

# ROANOKE CITY PUBLIC SCHOOLS PARENT HANDBOOK 2015-2016



rcps.info



**Bullying Hotline**  
**540-853-1700**

**ROANOKE CITY  
PUBLIC SCHOOLS**  
Strong Students. Strong Schools. Strong City.



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## DEAR PARENTS AND GUARDIANS:

Welcome to the 2015-16 school year! Many people have worked very hard to ensure a great school year for our students. Some highlights::

- In addition to the new cafeteria that opened last year, Round Hill Elementary will have twelve new permanent classrooms and six newly-renovated classrooms. Work continues on nine additional classrooms.
- All schools and grounds are welcoming learning environments for students.
- Thanks to our community partners, many of our schools have new gardens.
- More than 3,000 students participated in RCPS+ preparing them for a productive school year.
- Laptops will be provided to all eighth and ninth grade students.

Our partnership with the City of Roanoke has enabled us to provide an excellent education for our students. We have partnered with the City library system on a program called Star City Reads, which is a tremendous opportunity for our students and families.



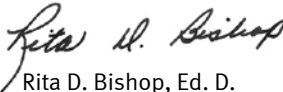
In recognition of our partnership with the Roanoke Symphony Orchestra, RCPS received the 2015 Yale Distinguished Music Educator Award from Yale University.

This year our theme is “Students First.” There are exciting programs in all of our schools. Please acquaint yourself with the programs at your child’s school. Get to know the principal and teachers. I encourage you to join the PTA and consider volunteering. You are needed on Team Roanoke City Schools.

We are fortunate to have School Board members who always place students first. The Board sends its best wishes for a positive, productive school year.

I am looking forward to this school year. I always welcome your suggestions, and I need to hear your concerns. Together we can make a positive impact on the lives of our students.

Best regards,

  
Rita D. Bishop, Ed. D.  
*Superintendent*



# ROANOKE CITY PUBLIC SCHOOLS

## STRONG STUDENTS. STRONG SCHOOLS. STRONG CITY.

### MISSION

GRADUATE STUDENTS PREPARED FOR LIFE IN A RAPIDLY CHANGING WORLD.

### VISION

TO BE A MODEL FOR URBAN PUBLIC EDUCATION.

While individual schools around the country have risen to this standard, no district has comprehensively performed at this level. We owe it to our children to set a very high bar. With persistence, dedication, creativity, and student focus, we will reach our vision.

### CORE BELIEFS

- Our diversity is a source of strength.
- Our schools must be safe.
- All students are capable of meeting high expectations.
- We are accountable for our students' success.
- Every individual in our Division contributes to our students' success.
- We have a responsibility to work collaboratively with our families.
- Respect, trust, and honest communication are the foundation of successful and productive relationships.
- The vitality of our community depends on a strong school system.

**FAST FACTS ABOUT OUR SCHOOLS AND PROGRAMS**

Elementary Schools ..... 17

Middle Schools..... 5

High Schools ..... 2

Forest Park Academy

Governor’s School for Science and Technology

Noel C. Taylor Academy at Oakland

Roanoke Technical Education Center

***For 2014-2015 School Year***

Number of Students (Preschool – Grade 12)..... 13,649

Total Staff ..... 2,198

Students Receiving Free or Reduced Lunches ..... 10,130

Number of Homeless Students..... 600

Number of Shelters ..... 4

Special Education Students ..... 1988

English Language Learners ..... 1326

Gifted Students..... 1054

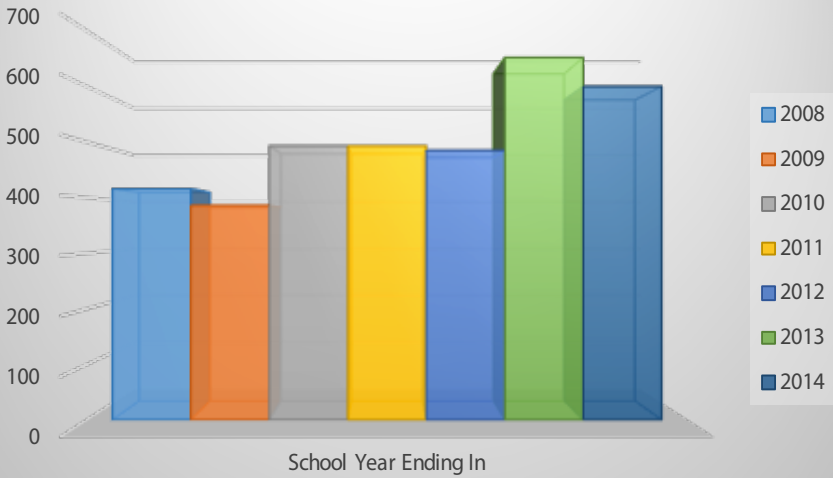
***Student Ethnic Distribution for 2014-2015 School Year***

African American ..... 44.55%

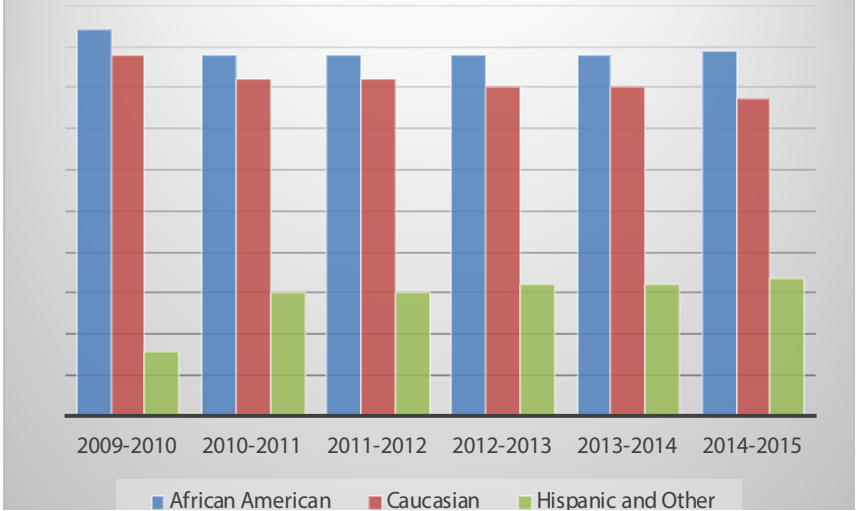
Caucasian..... 38.63%

Hispanic and other ..... 16.82%

## NUMBER OF HOMELESS STUDENTS



## STUDENT ETHNIC DISTRIBUTION



African American – 44.55%    Caucasian – 38.63%    Hispanic and Other – 16.82%





# SCHOOL BOARD OF THE CITY OF ROANOKE COMPLAINT PROCEDURE HARASSMENT/DISCRIMINATION

In accordance with law, the School Board prohibits harassment/discrimination against students, employees, or others on the basis of sex, gender, race, color, national origin, disability, religion, ancestry, age, marital status, genetic information or any characteristic protected by law or based on a belief that such characteristic exists at school or any school-sponsored activity; equal access is provided to the Boy Scouts and other designated youth groups. The Complaint Procedure is established to meet the requirements of Title IX, the Americans with Disabilities Act of 1990 (“ADA”) and Section 504 of the Rehabilitation Act of 1973. It may be used by anyone who wishes to file a complaint alleging discrimination/harassment in the provision of services, activities, programs, or benefits by the School Board of the City of Roanoke (Also referred to in this grievance procedure as the “School Board” or “Roanoke City Public Schools”). School Board’s Policy GBA governs employment-related complaints of discrimination/harassment.

The complaint should be in writing and contain information about the alleged discrimination such as name, address, phone number of complainant and location, date, and description of the problem. Alternative means of filing complaints, such as personal interviews or a tape recording of the complaint, will be made available for persons with disabilities upon request.

The complaint should be submitted by the complainant and/or his/her designee as soon as possible and should be made within fifteen (15) days of the alleged violation to:

Steve Barnett		Yolanda Conaway-Wood
Assistant Superintendent	OR	Executive Director for Student Services
Roanoke City Public Schools		Roanoke City Public Schools
40 Douglass Avenue, NW		40 Douglass Avenue, NW
Roanoke, VA 24012		Roanoke, VA 24012
(540) 853-2382		(540) 853-1393

Within 15 calendar days after receipt of the complaint, the Compliance Officer or his/her designee will meet with the complainant to discuss the complaint and the possible resolutions. Within 15 calendar days of the meeting, the Compliance Officer or his/her designee will respond in writing, and where appropriate, in a format accessible to the complainant, such as large print, Braille, or audio tape. The response will explain the position of the Roanoke City Public Schools and offer options for substantive resolution of the complaint.

If the response by the Compliance Officer or his/her designee does not satisfactorily resolve the issue, the complainant and/or his/her designee may appeal the decision within five (5) school days after receipt of the response to the School Board. Notice of the appeal must be filed with the Superintendent who shall forward the record to the School Board.

Within thirty (30) calendar days after receipt of the record, the School Board shall make a decision, and written notice of the School Board's decision will be given to the complainant and alleged violator.

All written complaints received by the Compliance Officer or his/her designee, appeals to the Superintendent, and responses from these two offices will be retained by the Roanoke City Public Schools for at least three years.

The full version of policies for harassment/discrimination can be found in the following documents, available on the Roanoke City Public Schools' website at [www.rcps.info](http://www.rcps.info):

School Board Policy GBA/JFHA  
Student Code of Conduct, Reporting Harassment Procedures  
RCPS Employee Handbook

Complaint Forms can be found in the School Board Policy Manual:

School Board Policy JFHA-F (for students)  
School Board Policy GBA-F (for employees)

## ROANOKE CITY PUBLIC SCHOOLS ANNUAL PUBLIC NOTICE CAREER AND TECHNICAL EDUCATION

The Roanoke City School Division's Department of Career and Technical Education offers a variety of career and technical programs to all students at the middle and high school levels. The program areas include the following:

- Agriculture Education
- Business and Information Technology
- Career Connections
- Family and Consumer Sciences
- Health and Medical Sciences
- Marketing
- Technology Education
- Trade and Industrial Education

Tech Prep opportunities are also available for students who are entering the workforce and/or post-secondary education through an articulation agreement with Virginia Western Community College. For more information about Career and

Technical Education, call (540) 853-2803.

The Roanoke City Public Schools does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Steve Barnett  
Assistant Superintendent  
Roanoke City Public Schools  
40 Douglass Avenue, NW  
Roanoke, VA 24012  
(540) 853-2382

Yolanda Conaway-Wood  
Executive Director for Student Services  
Roanoke City Public Schools  
40 Douglass Avenue, NW  
Roanoke, VA 24012  
(540) 853-1393

## BULLYING HOTLINE

Roanoke City Public Schools takes bullying seriously and we want to make sure every child feels safe at school. For that reason, we have launched a Bullying Hotline. The Hotline is open to anyone who experiences or observes bullying that is school related. Bullying is defined as any aggressive and unwanted behavior that is intended to harm, intimidate, or humiliate the victim; involves a real or perceived power imbalance between the aggressor or aggressors and victim; and is repeated over time or caused severe emotional trauma.

Call (540) 853-1700 to report bullying. You can remain anonymous.

## WWW.RCPS.INFO

The Roanoke City Public Schools' website has been redesigned to make life easier on you. Frequently used links, like school menus and bus routes, are now located on the front page. You can share events from the website calendar to Facebook and Twitter. We have added an Information Center that includes links to our Bullying Hotline, a directory, and how you can help homeless students. Our website is also now mobile!

Our website is a great place to learn what's going on at our schools and about new programs. You can also get weather closing information, sports schedules, attendance zone information and much more! Be sure to like us on Facebook at [www.Facebook.com/RoanokeCityPublicSchools](http://www.Facebook.com/RoanokeCityPublicSchools) and follow us on Twitter @RoanokeSchools.

# GENERAL SCHOOL INFORMATION

## AGE/ENTRANCE REQUIREMENTS

All children who will be five years old on or before September 30 are eligible for kindergarten. Children who are six years old by September 30 must be enrolled in school. Students who will enter kindergarten and children attending Roanoke City Public Schools for the first time must register.

There are four documents that must be presented to school officials when registering a student: An original certificate of birth, a report of physical examination that took place within 12 months of the date of entry, proof of residency, and an immunization certificate. If a child possesses a social security card, please present it as well. Questions should be directed to the Office of Instructional Programs, 853-2300.

## GRADUATION REQUIREMENTS

Roanoke City Public Schools awards graduation diplomas and certificates of program completion which meet the regulations of the Virginia Department of Education and comply with Virginia's Standards of Accreditation. Detailed information regarding diploma types, graduation requirements, and program completion requirements may be found in the RCPS High School Program of Studies. This document is

available at high school counseling offices and on the Division's website in the PARENTS section at [www.rcps.info](http://www.rcps.info). Graduation information may be found on the Virginia Department of Education's website [www.doe.virginia.gov](http://www.doe.virginia.gov) under Project Graduation.

The most commonly awarded diplomas are the Standard and Advanced Studies Diplomas.

### ***Standard Diploma Requirements:***

Students entering the 9th grade for the first time must earn 22 credits in the required courses and must pass two SOL End-of-Course English Tests (Reading and Writing); one test in mathematics; one in history/social science; one in science and one SOL test of their choosing, for a total of six. One of the 22 credits must be Economics and Personal Finance. Students seeking the Standard Diploma must also earn elective credits in at least two sequential elective courses. All students seeking the standard diploma must earn a board-approved career and technical education credential and successfully complete one virtual course which may be non-credit bearing.

### ***Advanced Studies Diploma Requirements:***

Students seeking the Advanced Studies Diploma must successfully complete one virtual course (which

may be non-credit bearing), at least 26 credits and the following number of verified credits from SOL testing: English – two; mathematics – two; science – two; history and social science – two; and one additional verified credit of their choice, for a total of nine. Verified credits are awarded when the student passes a course to earn a standard unit of credit and achieves a passing score on the related End-of-Course SOL test. Students who have an A or B grade average are strongly encouraged to enroll in advanced courses.

For any high school credit-bearing course taken in middle school, parents may request that the grades be omitted from the student’s transcript and the student not earn high school credit for the course in accordance with policies adopted by the local school board. Notice of this provision must be provided to the parents with a deadline and format for making such a request.

### STUDENT TRANSFERS

Students shall attend the school in the zone where they legally reside. A transfer may be approved for a student if the reason for the request meets one of the criteria established by the school board for a transfer. Requests for transfers will be accepted only from March 15 through April 15, 2015. Every effort will be made to notify parents and guardians no later than June 15, 2015. After March 1, 2015, transfer request forms will be posted at [www.rcps.info](http://www.rcps.info) or can be obtained

from any school office. For additional information call 853-2090.

Students residing in other school divisions may apply to attend school in Roanoke City. These students will be admitted on a space-available basis and must meet academic, attendance and conduct criteria.

### GRADING SCALE

The grading scale in RCPS is:

- 100 – 90 = A
- 89 – 80 = B
- 79 – 70 = C
- 69 – 60 = D
- 59 – 0 = F

### DISTRICT REPORT CARDS

No Child Left Behind (NCLB) requires divisions that receive Title I funds to make an annual district report card showing specified information available to parents. The Virginia Department of Education now posts the information required by NCLB on its website and has stated this posting satisfies the requirements of NCLB. This information may be found at [www.doe.virginia.gov](http://www.doe.virginia.gov).

### COMMUNITY ELIGIBILITY PROVISION:

There are 19 schools eligible to participate in Community Eligibility Provision (CEP) for the 2015-2016 school year. These schools include: Fairview Elementary, Highland Park Elementary, Garden City Elementary, Hurt Park Elementary, Fallon Park Elementary School, Lincoln Terrace

Elementary, Monterey Elementary, Morningside Elementary, Preston Park Elementary, Roanoke Academy for Math and Science, Round Hill Elementary, Virginia Heights Elementary, Westside Elementary, Lucy Addison Middle, James Breckinridge Middle, Stonewall Jackson Middle, William Fleming High, Forest Park Academy, Noel C. Taylor Learning Academy. Students at CEP participating schools receive breakfast and lunch at no cost. An application for Free and Reduced meal benefits is not needed for students attending CEP participating schools. Students attending non-CEP schools may apply for Free and Reduced meal benefits for 15-16 school year. Last year's application for Free and Reduced meal benefits will expire September 29, 2015.

## ASSISTANCE PROGRAM FOR NON-CEP SCHOOLS

Roanoke City Public Schools offers nutritious meals every school day. A student may buy breakfast for \$1.05, elementary lunch for \$2.15 and secondary lunch is \$2.25. Meals are also available free or at a reduced price for eligible students. Reduced prices are \$0.30 for breakfast and \$0.40 for lunch.

All meals served must meet standards established by the US Department of Agriculture. However, if a student has been determined by a doctor to be disabled and the disability prevents the student from eating the regular school meal, the school will make reasonable substitutions prescribed by the doctor. If a substitution is prescribed, there will be no extra charge for the meal. If your student needs

substitutions because of a disability, please call 853-2863.

Children who are members of food stamp households or who receive Temporary Assistance for Needy Families (TANF) are eligible for free meals regardless of income. Foster children who are the legal responsibility of a welfare agency or court may also be eligible for free or reduced price meals based on the household's income. All families however, must submit an updated application each school year. New students must submit an application to receive benefits. Please feel free to contact your student's cafeteria or the Department of Food and Nutrition to confirm eligibility.

2014-2015 Free and Reduced meal eligibility ends September 29, 2015. Please complete an updated application before this date. Meals are charged at full price unless an application has been received and processed.

Free and Reduced Meal Applications are available to complete at your child's school, may be printed from the website, or completed and submitted online. Please visit [www.foodandnutrition.rcps.info](http://www.foodandnutrition.rcps.info) for more information. Contact the Department of Food and Nutrition at 853-2863 with questions.

## HOW TO APPLY

Households that receive food stamps or TANF for their child(ren) may already be approved for meal assistance. If you have not received an approval notification letter for all students in the household by August 13, please submit an application. The application must contain the child's name,

the food stamp or TANF number, and the signature of an adult household member.

Paper applications are available at your child’s school or online at <http://www.dss.virginia.gov/benefit/tanf/>. Paper applications should be returned to your child’s school. If you do not list a food stamp or TANF case number for the children for whom you are applying, then the application must have names of all household members, the amount of income each person received the last month, and how often the income is received. An adult household member must sign the application and include his/her Social Security number.

If the person does not have a Social Security number, check the box provided. If you have questions or concerns, please call the Food and Nutrition Office at 853-2863. If you are applying for a foster child, who is the legal responsibility of a welfare agency or court, an application is not required but you must contact Barbara Smith at (540) 853-2875 to confirm eligibility approval, otherwise charges may accrue to your child’s account

If you are applying for a homeless, migrant, or runaway child, an application may not be necessary, but you must contact Malora Horn at (540) 400-9787 for more information. In addition, contact Barbara Smith at (540) 853-2875 to confirm eligibility approval, otherwise charges may accrue to your child’s account. An application that is not complete cannot be approved. An application that is not signed is not complete. You must send in a new application each school year.

**BUS SCHEDULES: REGULAR ROUTES**

Bus schedules will be posted on the Roanoke City Public Schools website ([www.rcps.info](http://www.rcps.info)) two weeks before the first day of school. Any questions concerning bus schedules should be directed to your school’s principal or Mountain Valley Transportation at 777-0101.

INCOME CHART FOR FREE OR REDUCED PRICE MEALS					
HOUSEHOLD SIZE	ANNUAL	MONTHLY	TWICE PER WEEK	EVERY TWO WEEKS	WEEKLY
1	21,775	1,815	908	838	419
2	29,471	2,456	1,228	1,134	567
3	37,167	3,098	1,549	1,430	715
4	44,863	3,739	1,870	1,726	863
5	52,559	4,380	2,190	2,022	1,011
6	60,255	5,022	2,511	2,318	1,159
7	67,951	5,663	2,832	2,614	1,307
8	75,647	6,304	3,152	2,910	1,455
EACH ADD’L HOUSEHOLD MEMBER	7,696	642	321	296	148

## WHAT HAPPENS IF THERE IS BAD WEATHER?

*How can I find out if schools are delayed or closed?*

Listen to local television and radio stations. Check the following links:

-[www.rcps.info](http://www.rcps.info)

-[www.Facebook.com/RoanokeCityPublicSchools](http://www.Facebook.com/RoanokeCityPublicSchools)

-[Twitter@RoanokeSchools](https://twitter.com/RoanokeSchools)

-Inclement Weather Hotline 540-853-2006.

## ACCEPTABLE COMPUTER SYSTEM USE AGREEMENT

Each student and his or her parent (as well as each employee) must sign the division's acceptable computer use agreement (Policies IIBEA and JA-R) before using the division's computer system. In addition to providing students/parents (and employees) with a copy of the agreement, the division may also want to provide them with a copy of the division's policy and regulation on the topic (Policies IIBEA and JA-R). 47 U.S.C. & 254.

# FEES AND FORMS

Visit us at [www.rcps.info](http://www.rcps.info) for important medical forms, transfer forms, student privacy forms, etc. Forms are also available at the main office of your child's school.

## TEXTBOOK FEES

Textbooks will be provided at no charge. A fee will be charged to the student at the end of the school year for any damaged or lost textbooks.

## SCHOOL FEES

Additional fees may apply depend-ing on the grade level and course requirements. A list of fees for physical education, lockers, and any other necessary school activities will be provided for parents/guardians at the beginning of the school year by the individual school.

## MEAL PRICES FOR 2015-2016

<i>Daily</i>	<i>Elementary</i>	<i>Secondary</i>
Full Price Brkfast	1.05	1.05
Lunch	2.15	2.25
Reduced Brkfast.	.30	.30
Reduced Lunch	.40	.40



# POLICIES AND PROCEDURES AT RCPS

## POLICIES

Policies are general statements of intent adopted by the School Board to guide the operation of the schools. Policies are reviewed by the School Board Attorney to ensure appropriate legal consideration. A copy of the policy manual is located in the library of each school and online at [www.rcps.info](http://www.rcps.info). Employees, school patrons, and the general public may review the policies at any time.

## ATTENDANCE

Student attendance on a regular and punctual basis is a must for a student’s academic success. Parents and guardians are encouraged to notify the school when their child will be absent. Attendance regulations are described in the Student Code of Conduct Handbook.

## COMPULSORY ATTENDANCE

Regular school attendance is a vital part of your child’s success in school. If your child maintains good attendance, please encourage him or her to continue. Parents are expected to cooperate with school officials to remedy a student’s attendance problem. Unexcused absences are a violation of the Code of Virginia,

Sections 22.1-78, 22.1-254 through 22.1-269 and can have serious sanctions ordered by the Juvenile and Domestic Relations District Court. School officials monitor student attendance to facilitate interventions for students who demonstrate difficulty maintaining regular and punctual school attendance. Please contact the student support specialist at your child’s school for additional information regarding attendance questions and concerns.

Every parent, guardian, or other person in the Commonwealth having control or charge of any child who will have reached the fifth birthday on or before September 30 of any school year and who has not passed the eighteenth birthday shall, during the period of each year the public schools are in session and for the same number of days and hours per day as the public schools, send such child to a public school or to a private, denominational, or parochial school or have such child taught by a tutor or teacher of qualifications prescribed by the Board of Education and approved by the division superintendent, or provide for home instruction of such child as described in section 22.1-254.1.

As prescribed in the regulations

of the Board of Education, the requirements of this section may also be satisfied by sending a child to an alternative program of study or work/ study offered by a public, private, denominational, or parochial school or by a public or private degree-granting institution of higher education. Further, in the case of any five-year-old child who is subject to the provisions of this subsection, the requirements of this section may be alternatively satisfied by sending the child to any public educational pre-kindergarten program, including a Head Start program, or a private, denominational, or parochial educational pre-kindergarten program.

Instruction in the home of a child or children by the parent, guardian, or other person having control or charge of such child or children shall not be classified or defined as a private, denominational or parochial school.

Each parent must sign and return to the student's school a statement acknowledging the receipt of the compulsory attendance law and the enforcement procedures and policies adopted by the School Board. This statement of acknowledgement is located in the Student Code of Conduct Handbook. Each school must maintain records of such signed statements. For additional information, refer to School Board policies JEA and JED,

## CODE OF CONDUCT K-12

Parents and students have the right to expect a quality education, a safe environment for students and their teachers, and protection of their investment in school property. In a partnership with parents, teachers, students, and other members of the community, we have developed the Code of Conduct K-12. To help keep our schools safe, students are strongly encouraged to report instances of bullying, threats, and other conduct infractions to an adult at school. It is important to remember, it is about reporting and telling, not snitching or tattling.

We believe that schools are for the benefit of all people. This document defines the standards and expectations for student behavior and provides school administrators with ideas for administering consequences for infractions. The document is also intended to be a guide for parents and students.

In Roanoke City Public Schools, we are committed to fostering a safe, nurturing, and healthy environment where each child will be challenged academically and will learn and grow.

It should be understood that students do not divest themselves of their constitutional rights upon entering school. As long as they do not disrupt the educational process by imposing upon, endangering, or depriving

others of their rights; students will enjoy their freedoms of expression, orderly assembly, privacy of person, and freedom from discrimination. There are certain offenses that will not be tolerated and will carry a mandatory recommendation for expulsion. They include violations related to illegal substances, possession of a gun, assault and battery on a teacher or other school employee or person acting on behalf of the school system, assault and battery cases on student, acts of terrorism, and threats of a serious nature. Fair and reasonable procedures will be followed to assure students of their rights. Students must recognize that to maintain an educational environment in which they can strive to achieve their intellectual potential, the reasonable exercise of authority by school officials is necessary. Parents are required by law to assist their child's school in disciplinary matters necessary to maintain order. School personnel, along with parental and community support, are obligated to maintain an environment that is favorable to the learning process and free from disruptions. Teachers have the right to instruct free from verbal intimidation, physical abuse, or outside interference.

It is the intent of the School Board and administration that all persons connected with our schools demonstrate respect for the rights

of students and that our schools require students to accept their responsibilities toward others and the school system. Each parent must sign and return to the student's school a statement acknowledging the receipt of the Standards and Expectations for Student Behavior Code of Conduct K-12 handbook, as each school must maintain records of such signed statement (VA Code § 22.1-279.3.C.) For additional information, refer to School Board policy JFC.

## REMOVAL OF STUDENTS

Roanoke City Public Schools believes that schools are for the benefit of all people. Parents or legal guardians of any student who poses a threat to the health and safety of the school community will be notified of the student's violation. Teachers shall have the initial authority to remove students from the class for disruptive behavior as defined by the Student Code of Conduct. The administrator/principal shall ensure that students removed from class receive an education in accordance with School Board policies and administrative procedures.

## SCHOOL BUS TRANSPORTATION RULES

1. The driver and bus assistant are in charge of the bus and all pupils aboard. Obey the driver and bus assistant promptly and cheerfully.

2. Obey and respect the directions of authorized school officials.
3. Be on time. The driver cannot wait beyond his or her regular schedule for those who are tardy. Be at your stop five minutes before the bus stop time.
4. Wait in an orderly line off the street or road.
5. Cross in front of the bus only when the road is clear and at a safe distance in front of the bus in order to be seen by the driver (minimum 10 feet). Wait for driver to signal you across.
6. Do not run toward a school bus while it is in motion.
7. Ride only the bus assigned by school officials.
8. Occupy the seat assigned by the bus driver or school officials and remain seated while the bus is moving. Ride three in a seat, if necessary, and do not exchange seats unless given permission by the driver.
9. Behave on the bus as you are expected to behave in the classroom. Insolence, disobedience, vulgarity, foul language, fighting, pushing, and similar offensive acts will not be tolerated.
10. Do not engage in any activity which might divert the driver's attention and cause an accident such as:
  - a. Loud talking, laughing, or unnecessary confusion.
  - b. Unnecessary conversation with the driver.
  - c. Extending any part of the body out of the bus windows or doors or riding outside the bus.
11. Do not open or close bus windows without permission of the driver or regulate or operate any part of the bus.
12. Do not engage in any activity which might litter, damage, or cause excessive wear to the bus or other property. The following activities are prohibited at all times:
  - a. Smoking or eating on the bus.
  - b. Spitting or throwing anything in or from the bus.
  - c. Possessing knives or sharp objects on the bus.
  - d. Bringing animals on the bus.
  - e. Tampering with mechanical equipment, accessories, or controls on the bus.
13. Do not leave the bus on the way to school or home without permission of the driver. The driver will not give permission except in case of personal emergency or upon request of the principal or pupil's parents.
14. Be courteous to driver, to fellow students, and to passers-by at all times.
15. Report any damage done to the bus promptly to the driver. Persons causing damage shall be expected to defray the full cost of the damages. (For example: cutting and vandalizing seats, etc.).

16. Do not bully or harass other students.
17. Do not touch the handle on the emergency door unless instructed to do so by an adult.
18. No skateboards, balls, or other athletic equipment will be allowed on a school bus unless enclosed in a sports bag.
19. All kindergarten/pre-school students are to be accompanied by a parent or guardian (on the emergency contact card) at the bus stop. Parent or guardian must have photo ID available. If a parent or guardian is not at the bus stop to meet a kindergarten/pre-school student, the student will be returned to school. Anyone other than a parent or guardian who meets the bus must be on the home school emergency contact card and be at least 18 years old or older and present a photo ID.
20. The Code of Virginia, Section 22.1 – 176, permits school boards to provide transportation to pupils, but does not require them to do so. Students eligible for transportation may be required to walk up to one mile to reach their regular bus stop. Except for kindergarten/pre-school students, a student living within a school's established walking boundary will walk to school.

### ***Consequences of Non-Adherence to Stated Rules***

The following guidelines have been prepared to deal with discipline problems on school buses:

1. If a student is found guilty of misbehavior involving bus safety rules, insubordination to the bus driver, or any act that endangers the safety of other children, a bus conduct report will be given to the parent(s)/guardian(s).
2. Should the student be reported to the principal, the principal will be responsible for disciplinary action, which may include the loss of the privilege of all school bus transportation until the parent/guardian, the bus driver, the principal, (and in some instances, a Transportation Department representative) can arrive at an understanding which will correct the problem. The parent or guardian will be responsible for the transportation of students who have lost school bus privileges.
3. If a disciplinary action should occur in the afternoon, and the problem is such that, in the judgment of the driver, it is unsafe to proceed, the driver may return to the school to seek immediate disciplinary action and/or assistance. Bus drivers are instructed to report any infractions to the school principal/ designee, and the student may be removed from the bus.

### ***Serious Offenses***

*First Offense:* Bus riding privilege suspended for no more than two (2) weeks.

*Second Offense:* For a second offense in a school year, bus riding privileges will

be suspended for no more than three (3) months.

*Third Offense:* Students found guilty of breaking rules for the third time in a school year will lose all bus riding privileges for the remainder of the school year.

The following violations are considered extremely serious, and if the student is found guilty, he/she may be suspended for up to six (6) months on the first charge:

- Smoking
- Fighting
- Destroying bus property
- Assault
- Throwing objects on or from the bus
- Using abusive or vulgar language to the bus driver
- Threatening or endangering the lives of others (automatic one-year suspension)

Offenses will be handled on a case-by-case basis. Oral or written threats to cause harm on school buses shall result in the loss of transportation for the remainder of the school year, in addition to other disciplinary action.

### **INDUCING CHILDREN TO ABSENT THEMSELVES**

Any person who induces or attempts to induce any child to be absent unlawfully from school or who knowingly employs or harbors, while a school is in session, any child absent unlawfully shall be guilty of a Class 3 misdemeanor and may be subject to penalties. Upon a finding that a person knowingly and willfully violated the provisions of this section and that such person has been convicted previously of a violation of this section, such person shall be guilty of a Class 2 misdemeanor. §22.1-265 of the Code of Virginia.

### **REFUSAL TO RELEASE DIRECTORY INFORMATION**

Federal law (and School Board Policy KFB) requires that schools, with certain exceptions, obtain written consent from a student's parent/guardian prior to the disclosure of personally identifiable information from the student's education records. However, schools may disclose "directory information" without written consent, unless school personnel have been advised to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the school to include this type of information from a student's education records in certain school publications.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require schools to provide military recruiters, upon request, with directory information unless parents have advised the school that they do not want their student's information disclosed without their prior written consent. If you do not object in writing, the schools will distribute such information as needed.

Directory information includes the following:

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Student information to military
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student's SSN, in whole or in part, cannot be used for this purpose.)

Questions about these laws should be directed to the school principal. In addition, there are times when the school division or the media may wish to use a student's picture or interview a student in public media coverage of school events or activities (for example, in a newspaper article or television news feature, or for school recognition). This information also pertains to auxiliary sites affiliated with the school system such as the Adolescent Health Centers.

Parents who do not wish the school to release specific types of directory information should indicate and sign the Media Release form from the school and return it to the principal within fifteen (15) days.

## OPT-OUT

It shall be the policy of the Roanoke City School Board, with respect to academic, career, and personal/social counseling, that parents will notify the school division in writing if the student is not to participate in any part of the counseling program.

The Roanoke City School Board affirms that parents are the student's first teachers and that public schools should serve to strengthen family and parental support. No student will be required to participate in any counseling program to which the student's parents object.

## PROTECTION OF PUPIL RIGHTS AMENDMENT

The Protection of Pupil Rights Amendment (PPRA) affords parents and students who are 18 years of age or emancipated minors (eligible students) certain rights regarding conducting surveys, collection and use of information for marketing purposes, and certain physical exams by the Roanoke City Public Schools. These include the right to:

*Consent before students are required to submit to a survey that concerns one or more of the following protected areas (protected information survey) if the survey is funded in whole or in part by a program of the U.S. Department of Education:*

1. Political affiliations or beliefs of the student or student's parent.
2. Mental or psychological problems of the student or student's family.
3. Sexual behavior or attitudes.
4. Illegal, anti-social, self-incriminating, or demeaning behavior.
5. Critical appraisals of others with whom respondents have close family relationships.

6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers.
7. Religious practices, affiliations, or beliefs of the student or parents.
8. Income, other than as required by law to determine program eligibility.

*Receive notice and an opportunity to opt a student out of:*

1. Any other protected information survey, regardless of funding.
2. Any non emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a child, except for hearing, vision or scoliosis screenings, or any physical exam or screening permitted or required under state law.
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or for selling, or otherwise distributing the information to others.

*Inspect, upon request and before administration or use:*

1. Protected information surveys of students.
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes.



3. Instructional material used as part of the educational curriculum.

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

- Collection, disclosure, or use of personal information for market-ing, sales, or other distribution.
- Administration or any protected information survey not funded in whole or in part by the U.S. Department of Education.
- Any non emergency, invasive physical examination or screening as described above.

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

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue SW  
Washington, DC 20202-5920

**FERPA**

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

1. The right to inspect and review the student’s educational records within 45 days of the day the District receives a request for access.

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

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

Parents or eligible students may

ask Roanoke City Public Schools to amend a record they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent and/or eligible student of the decision and advise him/her of his/her right to a hearing regarding the request of amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

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

One exception which permits disclosure without consent includes school officials with legitimate educational interests.

A school official is a person employed by the District as an administrator, supervisor, instruction, or support staff

member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as attorney, auditor, medical consultant, or therapist); or a person assisting another school official in performing his or her tasks.

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

The District discloses educational records without consent to officials of another school district or educational agency in which a student seeks or intends to enroll. According to FERPA and No Child Left Behind (NCLB), this disclosure includes disciplinary records (with respect to suspensions and expulsions).

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administer FERPA follows:  
Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue SW  
Washington, DC 20202-5920
5. The Uninterrupted Scholars Act permits a school division to disclose the educational records of students, with or without parental permission, to an agency caseworker or

representative of the state or local child welfare agency or a tribal authority if the agency or authority is responsible for the care and protection of the student. Those agencies cannot further disclose the records except as authorized by FERPA.

### SECTION 504 COMPLIANCE

A person who has a physical or mental impairment which substantially limits one or more major life activities, has a record of such an impairment or is regarded as having such an impairment has a right to equal access and/or accommodation to benefit from his/her education.

### USDOE OFFICE OF CIVIL RIGHTS

Roanoke City Schools does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated groups. The following person(s) has been designated to handle inquiries regarding the non-discrimination policies:

F. L. Slough, Title IX *Coordinator Athletic Director/Supervisor of Health & Physical Education*  
40 Douglass Avenue NW  
Roanoke, VA 24012  
540-853-6075

Rita Willis, Director of *Special Education & Preschool Programs*  
40 Douglass Avenue NW  
Roanoke, VA 24012  
540-853-2466

### CITY OF ROANOKE SCHOOL BOARD ANNUAL PUBLIC NOTIFICATION OF NONDISCRIMINATION

The City of Roanoke School Board does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission to its programs, services, or activities, in access to them, in treatment of individuals, or in any aspect of their operations. The City of Roanoke School Board and the Roanoke Technical Education Center (“ROTEC”) do not discriminate in enrollment or access to programs available within the Roanoke school division. The lack of English language skills shall not be a barrier to admission or participation in the district’s activities and programs. The City of Roanoke School Board also does not discriminate in its hiring or employment practices.

This notice is provided as required by Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990. Questions, complaints, or requests for additional

information regarding these laws may be forwarded to either the program director, Kathy Duncan, at the telephone number and address indicated below or one of the designated compliance coordinators listed below.

Kathy Duncan  
*ROTEC Principal*  
2200 Grandin Road SW  
Roanoke, VA 24015

Rita Willis  
*Director of Special  
and Preschool Programs*  
40 Douglass Avenue, NW  
Roanoke, VA 24012  
540-853-2466

F. L. Slough  
*Title IX Coordinator  
Athletic Director/Supervisor of Health  
& Physical Education*  
40 Douglass Avenue, NW  
Roanoke, VA 24012  
540-853-6075

For further information on notice of nondiscrimination, visit <http://www.hhs.gov/ocr> for the address and phone number of the office that serves your area, or call 1-800-421-3481.

## HOMELESS STUDENTS

The School Board of the City of Roanoke is committed to educating homeless children and youth. Homeless children and youth shall not be stigmatized or segregated on the basis of their status as homeless. The school division will coordinate the

identification and provision of services to such students with relevant local social services agencies and other agencies and programs providing services to such students and with other school divisions as may be necessary to resolve interdivisional issues. Questions and inquiries regarding the educational rights of homeless children and youth can be directed to:

Malora Horn  
40 Douglass Avenue NW  
Roanoke, VA 24012  
540-400-9787

## GRIEVANCE PROCEDURE UNDER THE AMERICANS WITH DISABILITIES ACT

This Grievance Procedure is established to meet the requirements of the Americans with Disabilities Act of 1990 (“ADA”). It may be used by anyone who wishes to file a complaint alleging discrimination on the basis of disability in the provision of services, activities, programs, or benefits by the City of Roanoke School Board (Also referred to in this grievance procedure as the “School Board” or “Roanoke City Public Schools”). The School Board’s Personnel Policy governs employment-related complaints of disability discrimination.

The complaint should be in writing and contain information about the alleged discrimination such as

name, address, phone number of complainant and location, date, and description of the problem. Alternative means of filing complaints, such as personal interviews or a tape recording of the complaint, will be made available for persons with disabilities upon request.

The complaint should be submitted by the grievant and/or his/her designee as soon as possible but no later than 60 calendar days after the alleged violation to:

F. L. Slough, Title IX *Coordinator  
Athletic Director/Supervisor of Health  
& Physical Education*  
40 Douglass Avenue  
Roanoke, VA 24012  
(540) 853-6075

Within 15 calendar days after receipt of the complaint, the ADA Coordinator or his/her designee will meet with the complainant to discuss the complaint and the possible resolutions. Within 15 calendar days of the meeting, the ADA Coordinator or his/her designee will respond in writing, and when appropriate, in a format accessible to the complainant, such as large print, Braille, or audio tape. The response will explain the position of the Roanoke City Public Schools and offer options for substantive resolution of the complaint.

If the response by ADA Coordinator or his/her designee does not satisfactorily resolve the issue, the complainant and/or his/her designee may appeal

the decision within 15 calendar days after receipt of the response to the Superintendent or his/her designee.

Within 15 calendar days after receipt of the appeal, the Superintendent or his/her designee will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting, the Superintendent or his/her designee will respond in writing, and, when appropriate, in a format accessible to the complainant, with a final resolution of the complaint.

All written complaints received by the ADA Coordinator or his/her designee, appeals to the Superintendent or his/her designee, and responses from these two offices will be retained by the Roanoke City Public Schools for at least three years.

## NOTICE UNDER THE AMERICANS WITH DISABILITIES ACT

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 (“ADA”), the City of Roanoke School Board (Also referred to in this notice as the “Roanoke City Public Schools”) will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities.

*Employment:* The City of Roanoke School Board does not discriminate on

the basis of disability in its hiring or employment practices and complies with all regulations promulgated by the U.S. Equal Employment Opportunity Commission under title I of the ADA.

*Effective Communication:* The City of Roanoke School Board will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in all Roanoke City Public School's programs, services, and activities, including qualified sign language interpreters, documents in Braille, and other ways of making information and communications accessible to people who have speech, hearing, or vision impairments.

*Modifications to Policies and Procedures:* The City of Roanoke School Board will make all reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to enjoy all of its programs, services, and activities. For example, individuals with service animals are welcomed in all Roanoke City Public School offices, even where pets are generally prohibited.

Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate

in a program, service, or activity of the Roanoke City Public Schools should contact the office of *F. L. Slough, ADA Coordinator, 40 Douglass Avenue, NW, Roanoke, VA, 24012, 540-853-6075*, as soon as possible but no later than 48 hours before the scheduled event.

The ADA does not require the Roanoke City Public Schools to take any action that would fundamentally alter the nature of its programs or services, or impose an undue financial or administrative burden.

Complaints that a program, service, or activity of Roanoke City Public Schools is not accessible to persons with disabilities should be directed to *F. L. Slough, ADA Coordinator, 40 Douglass Avenue, NW, Roanoke, VA, 24012, 540-853-6075*.

The Roanoke City Public Schools will not place a surcharge on a particular individual with a disability or any group of individuals with disabilities to cover the cost of providing auxiliary aids/services or reasonable modifications of policy, such as retrieving items from locations that are open to the public but are not accessible to the persons who use wheelchairs.

## ANNUAL ASBESTOS NOTIFICATION

In accordance with the Asbestos Hazards Emergency Response Act (AHERA), all Roanoke City Public

Schools have been inspected by a firm using accredited inspectors identifying all known and assumed asbestos-containing building materials. This inspection, required every three years, was performed in 2015 to meet required compliance. Roanoke City Public Schools also performs required semi-annual reviews. The last review was conducted in January 2015. The findings of the inspection, re-inspections, surveillance reports, and laboratory analysis of samples are categorized in the district's Asbestos Operations and Management Plan. The Management Plan is available during normal school hours at the Ruffner Professional Development and Operations Center on Ferncliff Avenue and at each school location.

In addition, Roanoke City Public Schools has an open-ended contract with an accredited asbestos monitoring contractor for asbestos monitoring to perform the required testing, and before and after all abatement work.

Roanoke City Public Schools provides annual training to all Facilities Maintenance and Operations staff as required by AHERA.

## DRUG-FREE WORKPLACE ACT

Roanoke City Public Schools is committed to providing a drug-free workplace for students and employees. Our school division communicates a clear, anti-drug message through policies and procedures. Information

is sent to all employees to explain our position regarding the Drug-Free Workplace Act of 1988.

In addition to criminal offenses, which may result in imprisonment and fines, the unlawful manufacture, distribution, dispensing or use of alcohol and illicit drugs – including anabolic steroids – is prohibited by employees engaged in School Board business in the community or at any time the employee is involved in any activity involving students. The School Board will not tolerate the handling or use of illegal drugs by its employees in any situation, whether in or out of the workplace.

The Drug-free Workplace Act requires that employees notify the school division of any criminal drug statute conviction for a violation occurring in the workplace within five days of such conviction. Information about an employee's conviction should be provided to the Executive Director for Human Resources at 853-2502. This requirement and those set forth above constitute conditions of employment for school employees.

School Board policy GBNBB requires that employees notify the Superintendent in writing within 24 hours or the next business day if charged with an offense involving illegal or prescription drugs. The policy also requires notification if the employee has been charged with a felony or with a misdemeanor

for certain crimes. Please check the policy for more specific information. Failure to notify the Superintendent in accordance with the policy may result in termination.

School division employees occupy a special position of trust and responsibility, which is affected by actions occurring at school locations as well as off school premises or off the job. Any employee who violates the prohibitions of this policy will be subject to disciplinary action.

## DANGERS OF DRUG ABUSE IN THE WORKPLACE

The many serious dangers of drug abuse are well documented and should be recognized by all employees:

- May cause accidents involving self or others when impaired by alcohol or other drugs or when suffering withdrawal symptoms
- Negatively affects health of abuser, damages pancreas and liver, increases heart rate and blood pressure
- May adversely affect kidneys, lungs, stomach, small intestines, and nervous system, depending upon type of drug used, frequency, and amount of drug use
- May contribute to violence or other behavioral problems
- Impairs judgment
- Reduces productivity

There are many resources available in

the Roanoke Valley to assist persons who have drug dependency problems, including Child and Family Services Counseling and Crisis Service and the Blue Ridge Behavioral Healthcare Assessment Center. The Employee Health Clinic was opened to RCPS employees beginning in the 1995-1996 school year. The school division can also provide confidential referrals for employees who have personal problems, including problems related to drugs. For more information, please contact the Human Resources Office at 853-2502.

## STUDENTS WITH DISABILITIES NOTICE OF RECORDS DESTRUCTION

The Division retains records of students with disabilities for a period of five (5) years after the student graduates, completes a Board of Education program, transfers, or withdraws from school. Roanoke City Public Schools makes a reasonable effort to notify parents of children with disabilities prior to the destruction of any records in accordance with §34 CFR300.624. Notification will be made fifteen (15) working days prior to records destruction through *The Roanoke Times*. Prior to destruction, notification is also provided on the RCPS website.

Each school board shall annually post information distributed by the Department of Education describing



the educational and other services available through the Virginia Department of the Deaf and Hard-of-Hearing and the Virginia Department for the Blind and Vision Impaired to the parents of those students who are identified as hearing impaired or visually impaired. School boards must also inform the parents of the availability of the information and ensure that packets of the information are available in an accessible format for review by parents who do not have Internet access.

Va. Code 22.1-217.01.

RCPS annually conducts a public

awareness campaign (also known as a child find program) to:

- Inform the community of the statutory rights of persons, ages two to 21, inclusive, to a free appropriate public education and the availability of special education programs and services;
- Generate referrals; and
- Explain the nature of disabilities, the early warning signs of disabilities, and the need for services to begin early.

You may also access [www.rcps.info](http://www.rcps.info) for more information on Special Education programs.

## MEDICAL AND HEALTH INFORMATION

### MEDICATION POLICY

Roanoke City Public Schools encourages medication to be administered at home, if possible. When medication is needed during school hours, the following procedures must be followed:

- Prescription medication must be in the pharmacy labeled container with the student's name and dosing instructions. There must also be a completed Medication Permission Form with the doctor's orders, doctor's signature, and written parental permission. If the medication is not in the pharmacy labeled container, the Medication Permission Form is incomplete or there is a discrepancy, medication cannot be given.

- Over-the-counter (OTC) medications must be in an unopened, sealed, original labeled container. The parent must complete a Medication Permission Form with specific dosing instructions. OTC medications may not be given outside the manufacturer's label directions or on a routine basis without a doctor's order. OTC medications include not only oral medicines, but also preparations that may be applied to the outside of the body.
- Medications are usually kept in the school office or clinic. Medications must be brought to and from school by an adult, not the student.
- Medication Permission Forms are only good for one school year and must be completed at the beginning

of each school year.

- Due to the lack of standards for preparation, dosage, potency, and use, alternative or herbal preparations and nutritional supplements will be treated as prescription medications.
- Only the school nurse, principal or principal's trained designee may administer medication at school.
- Verbal orders cannot be accepted by school personnel.
- Medication orders will be reviewed by the school nurse. If there is a discrepancy or reason to suspect a child may be compromised by a medication, the medication will be held until there is a resolution.
- If your child has a health condition and needs to carry and self-administer a medication such as an inhaler or auto-injectable epinephrine, please contact the school or school nurse for further instructions.
- Medications not picked up at the end of the school year will be destroyed.

Information for parents explaining the medication procedure and the Medication Permission Form may be found on the Roanoke City Public Schools website at [www.rcps.info](http://www.rcps.info), on the Health Services page. These documents are also available at each school.

## HEALTH SCREENINGS

In accordance with state requirements, students new to Roanoke City Schools and students at specified grade levels may receive health screenings. Screenings may include one or more of the following: hearing, vision, speech, voice, language, dental, height, weight, fine/gross motor function. Student Support Teams may also request screenings.

## POSSIBLE EXPOSURE TO VIRAL INFECTIONS

Whenever any School Board employee is directly exposed to or exposes other persons to body fluids in a manner which may, according to current guidelines of the Centers for Disease Control, transmit HIV or the Hepatitis B or C virus, the person whose body fluids were involved in the exposure shall be deemed to have consented to testing for infection with HIV or Hepatitis B or C. Such persons will also be deemed to have consented to the release of such test results to the persons exposed.

Upon notification by a school employee who believes he/she has been involved in a possible exposure-prone incident, which may have exposed the employee to the blood or body fluids of a student, the Superintendent shall contact the local health director who, upon immediate investigation of the incident, shall determine if a potentially harmful

exposure has occurred and make recommendations based upon all information available to him or her regarding how the employee can reduce any risks from such exposure.

The Superintendent shall share these recommendations with the school employee.

The Superintendent and the school employee shall not divulge any information provided by the local health director regarding the student involved except as described below. The information provided by the local health director shall be subject to any applicable confidentiality requirements set forth in Section 32.1-35 et.seq of the Code of Virginia.

If the person is a minor, consent for testing shall be obtained from the parent, guardian, or person standing in loco parentis of such minor prior to initiating such testing. If the parent or guardian or person standing in loco parentis withholds such consent, the school board may petition the juvenile and domestic relations district court in the county or city where the minor resides for an order requiring such testing.

Except if the person to be tested is a minor, if the person whose blood specimen is sought for testing refuses to provide such specimen, any person potentially exposed to the human immunodeficiency virus or hepatitis B or C viruses, or the employer of

such person, may petition the general district court of the county or city in which the person whose specimen is sought resides or resided, or, in the case of a nonresident, the county or city where the school board has its principal office, for any order requiring the person to provide a blood specimen or to submit to testing and to disclose the test results in accordance with this section.

At any hearing before the court, the person whose specimen is sought or his counsel may appear. The court shall be advised by the Commissioner or his designee prior to entering any testing order. If a testing order is issued, both the petitioner and the person from whom the blood specimen is sought shall receive counseling and opportunity for face-to-face disclosure of any test results by a licensed practitioner or trained counselor (from School Board Policy EBAB Adopted: January 11, 2000 Revised August 12, 2003, Revised August 12, 2008).

## WHEN SHOULD MY CHILD STAY HOME FROM SCHOOL?

We want to support your child's school attendance. School nurses and trained personnel are available to help meet the needs of your child. For the health of your child, other students, and school staff, it is important to know when your child needs to stay home due to illness.

Please keep your child at home if you recognize any of the following:

- fever of 100 or higher in the last 24 hours: Your child may return to school once his/her temperature has been normal for 24 hours **WITHOUT THE USE OF FEVER REDUCING MEDICATIONS.**
- undiagnosed rash that is accompanied by fever or itching
- bad cough or difficulty breathing
- vomiting or diarrhea within the past 24 hours
- sore throat, with fever or swollen glands in the neck
- symptoms of being sick such as being unusually tired, fussy, pale or had difficulty waking

If your child has strep throat or another bacterial infection, please keep your child at home until the antibiotic has been given for at least 24 hours and your health care provider has given permission for your child to return to school.

We encourage you to seek medical attention when your child is sick and to follow your health care provider's recommendations about returning to school and other social activities.

If your child is going to be absent, please call the school. We ask that you maintain communication with school personnel if the absence is for an extended period of time. Should

your child be under a doctor's care, upon returning to school, please notify the school nurse prior to your child's return so the school can plan to meet your child's needs.

To help keep your child healthy and ready to learn, teach your child good cough and hand hygiene etiquette. This includes covering coughs and sneezes with tissues, coughing and sneezing into the inside of the elbow, and discarding used tissues. Hands should be washed frequently with soap and water, and hand-washing should last for at least 20 seconds. Be sure to set a good example by doing this yourself. If hands are not visibly soiled, hand sanitizers containing at least 60 percent alcohol are also effective.

## HEAD LICE INFORMATION FOR PARENTS

Head lice are a common problem in school-age children. It can take up to two weeks for head lice infestation to become apparent. This information may help decrease the risk of your child becoming infested or give you the information you need to treat head lice in your child.

### *What are lice?*

Head lice are small, light to dark brown insects no larger than the size of sesame seeds. The female head louse lays eggs, called nits, on the hair shaft

close to the scalp. These nits, which look like tiny whitish ovals, are firmly glued to the hair shaft and usually hatch within two weeks. Nits are most often found in the hair behind the ears and at the back of the head and neck. Nits should not be confused with dandruff. Dandruff can be easily flicked off the hair, nits cannot because they are firmly attached to individual hairs.

Anyone can get head lice. They are not a sign of being dirty and should not be considered a sign of an unclean house. Although head lice do not jump, they can spread from one person to another. School-age children and their families are likely candidates for head lice because it spreads through close contact. Tell your child that he/she should not share personal items such as hats, combs, brushes, pillows or bike helmets, because these items can transmit lice. Head lice do not cause any diseases to humans.

If you suspect head lice, check your child's head closely. Head lice may be hard to locate because they move to avoid light. Nits may be easier to find. If left untreated, head lice will quickly increase in number, so you have to be sure to treat it as soon as it is detected.

### ***What can I do?***

At home, the best thing to do is to check your entire family for lice and nits regularly, especially after sleep-

overs. It's also important to be alert for the signs and symptoms which include intense head scratching. If you find lice or nits in your child's hair, comb out as many of the nits as possible using a fine toothed comb or tweezers and then use a special medicated shampoo that contains either pyrethrin or permethrin. These products can be purchased without a prescription at any pharmacy and at most grocery stores. **The medication should be used exactly as directed in the package instructions.** Do not shampoo your child's hair with regular shampoo or excessively comb for several days after the application of the medicated shampoo. This will allow the medication to work and continue to kill the lice and nits. Use the medicated shampoo again in one week, if needed. None of the treatments are 100% effective and it is very common for it to take a few weeks to completely resolve a head lice infestation. Remember to check all family members and treat those with any signs of head lice. For persistent cases that do not respond to 2 or 3 consecutive weekly treatments of the over-the-counter shampoo, prescription medications are available. Contact your health care provider for more information.

It is also important to wash bedding, towels, clothes and coats in hot, soapy water. Drying these items in a hot dryer is recommended. Items which cannot be washed can be sealed in a plastic bag for two weeks. Carpets, upholstery and car seats should be vacuumed. Head lice do not live off of their hosts for more than a day or two, so excessive cleaning is not needed.

### ***Carilion Clinic Student Health/RCPS Protocol***

When a child is identified with an active head lice infestation at school, parents are notified of the suspected infestation and provided with information about treatment. Students will be sent home at the end of the day and may return to school after they have received appropriate treatment at home. Students with nits only are not excluded from school.

Please know that we share your concern about head lice. If you detect head lice in your child, please let the school nurse know. CSH school nurses with RCPS administration will alert parents and guardians when there is any unusual clustering of head lice cases, while still seeking to protect the privacy of individual students. By working together, we can successfully eliminate head lice. Please feel free to contact your school nurse if you have any questions.

### ***Resources for more information:***

- Centers for Disease Control
- Harvard School of Public Health

### **REFERENCES:**

Virginia School Health Guidelines (2nd Edition), VA Dept. of Health, May 1999

[http://www.doe.virginia.gov/support/health\\_medical/](http://www.doe.virginia.gov/support/health_medical/)

<http://www.cdc.gov/parasites/lice/head/treatment.html>

[http://www.cdc.gov/parasites/lice/head/gen\\_info/faq.html](http://www.cdc.gov/parasites/lice/head/gen_info/faq.html)

## **DRUG ABUSE AWARENESS INTERVENTIONS**

A comprehensive K-12 Prevention and Intervention Program exists in Roanoke City Public Schools. The program is a cooperative effort of Roanoke City Public Schools, the Roanoke City Police Department and many other community agencies in the Roanoke Valley. The prevention program helps students develop the skills and knowledge to resist negative pressures to use alcohol or other drugs.

## **SCHOOL COUNSELING PROGRAMS**

The mission of the Department of School Counseling is to recognize the uniqueness and personal worth of each child and to assist each student in acquiring the academic, career and person/social competencies necessary

to develop skills, knowledge, and attitudes needed to become successful lifelong learners, responsible citizens and productive workers.

The Roanoke City Public Schools' counseling program emphasizes academic success for every student, pre-kindergarten through grade 12. School counselors work with students, parents, school staff, and members of the community as an integral part of the educational process.

### REVIEW OF MATERIALS

Materials used in the school counseling program are available for parent review in each school. Interested parents should schedule an appointment with the school counselor for this purpose.

### COUNSELING LIMITATIONS

Counseling techniques which are beyond the scope of the professional certification or training of professional school counselors, including hypnosis or other psychotherapeutic techniques are prohibited.

### SEX OFFENDER REGISTRY

The Roanoke City Public Schools recognizes the danger sex offenders pose to student safety; therefore, to protect students while they travel to and from school, attend school, or attend school-related activities, each school principal in the school

division receives electronic notification of the registration or re-registration of any sex offenders in the same or contiguous zip codes as the school. For additional information, refer to School Board policies KN and KNA (Va. Code § 22.1-79.3.C). The Sex Offender and Crimes Against Minors Registry may be accessed at [www.sex-offender.vsp.virginia.gov](http://www.sex-offender.vsp.virginia.gov).

### MANDATORY REPORTING OF CHILD ABUSE OR NEGLECT

All school personnel are mandatory reporters of suspected child abuse and/or neglect. School personnel are required by the state of Virginia to report any such suspicion within 24 hours.

# ADMINISTRATIVE AND CONTACT INFORMATION

## ADMINISTRATIVE OFFICE NUMBERS

Information pertaining to individual schools is often best addressed first with that school’s administration. For general information or departments not listed, please call the Central Administration receptionist at 853-2502. All numbers have a prefix of 853 unless noted.

- Superintendent, Dr. Rita Bishop**..... 2381
- Executive Assistant/School Board Clerk, Cindy Poulton ..... 2381
- Assistant Superintendent for Operations, Steve Barnett** ..... 2382
- Accounting/Fiscal Services Director, Kathleen Jackson ..... 2551
- Administrative Technology Director ..... 1641
- Payroll ..... 2370
- School Plants..... 2851
- Food Services ..... 2863
- Transportation ..... 2807
- Assistant Superintendent for Teaching and Learning, Stephanie Hogan** 6113
- Reading Coordinator ..... 1646
- Mathematics Coordinator..... 1509
- Science Coordinator..... 6050
- Social Studies Coordinator..... 2878
- Writing/Language Arts Coordinator ..... 1646
- Fine Arts Coordinator ..... 6051
- Health/PE Coordinator ..... 6075
- K-5 Instruction Executive Director, Greg Johnston** ..... 2300
- School Improvement Executive Director, Dr. Julie Drewry**..... 2300
- Federal Programs/Title 1 Specialist ..... 2957
- ELL and World Languages..... 1394
- Career and Technical Education Programs ..... 2803
- Special Education Director ..... 2466
- Preschool/Early Childhood Education ..... 2466



Guidance and Counseling Director .....	2090
Adult and Adjunct Programs Director.....	2151
Data and Analysis Director, Jean Pollock.....	2101
<b>Student Services Executive Director</b> , Yolanda Conaway-Wood .....	1393
Truancy Coordinator/Court Liaison .....	1393
<b>Human Resources Executive Director</b> , Sandra Burks.....	2502
Employee Health Services.....	1436

## WHERE TO CALL FOR ASSISTANCE

Accounting .....	2551
Adult and Continuing Education (GED) .....	2151
Alternative Programs.....	6113
Art .....	6051
Athletic Services .....	6075
Attendance Zones .....	2816
Attendance Services .....	1393
Benefit Services.....	2502
Board Agenda.....	2381
Building Rental .....	6302
Bus Schedules .....	2807
Career & Technical Education .....	2803
Certification/Licensure.....	1551
Community Relations .....	2816
Computers.....	2312
Curriculum Development .....	2300
Data and Analysis .....	2101
Data Processing.....	2312
Driver Education .....	6113
Education Partnerships.....	2816
Employee Assistance .....	2502
English Language Learners .....	1394
Exceptional Student Education.....	2466
Family Life Education .....	6113

Fiscal Services .....	2551
Food and Nutrition Services .....	2863
Foreign Language .....	1394
Governor’s School.....	2116
Health and PE.....	6113
Hiring Practices.....	2502
Home Schooling .....	2090
Homeless Student Program.....	400-9787
Instructional Programs.....	2300
Instructional Technology .....	2312
Library/Media Services .....	1603
Maintenance.....	2557
Mathematics.....	1509
Music .....	6051
Nutrition .....	2863
Parent Resource Center.....	1179
Payroll .....	2370
Policy/Procedure .....	2381
Preschool .....	2466
Printing.....	1413
Psychological Services .....	2466
Purchasing.....	2551
REACH .....	1900
Ruffner Operational Center.....	2851
School Counseling Programs.....	2090
Science.....	6050
Security .....	2557
Social Studies .....	2878
Student Transcripts/Student Records.....	1464
Summer School .....	2300
Superintendent.....	2381
Title 1 .....	2957

Transfers, Student.....	2090
Transportation .....	2807
Truancy Prevention .....	1393
Volunteers .....	2816, or call school
Work Permits (issued at high schools).....	PH – 2600 WF-2781
Writing/Language Arts .....	1646

### RCPS CENTRAL COUNCIL PTA MEETING DATES

Odd Months: Board meetings start at 9 am and General Meetings start at 9:30 am  
 @ Central Administration Media Center

Even Months: Board meetings start at 5:30 pm and General Meetings start at 6 pm  
 @ William Fleming High School

#### ODD MONTHS:

- September 2, 2015
- November 4, 2015
- January 6, 2016
- March 2, 2016
- May 4, 2016

#### EVEN MONTHS:

- October 7, 2015
- December 2, 2015
- February 3, 2016
- April 6, 2016
- June 1, 2016

**2015-2016 CENTRAL COUNCIL PTA OFFICERS**

**Website:** [www.roanokepta.org](http://www.roanokepta.org)

<i>President, Eva Shaw-Gill</i> .....	540-353-3970
.....	
<i>1st Vice President, Evelyn S. Bell</i> .....	540-761-1960
.....	
<i>2nd Vice President, Lorena Wilson</i> .....	540-815-4584
.....	<a href="mailto:lwilson1@radford.edu">lwilson1@radford.edu</a>
<i>Treasurer, Ann Howard</i> .....	540-774-8413
.....	<a href="mailto:Annhoward@cox.net">Annhoward@cox.net</a>
<i>Secretary, Enid C. Wilson</i> .....	540-312-0663
.....	<a href="mailto:enidwilson54@yahoo.com">enidwilson54@yahoo.com</a>

**PTA AREA REPRESENTATIVES**

**Central**

*(Addison, Highland Park, Hurt Park, Lincoln Terrace, Virginia Heights)*

Estelle McCadden .....	342-2763
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**Northwest**

*(Fairview, Westside, William Fleming, Roanoke Academy for Mathematics and Science, Forest Park Academy)*

Janice Allen.....	819-1909
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**Southeast**

*(Crystal Spring, Garden City, Fallon Park, Stonewall Jackson, Morningside)*

Peggy Owens .....	362-8122
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**Southwest**

*(Fishburn Park, Grandin Court, James Madison, Patrick Henry, Wasena, Woodrow Wilson)*

Tabitha Saunders-Crowder .....	494-0217
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**Williamson Road**

*(Breckinridge, Monterey, Preston Park, Round Hill)*

Lori Vaught .....	265-2465
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SUZANNE P. MOORE  
*Chairman*



LORI E. VAUGHT  
*Vice-Chairman*



ANNETTE LEWIS



LAURA D. ROTTENBORN



DICK WILLIS



WILLIAM B. HOPKINS, JR.



MARK K. CATHEY

## MEET THE SCHOOL BOARD

Mailing Address: P.O. Box 13145  
Roanoke, VA 24031  
Phone: 540.853.2381

Board members can be emailed by  
visiting the website at [www.rcps.info](http://www.rcps.info).

## BOARD POLICY MANUAL

As the governing body of the Roanoke City Public Schools, the School Board shall be guided by written policies that are readily accessible to the Board, division employees, students, and citizens. The policy manual shall be reviewed at least every five years and revised as needed. A current copy of the School Board policy manual is available in the library of each school and on the division website at [www.rcps.info](http://www.rcps.info).

## ROANOKE CITY PUBLIC SCHOOLS

Crystal Spring Elementary .....	540-853-2976
Fairview Elementary .....	540-853-2978
Fallon Park Elementary.....	540-853-2535
Fishburn Park Elementary.....	540-853-2931
Garden City Elementary.....	540-853-2971
Grandin Court Elementary .....	540-853-2867
Highland Park Elementary .....	540-853-2963
Hurt Park Elementary .....	540-853-2986
Lincoln Terrace Elementary.....	540-853-2994
Monterey Elementary .....	540-853-2933
Morningside Elementary .....	540-853-2991
Preston Park Elementary .....	540-853-2996
Roanoke Academy .....	540-853-2751
Round Hill Elementary.....	540-853-2756
Virginia Heights Elementary .....	540-853-2937
Wasena Elementary .....	540-853-2914
Westside Elementary .....	540-853-2967
Lucy Addison Middle .....	540-853-2681
James Breckinridge Middle .....	540-853-2251
Stonewall Jackson Middle .....	540-853-6040
James Madison Middle .....	540-853-2351
Woodrow Wilson Middle .....	540-853-2358
Patrick Henry High .....	540-853-2255
William Fleming High .....	540-853-2781
Governor's School.....	540-853-2116
Forest Park Academy.....	540-853-2923
NCTA at Oakland .....	540-853-1461
ROTEC.....	540-853-2803
RVJDC-Coyner Springs .....	540-561-3856





## ROANOKE CITY PUBLIC SCHOOLS

Strong Students. Strong Schools. Strong City.

40 Douglass Avenue, NW  
Roanoke, Virginia 24012  
[www.rcps.info](http://www.rcps.info)

