff member will understand the expectations of the administration and the general direction of the total school program. These objectives reflect in part the instructional objectives outlined in the Standards of Quality and the Standards of Learning.

1. Each lesson prepared by a teacher will reflect a thought out objective of the lesson, be arranged in an instructionally valid sequence, and upon request be reviewed by the principal.
2. Each evaluative mark recorded on a report card will be based on a cumulative record of data kept over the marking period. Teachers are responsible for accurate records of attendance, tardiness and grades.
3. Teachers will make an effort to keep themselves informed of current professional literature and innovations.
4. Teachers will maintain proper discipline and enforce the Culpeper County Student Code of Conduct.
5. Teachers will maintain a clean and orderly instructional area at all times.
6. Teachers will be responsible for supervising students throughout the school from the moment they arrive until they leave.
7. Teachers will maintain high professional standards.
8. Each teacher will recognize his/her responsibility to the community carrying out activities to enhance the relationship between the school/community.
9. Each member of the staff will be a MODEL for students.

Instructional Guidelines

The Standards of Learning is the curriculum to be taught at Farmington Elementary for each grade level. Teachers of special education students, including regular education teachers, are to follow the guidelines of the IEP for those students and ensure that these students have access to the core curriculum. Teachers are to use their professional judgment in determining which activities and methods are to be utilized in meeting these objectives.

Everyone will be a teacher of reading and language arts: Two and one half hours

for grades K-3; two hours for grades 4-5 at a minimum (90 minutes of which should be uninterrupted).

Math instruction should be a minimum of one hour. Remember, creativity and flexibility are key to improving student achievement. Use your student data and professional judgment when making decisions concerning instruction and curriculum.

Classroom Environment

Classrooms are expected to be safe, clean, decluttered and organized. Bulletin boards are to be changed with regularity. Furniture is to be age-appropriate and in good condition. Remember your room (just as your home) is a reflection on you. You may be asked to move or remove furniture in order to comply with Fire Marshal requirements.

Lesson Planning

The first step to effective instruction is a well planned lesson. Teachers are expected to plan in a manner consistent with the expectations of the school administration and by incorporating those elements deemed essential based on educational research and professional standards of performance. Teachers shall maintain a lesson plan online folder that is the property of the Culpeper County Public Schools. Plan books must be shared with your administrator. Plan will be reviewed by the administration as part of the evaluation process.

Lesson plans will:

- Align with the Culpeper County Curriculum Pacing Guides and the VA. SOL's for IEP objectives as applicable including objectives with behavior, conditions and criteria.
- Show daily, weekly, or monthly plans prior to the lesson(s) being taught
- Be dated for each day with each time slot filled in for instructional and non-instructional activities
- Individual lesson plans will:
 - Note specific SOL's objectives or IEP goals targeted for the lesson
 - Indicate specific instructional strategies and procedures for each lesson
 - Indicate the method of formal assessment with timelines and manner of feedback
 - Indicate name and page numbers of textbooks used if applicable
 - Indicate instructional groupings if applicable

Substitute Folders

By the end of the second week of school, a folder should be prepared to be kept on file in the office to be used should the teacher have to take emergency leave. It is

essential to keep this folder updated as changes occur with your schedule, your students and your instructional expectations.

Grading

Teachers shall be responsible for the grading and evaluation of student achievement. The following guidelines shall be used in the evaluation:

- A student's grade shall be based on achievement.
- A student's grade shall not be penalized for any behavior issues unrelated to academic assignments or for any excused absences.
- Parents can access their child's grades through the parent portal of Power School. Each school can assist parents with login information.
- Power School should be updated each week.

Report Cards and Interim Reports - Elementary (K-5)

Interim Reports shall be prepared and issued to all students/parents at the midpoint of each of each grading period. Computerized report cards shall be prepared and issued to students at the end of each nine weeks grading period (usually 45 teaching days). After the report cards are examined by parents or guardians, they should be properly signed and returned to the respective homeroom teacher. The end of the year report card is the property of the parent/guardian.

Report Card Grades

All grades recorded on the report card should reflect the appropriate county grading scale, as listed below.

Kindergarten - The letter grades used to indicate academic progress will be as follows:

I – Independent

MP – Making Progress

NI – Needs Improvement

NA – Not Assessed

Grade 1-2 - The numerical grades used to indicate academic progress will be as follows:

3 – Exceeding Expectations

2 – Meeting Expectations

1 – Not Meeting Expectations

NA – Not Assessed

X – See Teacher Comments

Grades 3 – 5 - The following numerical values will designate each letter grade.

All teachers in grades 3-5 will use this numerical scale for all courses.

A = Excellent 100 - 90

B = Above Average 89 - 80

C = Average 79 - 70

D = Below Average 69 - 64

F = Failure 63 and below

I = Incomplete (signifies work to be made up as a result of sickness or emergency)

Within each grade band, a teacher may add a plus or minus as an extra descriptor. In general, the values of these are as follows:

98-100 A+ 90-92 A– 87-89 B+ 80-82 B 77-79 C+

70-72 C– 67-69 D+ 64-66 D

Kindergarten through second will use descriptors.

3- Exceeding Expectations

NA- Not Assessed

2- Meeting Expectations

X – See Teacher Comments

1 – Not Meeting Expectations

Factors Used To Determine Grades (Elementary K-5)

Each grade level team of teachers will decide what factors will be used to determine the grade for each nine week period and the relative value (percent) of each, e.g. class work, tests, quizzes, homework, written assignments, special projects. Homework should never exceed 10 percent (10%) of the grade.

Grading and reporting should communicate effectively what students have learned , what they can do, and whether their learning status is in line with expectations for that level. Grading guidelines will be determined by the teachers in each grade level to ensure consistency. These guidelines should address issues such as late or missed assignments, retakes and homework.

Students should be provided with many opportunities to demonstrate what they have learned. The suggested minimum number of grades in a grading period for the

core subject areas is as follows:

- Language Arts and Mathematics - 18
- Science and Social Studies - 9

PLEASE REFER TO SCHOOL BOARD POLICY IKE-SR2

Homework Guidelines

It is recognized that homework is a planned instructional activity which serves as an integral part of the teaching–learning process. It is also recognized that extra-curricular/co-curricular activities, student interests, family chores, and employment are integral parts of the student’s total development and should not be sacrificed as a result of excessive homework assignments.

Guidelines

- Homework should be assigned only after the student has sufficient knowledge to complete the work successfully.
- Appropriate homework is an important tool in the review and reinforcement of concepts and should be assigned regularly to that end.
- Care should be taken to ensure that students understand the homework assignments, directions, and expectations.
- Homework should be closely related to classroom instruction and must serve a purpose that supports the student’s learning.
- A student’s access to resources needed to complete the assignment should be evaluated. If those resources are not available to the student, the assignment should be adjusted accordingly.
- Homework should be evaluated promptly and returned to the student.
- Homework may never be assigned for disciplinary actions.
- If a student regularly fails to complete homework, teachers should seek to determine the cause.
- Teachers and administrators should communicate the homework regulations to parents and ask for their support.

The following guidelines are provided to assist teacher when assigning appropriate homework to elementary students:

- Time needed for a special homework assignment, i.e. a long term project is not included in the Guidelines for Assigning Daily Homework: however, the principal must approve these types of assignments if they exceed the time limit on a weekly basis.

- The times stated in the Guidelines for Assigning Daily Homework include assigned reading, i.e. assigned pages, chapters, or books.
- It is believed that individual reading of self-selected books is important to success in school: therefore, the time for this type of activity is not included in the allotted time frame outlined in the Guidelines for Assigning Daily Homework.
- Classroom and resource teachers should work together to ensure that excessive homework is not assigned. (The times noted in Guidelines for Assigning Daily Homework may be increased as noted in parentheses if homework included assignments made by a resource teacher, i.e. Title I, gifted and talented.) The table identifying the number of minutes for daily homework follows. (If there are more than occasional daily assignments that exceed these guidelines, the principal must approve the assignment.)
- Guidelines for Assigning Daily Homework for Grades K-5:
 - Grade K= 5-15 minutes (20 minutes)
 - Grade 1= 10-20 minutes (30 minutes)
 - Grade 2= 15-25 minutes (35 minutes)
 - Grade 3= 20-30 minutes (40 minutes)
 - Grade 4= 30-40 minutes (50 minutes)
 - Grade 5= 35-50 minutes (60 minutes)

See Policy IKB-R1 for grades 6-12

Make-Up Policy

It is expected that students have good attendance and that students will make-up all work missed because of absences. *See Policy IKE-SR2 for details.*

Remediation

In accordance with state standards, pupils scoring in the bottom quartile on state standardized tests in reading, language arts (writing) or math or achieving below grade level expectancy in reading must be given additional remedial instruction in those areas. Generally, classroom teachers are responsible for doing this in the normal course of instruction. Students in need of remediation may be provided additional instructional assistance either before or after school with parental permission.

Tutoring

A teacher may not tutor his/her own students for pay while under contract. However, teachers may provide individual instruction to their students before or after school hours with prior permission from the parent/guardian

Retention

What To Do Before End of First Semester

Step 1: Schedule a CARE meeting or follow-up CARE with the School Counselor. An IEP meeting needs to be held if in special education. Complete relevant documentation. (CARE form, student work, etc.) **Hold a meeting before the end of the first semester. Set up a Plan of Action.**

At End of First Semester

Step 2: Letter # 1 (Possibility of retention letter....) with the report card. Note on report card attachment of letter. Verify receipt of letter. Meet with parents to discuss concerns and letter. Keep a copy.

Before Interim of 3rd Nine Weeks

Step 3: Hold a face-to-face conference with parents if possible to discuss the CARE committee's recommendations, present evidence as to why retention is possible, and how it can be avoided. Document conference. If a face-to-face conference is not possible, send in writing to the parent, the above information and verify receipt of this information.

At End of 3rd Nine Weeks

Step 4: Send Letter # 2 ("Retention is likely unless....") with the report card. Note on report card attachment of letter. Verify receipt of letter.

At Interim of 4th Nine Weeks **Step 5:** Conference with Principal, School Counselor, and parent (if possible) as to the progress of the student.

At End of 4th Nine Weeks

Step 6: Final decision is made after final grades are determined or after test results are known. Letter # 3 from the Principal regarding placement for next year will be mailed home. A consensus of the parties regarding the grade placement will be the goal; however, the principal has the final decision on placement. The IEP Committee decides a Special Education student's placement.

The retention process can serve to motivate the student or parent, if handled appropriately. The process can be stopped at any time once sufficient progress has been made; however, caution is needed in this regard. Letters # 1 and # 2 will be typed in a merge letter with the teacher signing it and ensuring its delivery.

Parental Conferences

Conference days can be scheduled as needed by the teacher and/or the parent. It is recommended that teachers keep a copy of conference meeting dates with parents and notes for their own records.

Please notify administration immediately if you have a situation that may need support. **IN COMPLIANCE WITH THE PRIVACY ACT, SCHOOL PERSONNEL ARE TO COMMUNICATE INFORMATION CONCERNING STUDENTS ONLY TO PARENTS OR LEGAL GUARDIANS.**

Communication Home

All Farmington teachers will send a letter home during the first week of school giving an overview of the year. A copy is to be maintained in the teachers' online files. The letter will contain the major objectives and/or activities for each subject. This letter has three purposes. One is to afford the teachers the opportunity to make and publish their long range plans. Secondly, it is a good educational practice for pupils to know the direction their school experiences will take them before they begin. Lastly, parents can be much better prepared to understand, guide, and assess their children's learning if they know what they should expect to see happening at school. A copy should also be given to all resource teachers to help coordinate their planning.

When calling parents to discuss academic or discipline concerns, teachers should document the date, person called, and a brief description of the conversation with the parent. These records are useful for the administration when conferencing with parents.

Email with parents should be professional and concise. Email should not be sent during teachers' instructional time with their students.

Telephones with voicemail are available in all classrooms. It is the teacher's responsibility to change or update voicemail at the beginning of the year and to check your messages daily. Please do not abuse the privilege of having a telephone in the instructional setting. Please remember that personal cell phone usage and texting should not take place during instruction and while students are in the classroom under your supervision.

Assemblies/Outside Speakers

Assemblies will be held throughout the school year. Classes will be called to the assemblies. Teachers are to supervise their classes throughout the assembly and help them demonstrate appropriate audience behavior. Please check with administration

before scheduling any outside speakers.

Field Trips

Purpose

Field trips are an integral part of the instructional program at Farmington. Field trips must have an objective related to the standards of learning for that grade level. All students are to participate in field trips. Exceptions must be approved by the administration. No student can be denied participation due to failure to pay. If payment is an issue, please see the principal. Do not tell a parent or student that the school will pay. The administration will contact these parents and make payment arrangements.

All field trips must be pre-approved by the administration. The form is available in the office from the bookkeeper. The following information is applicable only to field trips using county transportation: When making field trip requests, it is imperative that these trips not be scheduled to leave in the morning before the school buses make their normal runs. This requirement is necessary because the transportation department does not have the personnel to cover the runs created by field trips leaving early. Trips requiring drivers to miss their afternoon runs are not allowed for these same reasons. Field trips scheduled for school days when the schools are closed for emergencies shall be canceled or rescheduled by the teacher. Teachers will complete the Travel Tracker and complete vehicle requisition forms when requesting a school bus. Vehicle requisitions for local field trips must be submitted to the bookkeeper three weeks before the field trip date. Teachers must have all signed permission forms submitted prior to the Field Trip. Support staff personnel who will accompany a class on a field trip must notify those classroom teachers who will be directly affected by their absence. Regularly scheduled classes will be the first priority. Notification shall be given to the cafeteria staff two weeks prior to the field trip so they may adjust their food purchases accordingly.

Notification to Parents & Selection of Chaperones

A letter to parents detailing the trip's destination, purpose, date, departure and arrival times, cost, method of transportation, chaperone selection, lunch accommodations, appropriate dress, and payment deadline, and student pick-up procedures (if applicable) is to be written and attached to the request form for administration approval.

The selection of chaperones must be fair and avail all parents the opportunity to participate. The number of chaperones will be determined by the age of the students, destination, site- recommendations, seating availability, or other safety considerations.

Your letter must detail the method of selection. As a general rule once a parent is allowed to chaperone, they will not be selected again, until other interested parents have been given the opportunity to participate. No siblings, preschoolers, family members, or friends may accompany a chaperone.

Teachers are to select as their own group those students who present the greatest safety concern. Each chaperone is to be given a list of guidelines, which must include:

- Frequent roll calling and supervision of students
- Bus procedures
- Site procedures, including restrooms, restaurants, etc.
- Lunch/eating procedures
- Instructional activities during the trip

Chaperone Guidelines

- Please adhere to all directions given by Farmington Elementary staff members. School personnel are ultimately responsible for all students.
- All small groups with chaperones must stay within the premises. It is also important to stay with the rest of the group as much as possible for the duration of the trip. If an emergency occurs, we must know how to contact your group.
- If you are taking the time to chaperone, please make prior arrangements for other younger and older siblings. They are not allowed to join us for liability reasons. Please understand, field trips are tied to the SOL's and instruction, and our units of study. This is a learning experience and our students often do assignments using the information gained from these trips. It is only appropriate that these field trips are for our students only.
- All chaperones are to ride the buses. Chaperones must help supervise students at all times during the trip.

On all trips there are only a limited number of reservations and/or space. Chaperones will be assigned based on field trip location.

Charter Bus

Any school group using a charter bus must use only the charter bus lines approved by the school board. Please contact the school bookkeeper with a request for a charter bus. We keep a current list of approved companies.

Playground

For safety reasons, it is important that all areas of the playground be supervised

at all times. Teachers should provide walking supervision of the area. Be proactive in your supervision and do not send students in from the playground unsupervised. Recess needs to be provided by the classroom teacher or resource teacher each day. Please include your recess time on your daily schedule once it is established. Please understand that roughly 450 students use our playground. We cannot have all grade levels outside at once. Please adhere to your scheduled time for outside recess and make the best use of your instructional day. Only non-contact rules apply for games (no pushing, hitting, chasing horseplay, wrestling, etc.)

Library

The library is open from 8:15 a.m. until 3:30 p.m. for teachers' convenience. Students may come to the library at any designated check out time. During the time before school and the bus bell, only two students should come at one time from each class.

Teachers should bring classes to the library door and then wait at the door. This will keep one class from disrupting another class. Schedules will be adhered to as closely as possible, but please be understanding of unanticipated delays.

If meetings are scheduled for the library after school, please notify the library staff. Audio-visuals are to be checked out by teachers only. Audio-visual equipment is checked-out to teachers on a permanent basis. If teachers want to let someone else use the equipment checked out to them, please let the library staff know so we can help keep track of the equipment. If a teacher wants to take the equipment off school property, there is a sign-out sheet in the library that must be filled out.

Internet Use

All classrooms, the computer lab, and the library are Internet accessible. This year the entire building should be wireless. Teachers and staff must sign the Acceptable Internet Use Agreement. In order for children to use the Internet, their parents must have signed the Internet Use Agreement. Teachers are responsible for allowing only students with completed forms to use the Internet. Please make sure all your students have a signed computer use agreement. (SEE STUDENT CODE OF CONDUCT)

Video Usage

When videos are shown during the instructional day, there must be a valid, educational reason for video to be shown. Parents do not send their children to school to watch videos that can easily be watched at home. We do not show home copies of copyrighted videos. Please talk with the librarian about copyright before using a video

that is not from the library. Videos must be for educational purposes and must be sighted in your plans for educational purposes.

Copyright

As a teacher you will want to use the works or productions of others in your instruction. Please follow the copyright policies and procedures found in the library before utilizing copyrighted materials. Failure to do so can result in legal action taken by the protected parties.

Moment Of Silence

The Virginia General Assembly has required each school to provide a moment of silence for students to reflect upon matters of their choosing. School personnel are to neither promote nor hinder the silent prayers of students. Farmington has our moment of silence each morning during morning announcements. Students are to remain seated and silent during this time. Please make sure your classroom adheres to this policy each morning.

Pledge Of Allegiance

Each day during the morning announcements, special assemblies, or other times as necessary, students will be led by the teacher in the Pledge of Allegiance. Students are invited to stand and recite the pledge. Teachers may not require students to participate but may ask them to sit quietly. If a student does not participate, contact your administrator.

STUDENTS

Student Supervision

Students shall be properly supervised at all times while under the jurisdiction of the school board. Teachers are not only responsible for the education of the pupils in their care, but they are responsible for the health and safety of each child. They are liable for legal action if they fail to exercise reasonable care to protect the students from harm.

Vigilance and good judgment are necessary requirements if you wish to avoid difficulty. Teachers must not leave students unsupervised. In the case of an emergency, contact the office immediately.

DO NOT RELEASE A STUDENT TO ANYONE UNLESS YOU HAVE BEEN

REQUESTED TO DO SO THROUGH THE OFFICE. Students shall bring written permission from parents to leave school for any reason, or to get off the bus at other than the regular home stop. Students are assigned a particular bus to ride to and from school. They are not to make any changes unless permission is granted from the office and a bus pass is issued. Do not take the student's word for any transportation changes.

You need to know where students are at all times. Students should not be in the hallways without a hall pass. Students should be sent on errands with a buddy.

Student Rules

Discipline problems at Farmington are fairly simple to avoid if the student remembers a few basic rules:

- Be safe.
- Be kind.
- Be responsible. Be the best you can be.
- Demonstrate acceptable behavior at all times.
- Wear clothing that is not disruptive or offensive.
- Demonstrate a positive attitude.
- Walk quietly.
- Call students and teachers by preferred names.

Student Discipline and Dress Code

A Student Code of Conduct has been adopted by the school board and is published annually. It includes the standards of behavior and dress for all students, Pre-kindergarten through 12th grade. Teachers are expected to read and be familiar with the Student Code Of Conduct (Please see JFC-R1) Culpeper County Schools Public Schools seek to maintain an orderly environment for the education of students. To accomplish this goal, the Division has established a standard of student dress that is conducive to a proper education climate, while reasonable enough to allow students to be expressive in their clothing selection. **Please see the Student Code of Conduct for Details and have an administrator handle the situation by contacting the office.**

Teachers and staff are expected to inform the students of and enforce the Student Dress Code and the Student Code of Conduct.

Early Dismissal of Students

Parents needing to pick up children prior to dismissal must send in a signed note

to the homeroom teacher stating the time, who is picking the student up, and the reason for the early dismissal. Notes signifying early dismissal MUST be sent to the office.

Please have students ready at the appointed time. Being ready means homework and other assignments written down in the Planner and personal effects collected. Do not send students until they are called by the office.

Student Absences

Student attendance reporting will be the responsibility of each homeroom teacher. This year we will be using computerized attendance tracking on PowerSchool. Notes from parents reporting a planned absence, or excuses written following a student's absence should be sent to the office. Teachers should check the bulletin by noon each day for errors and notify the office staff if any discrepancies exist. Please initial the attendance sheet in the office each day to verify that your classroom attendance report is accurate.

We take attendance at school very seriously and make every effort to verify and follow-up on student absences. Our attendance clerk provides documentation and follow-up of student absences. Robocalls are made to verify absences each day and the attendance clerk organizes attendance meetings for the chronically absent or tardy in accordance with the county's comprehensive attendance policy. Please see Policy JED and JED-R1 to review attendance procedures.

Student Accident or Illness

All major injuries shall be reported to the school nurse and administration. Students who become ill during the school day should be sent to the Clinic with the appropriate form. If a nurse is not available, the student shall report to the office. The nurse will notify parents/guardians. Do not call parents directly from your classroom. Documenting illness and calling parents is the responsibility of the school nurse.

Clinic Referrals – Teacher Guidelines

The school is noticing an increasing number of students being referred to the school clinic. These students are being exposed to fever, flu, and other conditions in the clinic that can affect the child's health and the health of the classroom.

Many students want to get out of the classroom for various reasons and do not truly need a referral to the clinic. If you are comfortable, please observe your students for at least (30) thirty minutes after a complaint to evaluate the need for treatment. Many students have a nervous stomach or transient somatic complaints. Students need to remain in class for instruction as much of the day as possible.

The following conditions DO NOT need the attention of the nurse for evaluation:

- Injuries such as sprains or lacerations that were sustained at home or after school hours: *these situations should have already been evaluated by the parent or guardian.*
- Sleepiness or tiredness exhibited by students; poor sleep habits that cause concern for the teacher need to be directed to the parent or guardian unless the child has a medical condition indicating they should see the nurse.

Teachers are provided bandages in the classroom for old lesions and/or minor scrapes and cuts.

The following health conditions/situations need evaluation:

- Head injuries resulting in confusion, dizziness, swelling, bruising, bleeding, or loss of consciousness.
- Obvious bodily injury resulting in tissue damage, bone deformity, swelling or excessive bleeding.
- Children with established medical conditions such as diabetes, epilepsy, asthma, heart conditions, or life threatening allergies that are having difficulties that are health related.
- Observed vomiting or an indication that the child is truly nauseated.
- Questionable fever that is based on the fact that the student is warm to the touch, lethargic or flushed in appearance (recent P.E. or recess activities can mimic these symptoms).
- Complaints of pain such as sore throats, headaches, toothaches, and earaches that cause the teacher to notice a change in behavior.
- Skin lesions or rashes that could be contagious or are causing excessive scratching due to itching.
- Concern that the child has conjunctivitis due to reddened eyes or eye drainage.
- Nosebleeds.
- Noticeable cough and sinus drainage that interferes with the students' work in the classroom environment.
- Symptoms or observation by the teacher that the child has contracted head lice.

The school clinic has limited cot space for children who need temporary rest for health reasons, have an illness that requires them to wait for transportation home, or have a serious injury.

Any child sent to the clinic for referral will be assessed by the school nurse to determine the health needs of the child. The focus of the Culpeper County Public School System is to help children to remain at school for proper education. Therefore, the school nurse will be very selective in sending students home. No student should be

sent home by his/her teacher if the school nurse is available to evaluate the child.

Students with minor stomach aches, headaches, nosebleeds, non contagious conjunctivitis, skin lesions, temperature under 100 degrees, and other health situations that have been resolved by the school nurse, will remain at school in the classroom.

Medication for Students

The administration of medicines will be permitted only when medically necessary and under the direct supervision of appropriate staff members. The official school permission form shall be filled out by the parent and kept on file in the clinic. Any changes in dosage must be accompanied by a doctor's note. All medicines will be stored in the clinic and given by the nurse or designee.

Medicines may be given to students according to package directions with parent permission. Medications should be brought to school by the parent to prevent potential loss or distribution to others.

Self-administration of any medication, with the exception of asthma medication as discussed below, is prohibited for students in grades K through 8.

Self-Administration of Asthma Medication

Students with a diagnosis of asthma are permitted to possess and self-administer inhaled asthma medications in accordance with this policy during the school day, at school-sponsored activities, or while on a school bus or other school property. In order for a student to possess and self-administer asthma medication, the following conditions must be met:

- written parental consent that the student may self-administer inhaled asthma medications must be on file with the school;
- written notice from the student's primary care provider must be on file with the school, indicating the identity of the student, stating the diagnosis of asthma and approving self-administration of inhaled asthma medications that have been prescribed for the student; specifying the name and dosage of the medication, the frequency in which it is to be administered and the circumstances which may warrant its use; and attesting to the student's demonstrated ability to self-administer the medication safely and effectively;
- an individualized health care plan must be prepared, including emergency procedures for any life-threatening conditions; and
- information regarding the health condition of the student may be disclosed to School Board employees in accordance with state and federal law governing the disclosure of information contained in student scholastic records.

Permission granted to a student to possess and self-administer asthma medications will be effective for a period of one school year and must be renewed annually. However, a student's right to possess and self-administer inhaled asthma medication may be limited or revoked after appropriate school personnel consult with the student's parents.

Recommendation Of Medication By School Personnel

School personnel are prohibited from recommending the use of psychotropic medications for any student. School health staff, classroom teachers, or other school professionals may recommend that a student be evaluated by an appropriate medical practitioner. In addition, school personnel may consult with a medical practitioner who is serving the student only when there is the written consent of the student's parent.

For the purpose of this policy, "psychotropic medications" means those medications that are prescribed with the intention of altering mental activity or state, including, but not limited to, antipsychotic, antidepressant, and behavior-altering medication.

Student's Rights of Privacy

School personnel often become aware of personal matters of a sensitive nature concerning students and their families. Discussions of these matters with persons who have no direct professional need to know is a violation of the student's and the family's right to privacy. Failure to respect this right may result in legal action against you or may jeopardize your employment status.

Child Abuse

If you suspect child abuse or neglect, you are required by law to report it. You may discuss your concerns with the principal prior to making a call to Social Services.

- An abused or neglected child includes children up to the age of 18.
- An abused or neglected child shall mean any child less than 18 years of age whose parents or other persons responsible for his care:
- Create or inflict, threaten to inflict, or allow to be created or inflicted upon such child a physical or mental injury by other than accidental means, or create substantial risk of death, disfigurement, impairment of bodily or mental functions or injury;
- Neglect or refuse to provide necessary care for his/her health provided, however that no child who in good faith is under treatment solely by spiritual means through prayer in accordance with the tenants and practices of a recognized

church or religious denomination shall for that reason alone be considered to be an abused or neglected child;

- Abandon such child; or,
- Commit or allow to be committed any sexual act upon a child in violation of the law.
- All physicians, nurses, social workers, probation officers, teachers (public or private), day care providers, mental health professionals and law enforcement officers are required to report all suspected cases to the local department of public welfare.

To report incidents of potential abuse or neglect, please call the Culpeper County Department Social Services, (540) 727-0372 or the Sheriff's Department, (540) 727-3400, or 1-800-552-7096. They will take your message and page the appropriate person. Please see our administrators for assistance with referrals.

Suicide Prevention

The Culpeper County school division is committed to protecting its students from the risk of suicide. (See Policy JHH) Duties of Teachers and Administrative Staff

Any licensed instructional or administrative staff member who has reason to believe that a student is at imminent risk of suicide, based on a direct communication from that student occurring within the staff member's scope of employment, shall promptly report this matter to a qualified professional identified below, while keeping the student safe. Qualified Professional

The following licensed professionals are designated to assess suicide risks in students under this policy: school counselors, school psychologists or other mental health professionals.

Duties of the Qualified Professional

The qualified professional shall promptly meet with the student to determine whether the student is at imminent risk of suicide.

Abuse and Neglect

If a student is determined to be at imminent risk of suicide and has indicated that the reason for this risk relates to parental abuse or neglect, the qualified professional shall not contact the parent/guardian. Instead, the qualified professional shall immediately report the alleged abuse in accordance with School Board policy JHG. The qualified professional needs to emphasize that immediate action is necessary to protect the student from harm.

Contacting the Parent/Guardian

If a student is determined to be at imminent risk of suicide, and if the above section titled “Abuse and Neglect” does not apply, then the qualified professional shall immediately call at least one of the student’s parents/guardians. When contacting a parent/guardian, the qualified professional should:

1. Provide his/her name and position in the school;
2. Tell the parent/guardian that in his/her professional judgment, the student is at imminent risk of suicide;
3. Assure the parent/guardian that the student is currently safe;
4. State the legal requirement for the call, citing 22.1-272.1 of the Code of Virginia;
5. Ask the parent/guardian whether he or she is aware of the student’s mental state;
6. Ask the parent/guardian whether he or she wishes to obtain or has obtained mental
7. counseling for the student;
8. Provide names of community counseling resources if appropriate and offer to facilitate the referral; and
9. Determine the parent’s intent to seek appropriate services for the student.

Inability to Reach Parent/Guardian

If the qualified professional is unable to make contact with the parent/guardian by the end of the school day, then the professional shall seek treatment for a student without the parent’s/guardian’s authorization in accordance with local School Board policy.

Additional Concerns

If parental/guardian contact is made and, in the course of this contact, relevant issues of abuse or neglect are discovered (e.g., a parent acknowledges the child’s suicidal intent but indicates no intent to act for the well-being of the child), the qualified professional shall report the abuse or neglect in accordance with Policy JHG-R1

Duty to Keep Student Safe and Secure

A student who is at imminent risk of suicide shall remain under qualified supervision until a parent/guardian or other authorized individual accepts responsibility for the student’s safety.

Follow-up

After a student has been identified or determined to be at imminent risk of suicide, the qualified professional shall make appropriate follow-up contact to ascertain

the current status of the student and facilitate any in-school support that may be required.

Required Documentation

The qualified professional shall document the phone call to the parent/guardian by recording the: (a) time and date of the call; (b) parent/guardian response; (c) response plan agreed upon; and (d) anticipated follow-up.

Student Code of Conduct

The standards of student conduct are designed to define the basic rules and major expectations of students in the public schools of Culpeper County. It is the responsibility of the Culpeper County School Board and the administration to provide rules of conduct for student behavior in order to protect the health, safety, welfare, and morals of its students. The local school principal has the responsibility and authority to exercise reasonable judgment in enforcing this Code of Conduct. Principals are responsible for ensuring that all students, staff members, and parents are provided the opportunity to become familiar with this policy.

Each student has the right to expect an educational environment in which he or she can strive to achieve his or her intellectual potential. The most important student responsibility is to avoid disruptive conduct which infringes on the rights of others.

The student is expected to be diligent in his studies and conduct himself in such a way that the rights and privileges of others are not violated. He is required to know and conform to the rules and regulations of his school, to conform to the direction of school staff, and to comply with provisions of law.

The parent is expected to cooperate with school authorities and to support necessary disciplinary measures. It is the parent's responsibility to notify the school of any unusual behavior pattern or medical problem that might lead to serious difficulties.

The teacher has primary responsibility for all matters of conduct and discipline in the classroom, in the school building, and on the school grounds. Teachers have the authority to use such reasonable measures as may be necessary to maintain discipline in the classroom.

The principal has the final responsibility for discipline of the students in his/her building. It is the responsibility of the principal or his/her designee to: a. establish and implement rules and regulations for student conduct in the school that are not covered by this policy. b. make these policies, rules, and regulations readily available to students and parents. c. supervise and support teachers in their obligation to maintain discipline and create an atmosphere conducive to student self-regulation. d. impose necessary

corrective measures including, but not limited to, imposing suspension or recommending expulsion to the superintendent of schools. e. defend every individual within the school against arbitrary and unfair treatment.

Students are subject to corrective action for any misconduct that occurs: a. in school b. on school property c. on a school vehicle d. while participating in or attending any school sponsored activity or trip e. on the way to and from school.

Coaches, teachers, and sponsors responsible for athletic teams, co-curricular activities or other student groups may set additional standards related to dress, behavior, and training. Such standards must be appropriate to the purpose of the team or activity. Students must be given prior notice of the requirements. Any behavior is unacceptable if it:

- interferes with the rights of others
- endangers the welfare and safety of the child or others
- is unlawful
- interferes with orderly conduct of any phase of the school program
- defies the reasonable exercise of authority results in destruction of property

Discipline/Office Referrals

"The best discipline plan is an engaging and interesting lesson". The adage is true but as we know sometimes discipline problems are unavoidable. These guidelines will assist you in determining an appropriate course of action. The following incidents require an immediate office referral:

- battery of another student resulting in an injury
- possession of weapons or narcotics
- assault or battery of staff member
- threatening or verbal abuse of a staff member
- stealing or willful destruction of property
- threats of assault, terrorism, homicide, suicide, or sexual assault

Office referrals may be written for other actions; however, use your professional judgment to determine the best course of action. Many discipline problems can be corrected by providing good classroom supervision and strong classroom procedures and also informing the parents and soliciting their support as you work with students. Corporal punishment is illegal in Virginia, so refrain from touching students as a disciplinary action. The law does allow "necessary force to prevent a student from injuring himself or others." See the Culpeper County School Board Policy JM and JM-E1 for more information on restraint and seclusion of students. Denying bathroom privileges or food, except for "reward treats", is strictly prohibited. Please see the

Discipline Plan.

Detention

Teachers and principals are permitted to restrict a student at lunch (but cannot deny bathroom privileges) or after school hours as a disciplinary measure, provided adequate provision is made for the supervision of the student at such times by a teacher or principal. If a student is retained after school hours, the parents or guardian shall be informed and agree before the student is retained in order that provisions can be made for the student's safe return home.

Search and Seizure

It is not recommended that teachers undertake the searching of students or their possessions. If a situation arises in which a search may be necessary, teachers will refer the situation to the Administration. Items that are confiscated from students need to be labeled with the student's name and date and brought to the office.

Cafeteria Policies

Breakfast and lunch are served daily as well as other ala carte items. Student breakfast Student lunch (includes milk).

Each student and staff member is issued a food service number. This number is to be kept secret and should not be displayed for others to see. Food service will see that each new student receives a number upon enrollment.

Students should go immediately to breakfast if they so desire and bring it to their classroom. The staff stops serving breakfast at 8:45 a.m.

If a class is not going to be attending lunch for any reason, please notify the cafeteria manager at least two weeks in advance. The cafeteria staff will gladly assist you in food preparation for class cookouts and other events. See cafeteria manager for details.

Student Recognition and Rewards

Fantastic Foxes

Teachers may nominate students for Fantastic Fox recognition. The school counselor will oversee this program.

Honor Roll

The Culpeper County School Board believes that its students should be

encouraged and inspired to reach their potential in academic programs. Students who do outstanding school work should be recognized through the use of an honor roll. Pupils in grade 2 and below shall not be considered for honor roll listing.

Honor Roll will be determined by good grades and a positive attitude. To qualify, a student's academic grades must be a B or above. Resource grades must be O's or S's. All A's, A's and B's, and other awards are also given as decided by the principal and grade level teachers.

Student recognition for meeting Reading or Math. or academic goals, good attendance, good deeds and good behavior are also given throughout the year. These awards are decided on by grade level and resource teachers and supported by administration.

C.A.R.E.

Students who are experiencing academic difficulties, behavior problems, or emotional distress may be referred to the C.A.R.E. committee for assistance. The referring teacher should request the meeting using the referral form with the intervention specialist, school psychologist or school counselor. The school counselor will convene the meeting as soon as possible with the appropriate personnel in attendance.

Gifted Students

Gifted students are those whose abilities and potential for accomplishment are so outstanding that they require additional services to meet their educational needs. Culpeper County offers various programs and classes to challenge and develop the abilities of these advanced students at all grade levels. Referrals from parents, community members, professional educators, peers, or self-referrals are accepted on a continuous basis. Please see our gifted teacher for questions.

PROCEDURES

Daily Procedures General Security Measures

- Always lock doors to your car. Never leave keys in doors or lying around in the classroom.
- All lights and equipment should be turned off when the room is not in use.
- Blinds should be open partially so teachers may be aware of what is happening outside.
- Do not allow chairs/tables/equipment to remain at or near entrance/exit doors or in the hall.

- Be Aware - keep an eye out for intruders, knives, sharp instruments, guns, or other potential weapons.
- All visitors are required to sign in and out at the office and will be issued a visitor's pass. All adults not wearing a pass should be stopped and brought to the office.
- Teachers are responsible for turning off computers and securing their windows and doors before leaving for the day.
- The exterior front doors will be locked by 4:30 p.m.
- When classes are leaving the room, i.e., outdoor activity, going to another class, etc., please notify the office as to your whereabouts. Leave a sign on your door indicating where your class is.
- Teachers should leave their classroom neat and clutter free each day so that the rugs can be vacuumed. Please do Not leave money or valuables unattended during the day or in school overnight.

Morning Procedures

All persons should be at their duty areas by 8:10a.m. All homeroom teachers should be on duty from 8:10-8:40 to increase hallway supervision. This means standing in or near the doorway, greeting students or roaming their particular area. Breakfast will be served beginning at 8:10a.m. Students desiring breakfast should report to the cafeteria in grades K-5. Pre-K should report to their classrooms and it will be brought up to the classroom.

Students arriving after 8:45 a.m. will be counted as tardy and must have an admit slip from the office. Students without an admit slip should be sent to the office. The office staff will be in the office to accommodate late arrivals.

All notes concerning early dismissals, bus changes, etc. should be turned in with the teacher's signature and date on top, and placed in the attendance basket. The notes for bus changes will be recorded and slip written for the student.

Afternoon Procedures

Each teacher should schedule a five minute homeroom time so that students are ready to leave. This also allows time for students to gather their belongings in order to be dismissed. Teachers are expected to be in their classrooms by 3:25 p.m. Teachers are expected to review the instructional day each day. Afternoon announcements will begin at 3:30 p.m. We will begin calling for walkers, daycare, pickups and then buses after announcements have been made.

Buses will be announced. Please make sure your class is quiet so they can hear

the numbers. Teachers should know the bus numbers and departure times for each of their students. Students are to be supervised and not to be wandering the halls during afternoon dismissal. Students who miss their bus are to report to their teacher.

Cafeteria Procedures Lunch Money Collection

All homeroom teachers will be provided with a manila envelope to use daily. Teachers are to place money that is brought in by students in the envelope. Turn the envelope into the cafeteria each morning. Check all money envelopes you collect for the student's name and teacher's name. Do not send money without a student's name and teacher name on it.

- A lunch count must be taken every day for ALL GRADES. This is to be turned in with the manila
- envelope.
- **IMPORTANT:** Provide all students with name tags and lunch numbers to be worn at breakfast and
- lunch to ensure lines will not be held up. Please be sure teacher's name is included on name tags
- It is extremely important that teachers notify the cafeteria when a student moves to another classroom or withdraws from the system.

Lunchroom Procedures

- Students should be escorted to the cafeteria by their teacher. Please wait by the cafeteria doors to be motioned to enter by a cafeteria monitor.
- Students should line up, packers first, then buyers. Teachers should supervise their students through the lines.
- Have students sit at the assigned tables. Students should sit according to the lunchroom monitors' directions.
- Please make sure students clean their own area before being dismissed.
- It is important that teachers pick up their students at the correct time (go by the clock in the cafeteria). The cafeteria monitors will have the students ready at the designated time for dismissal.
- Please review the cafeteria rules and procedures with your students.

The cafeteria rules are as follows:

1. Enter quietly and orderly.
2. Move in an orderly way through the serving line.
3. Use good table manners.
4. Talk in a soft voice.

5. Once you are seated, stay seated. Ask permission from an adult to get up.
6. Clean your area, including seat, table, and floor and wait to be dismissed.

Hallway Procedures

Classes should move in single-file throughout the building, always walking to the right side of the hall. Classes should move through the building quietly so as not to disturb others. Teachers must always accompany their classes when traveling through the campus. No students should be out of the classroom unless they have a pass.

Bookkeeping Procedures

Purchasing

We have purchase order procedures that must be followed. All purchases must be approved. Requests for large ticket instructional materials will be approved by the leadership team. Individual teachers may spend their instructional monies by ordering materials through the bookkeeper. Catalogs are available in the library.

Purchasing of items with your own funds may be done, but reimbursements are not guaranteed. Approval for reimbursements must be done by the principal and be accompanied by an itemized receipt.

Receiving Funds

Each time money is collected, give the student a receipt. Please have students put their name on each check they give you. This will help if a check is returned because of "insufficient funds". Complete the cash receipt form and turn in money daily in the manila envelope to the bookkeeper before 10:00 a.m. All receipt books (used or unused) must be returned to the bookkeeper at the close of the school year. All money collected must be turned into the office daily. No money shall be left overnight in the school building. Do not keep money in the classroom.

Due to county policy, the school will not be able to cash students' checks. We will accept checks made payable to Farmington for the exact amount owed for purchases only.

Receiving Orders

When receiving an order, put the date received and your initials on the invoice. If there is not a packing slip or invoice, list each item received on a sheet of paper along with the company name and your name. Please do not hold these packing slips or invoices. Bills are signed monthly and cannot be paid if these are not turned in.

Classroom Change Procedures

A child who has been placed in a homeroom will remain there for a ten (10) day period. Parents who would like to request a change after the 10 days need to follow this procedure:

1. Conference with child's teacher
2. Conference with child's teacher, counselor and/or principal
3. Make a request in writing. A decision will be made in a timely manner that will be in the best interest of the child.

Tech Support Requests

Tech work orders for repair of or help with your classroom computer can be called into the HELP desk # 4357. If you find something wrong with one of the student devices please bring your concern to the ITRT (Computer Service Center) and a work order will be generated. Teachers may submit work orders through the CCPS Apps HELP Desk for personal devices and classroom hardware issues.

Maintenance Request Procedure/Custodial Request Procedure

Please complete your requests for repair work and turn it in to the office. Be patient – the work will be completed as soon as possible. If you see anything within the building that appears to need repair please let the office staff know .

Textbook Requests

When requesting additional textbooks, please contact Mr. Glick. . Please Do Not go to the bookroom and help yourself. We must keep an accurate inventory.

Each teacher is required to check the condition of each book given to the student. Be patient and the books will be ordered and delivered as soon as possible.

All damaged or lost books are to be replaced immediately. See Mrs. Henderson for replacement cost.

Counseling Referral Procedures

Your use and support of counseling services with your students can increase the learning potential in your classroom. The teacher is the key person in the recognition of needs for each child. Your alert attention to the behavior of each student in the elementary school system will help spot potential problem areas, in many instances, before they get out of hand. Therefore, only through a combined team effort can be the school's teaching goals be pursued.

The following should be considered emergency referrals and referred immediately:

Suspected evidence of child abuse--physical or mental;

- A child who cries or gets sick daily;
- A child who becomes unable to function in a normal way or demonstrates hostility.
- A child in a traumatic family experience;

Teachers may refer:

- A child who requests to see the counselor
- Children whose parents request counseling
- Children who are anti-social
- Children who are constantly late to school or with their work
- Children who are fearful or nervous;
- Children who seem to seek only negative attention
- A child unable to follow rules
- The class clown
- Children who are often absent from school

Referrals are advisable under the following conditions:

- A death in the family or of a close friend
- A divorce or separation in the family
- Students moving to a new community
- Children entering a new or special learning class
- Children who exhibit aggressive behavior
- A group of children who are unable to resolve a conflict;

Referral forms will be available and should be turned in to the counselor. For emergency situations, you do not need a form.

Crisis Intervention Procedures

DEFINITION: A crisis affecting schools K-5 will be defined as one of the following:

- Suicide (or attempted/threatened)
- Homicide (or attempted/threatened)
- Mass disaster
- Death or injury
- Any event that threatens the health or welfare of students

In the event of an identified or potential crisis the following procedures will be followed:

1. The staff member first aware of the crisis will notify the building principal.

2. The principal will assess the situation. She will convene the school crisis team and other personnel for assistance.
3. The principal will hold a quick meeting of available team members to designate each person's task and decide on a case manager.
4. A qualified crisis team member will meet with student(s) and assess the severity of the crisis. (Children deemed at risk of hurting themselves or others will not be left unsupervised).
5. The team member will complete a crisis assessment (use CRISIS ASSESSMENT FORM). The team will formulate a plan of action and implement it.
6. If warranted, the child's parents will be contacted and advised to seek appropriate professional assistance.
7. Other community agencies will be contacted as needed (i.e., Child Protective Services, Police, Mental Health, Rescue Squad, etc.)
8. Actions taken will be documented by the principal and case manager on the CRISIS REFERRAL FORM and CRISIS ASSESSMENT FORM. All information is confidential.
9. If an event occurs during non-school hours, the principal will contact the family immediately and notify the superintendent.
 - a. Convene school crisis team.
 - b. A morning faculty meeting will be held before school with the entire staff for clarification of facts and planning for the day. The persons attending the telephone will be advised regarding what information to disseminate to inquirers.
 - c. Procedures to be followed for the day may include:
 - i. Handout sheet of homeroom procedures for teachers
 - ii. Principal and crisis team to organize available space for individual and group discussions.
 - iii. Mental Health and support services staff available for discussions and counseling.
 - iv. Teachers and staff refer all outside inquiries to the building principal or spokesperson.
 - v. Principal will hold a short faculty meeting after school for input, concerns, future needs and follow-up.
 - vi. Principal and crisis team will meet after the faculty meeting to plan as needed for the second day.

Emergency Procedures

Safety Responses

All visitors must have a visitor's pass; anyone seen in the building without a visitor's pass should be questioned and escorted to the office immediately. All suspicious persons should be watched closely and you should notify the office as soon as possible as to their actions and whereabouts.

Lockdown

In the event of a presence of a person posing an immediate threat of violence requiring a safety lockdown, the following announcement will be made:

“Lockdown-Get to a secure location. Lock and barricade doors. Lights out and hide. Lockdown.”

- Law enforcement only releases students and staff from this response status.

Stay in Place

In the event of a presence of a person posing a possible threat indoors or for the need to clear the hallways for a medical response, the following announcement will be made:

“Stay in place. Clear hallways and bathrooms and return to class immediately. Lock doors. Continue working in classrooms.”

- Students and staff are released from this response status by law enforcement and/or school administration.

Remain Indoors

In the event of a presence of a person posing a possible threat outdoors, the following announcement will be made:

“Remain indoors; secure entrances. All persons outside are to return to the building immediately. Exterior doors are to be locked and monitored. Continue normal operations.”

- Students and staff are released from this response status by the administration on the advice of law enforcement.

Out of Control Student

If a student is deemed out of control, please call for help from the main office and have the other students exit the room if possible.

Bomb Threats and/or Hazardous Material in the School Building

In case of bomb threat warnings/fire in the building, do the following immediately:

1. Notify the main office as to the particulars of the incident immediately.
2. Once the evacuation call is made, teachers are responsible for the proper evacuation of their students. Teachers should take roll at the evacuation holding area. The evacuation area should be at least 300 feet away from the building. In case of immediate threat, an announcement will be made as follows: "It is necessary for all students, faculty, and staff

to leave the building and report directly to the hospital parking lot." The hospital security staff stands ready to receive us in an emergency. 3. Teachers should remain in the evacuation area with their students until notified to leave by school officials or emergency/rescue personnel.

Fire Drills

Fire drills are held twice during the first two weeks of school and monthly thereafter. To ensure the safe evacuation of all staff and students, the following procedures must be followed:

1. Be familiar with your evacuation route. Have it posted by your door.
2. All faculty members should have their student roster and medical alert list inside their red emergency bags and account for all students under their supervision. (Don't forget students who may have left the room for one reason or another.)
3. All doors should be shut on the way out.
4. Stay in your evacuation area until notified to leave.
5. Make arrangements with another teacher to check your room if your class is gone to resource, lunch, recess, etc.
6. Teach students appropriate evacuation behavior - no talking, walk quickly without running, stay in single file line, no pushing, etc.
7. Know and think about an alternative evacuation route. (For the first two fire drills, teachers and students will be given prior notification prior to the drill.)

Tornadoes

1. A tornado watch is a forecast of the possibility of one or more tornadoes in a large area. Normal activities should be continued, but watch for tornadoes.
2. A tornado warning means that a tornado has been detected and may be approaching.
 - a. Staff should proceed with all students to predesignated areas. If no underground shelter is available, proceed to the interior hallway on the lowest floor. Avoid windows, auditoriums, gymnasiums, or other structures with wide, free span overheads.
 - b. Written instructions should be provided to custodians in reference to responsibilities for turning off utilities.
 - c. Provisions should be made to warn all persons outside the building in order that they may proceed to shelter.
 - d. All school personnel should be made aware of the established tornado procedures early in each school year and the subject reviewed periodically.

- e. Classroom discussions should be conducted periodically concerning established tornado procedures.

Severe Thunderstorms

1. Warn students before the spring storm season regarding:
 - a. Danger of loose or downed electrical wires.
 - b. Danger from lightning.
2. If a storm occurs at or near dismissal time, it would be advisable to hold students until danger has passed.

Floods

Some areas of Virginia are subject to flooding conditions, dependent on their geographic locations. Except for flash flooding, floods usually can be forecast sufficiently in advance for emergency action to be initiated before flood waters affect a specified area. Flash floods can occur at any time. Teachers are reminded not to drive through water which is over the road. Teachers should talk with their students about the dangers of flash flooding and why it is dangerous to play in flooded areas.

Emergency School Map and Guide

Every classroom and staff area has an emergency school map and an emergency procedures guide in a red bag labeled “EMERGENCY” by the classroom door.

Each red bag contains a quick reference guide to fire, tornado, earthquake and lockdown procedures. Please make sure you have read the crisis manual and are familiar with the school map and your color area within the school. Each red emergency bag should contain the following:

- Student roster
- Medical Alert List
- “Quick Spill Kit” for blood-borne pathogens
- Basic first-aid kit with plastic gloves
- CCPS Safety Response Reference Sheets
- Location of evacuation sites for outdoors (school map)

Please see our current evacuation map below:

FIRE AND BOMB THREAT EXIT PLAN

- Rooms assemble on driveway in front of school (A)
- Rooms assemble on driveway in front of school – exit main entrance (B)
- Rooms assemble on side parking lot of building (C)
- Rooms assemble on playground in back of school (D)
- Rooms assemble on side parking lot of the building (E)
- Fire Alarm Pull/Extinguisher

TRAILER

