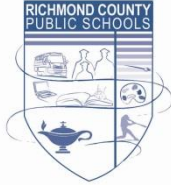


You have many usernames and passwords. **STAY ORGANIZED!**

Write neatly and REMEMBER that upper and lower case matters.

Locker number	
Locker combination	
Lunch & Library number	

Name of Program	Username	Password
Computer network		
Accelerated Reader		
Brain Pop		
Code Studio		
Destiny Quest and Destiny Discover		
Discovery Techbook		
Dream Box		
IXL		
Power School		
Power Test		
Raz Kids		
Sphero Lightning Lab		
Star Math		
Star Reading		
Tynker		
Virginia Wizard		



Richmond County Elementary and Middle School Student Handbook 2017-2018

MISSION STATEMENT

Inspiring and empowering all students with a high-quality 21st century education in a nurturing environment.

BE RESPECTFUL, BE RESPONSIBLE, BE SAFE!

At RCEM, we want to help guide students to success by supporting and celebrating good choices through Positive Behavior Interventions and Supports (PBIS), a program that focuses on teaching students what is expected of them.

ACADEMIC INFORMATION

CURRICULUM OFFERED BY GRADE

K-4th Grade	5th Grade	6th Grade	7th Grade
Art	Language Arts 5	Math 6, Accelerated Math	English 7
Computer Technology	Math 5	6, or Pre-Algebra	Math 7, Pre-Algebra or
Handwriting	Virginia Studies	Science 6	Algebra I*
Health	Science 5	U.S. History I	Science 7
Language Arts	Reading 5	English 6	U.S. History II
Mathematics	Music	Language Arts & Technology	Health/P.E. 7
Music		Health/P.E. 6	Keyboarding & Computer
Physical Education	Art	Choir 6	Applications *
Reading	Library	Art 6	Band 7
Science	Reading & Math	Journalism	Choir 7
Social Studies	Assistance	Reading and Math Assistance	Art 7
Special Education	Health/P.E. 5		Inventions and Innovation

*** Subjects with an * award 1 high school credit and calculate toward a student's high school GPA**

VIRGINIA STANDARDS OF LEARNING

The Standards of Learning program was developed to improve public education in Virginia. Objectives have been developed for all curriculum areas that students are expected to master by grade level. This program continues to the high school level where students are required to pass end-of-course tests in order to receive a high-school diploma.

At RCEM, students in grades 3 through 7 will be tested in the spring through the Virginia Standards of Learning Assessments in the areas of reading and mathematics.

MIDDLE SCHOOL PROMOTION AND RETENTION

In order to be promoted to the next grade, a student must pass English and cannot fail more than one subject. A student may not attend summer school unless permission is received from the principal prior to enrolling for a summer class.

ELEMENTARY SCHOOL PROMOTION AND RETENTION

When a student fails to make satisfactory progress, he/she may be retained. Ongoing discussion between parent, teacher, and administration will occur when making a final decision in regards to the promotion or retention of a student.

HONOR ROLL

All students on the "A" honor roll must have no grade below an 'A' for the nine-week period. All students on the 'A/B' honor roll must have no grade below a "B" for the nine-week period, and must have at least one 'A'.

PROGRESS REPORTS/ REPORT CARDS

Students receive progress reports at the mid-point of each grading period. Students must get their parent or guardian's signature on each of their progress reports.

Each nine weeks a report card will be issued to every student based on the work completed during that quarter. Each semester grade will average out the total grade for the year. Report cards must be signed by the parent/guardian and returned within three days. Parents and students may also continuously monitor their grades through Power School.

Students in Kindergarten receive a performance-based report card that shows progress in specific skills.

GRADING SCALE KINDERGARTEN:

- 4 Student's performance exceeds standard
- 3 Student's performance meets standard
- 2 Student's performance is approaching standard
- 1 Student's performance is below standard

GRADING SCALE GRADE 1:

- E Exceeds expectations
- S Satisfactory Progress
- N Needs Improvement
- U Unsatisfactory

GRADING SCALE GRADES 2-7:

- A 93-100 Superior
- B 87-92 Above Average
- C 78-86 Average
- D 70-77 Below Average
- F Below 69 Needs Improvement
- I Incomplete The student has not completed enough work to receive a grade.

GUIDANCE PROGRAM

The Richmond County Elementary and Middle School guidance and counseling programs are a planned, sequential program of guidance and counseling services. It is designed to help children master the academic, personal and career development tasks that are essential for positive growth and development. The program is concerned with all aspects of development. Emphasis is placed on the early identification of children's problems and actions that might be taken before problems become severe.

The elementary and middle school guidance programs are a collaborative effort by the counselor, parents, teachers, administrators, and other school personnel. The program objectives are designed to assist children in accomplishing the following:

- Resolving problems which interfere with learning
- Understanding oneself and others
- Acquiring effective problem solving and decision making skills
- Becoming increasingly responsible for personal behavior
- Acquiring positive attitudes toward learning and developing effective study skills
- Developing an understanding of the world of work

In an effort to achieve these objectives, the RCEMS counselors, in cooperation with parents, and other professionals, perform the following functions:

- Individual and group counseling
- Classroom group guidance
- Consultation with parents and others for the mutual sharing and analysis of information and ideas to carry out strategies to help students
- Coordination of school and community resources for the benefit of children and parents

The guidance offices are located in both the elementary school and middle school buildings. Parents are encouraged to schedule a conference, as needed, with the guidance counselor to address any situation that may affect their child's progress in school.

TEXTBOOKS and OTHER LOANED MATERIALS

At the beginning of the year, students will be assigned various textbooks and other items for which they will be responsible. Books should be kept neat, clean, and free of any writing. Upon issue of a textbook, students will be required to sign a form stating that the book they received for use this year is in good condition. Both the student and the teacher must note any problem with the book on this form at the beginning of the school year. Writing of any kind in the book will be considered vandalism and the student will be expected to pay for the book.

Books must be returned to the teacher. If books and/or other items are not returned or returned damaged, the student will be expected to pay for the replacement. Payment is expected as soon as possible. If a student fails to pay for a damaged or lost book by the end of the school year, that student will be restricted from attending any field trips the following year until the item is returned or payment is made for a replacement.

This policy also applies to library books and any other item borrowed from the school for use during the school year.

REGULATIONS AND PROCEDURES

ATTENDANCE

Virginia's Compulsory School Attendance law states that every parent or guardian of school age children must send their child to school regularly.

ABSENCES

When a student is absent a day from school, reasonable efforts will be made by school officials to notify the child's parent(s)/guardian(s) through School Messenger, our automated calling system. Upon returning to school, each student must bring a signed and dated note from their parent or physician. All notes must include:

Student's first and last name
Date(s) of absence
Date child is allowed to return to school
Reason for absence
Parent signature
Homeroom teacher's name (written by parent)

Please note the following 4 categories concerning attendance:

1. **UNEXCUSED** – The student does not bring a note from a doctor or parent. **Phone calls are not an acceptable excuse for an absence.**

2. **EXCUSED** – A formal note (doctor's excuse, court excuse, etc.) must be submitted to the main office on the day that a student returns to school. After providing documentation of an excused absence, students will be allowed to make up all work they missed. The following are reasons for excused absences:

Illness of student documented by a Doctor
Death in family
Medical, professional, or legal appointment
Court experience
Religious observance

3. **PRE-EXCUSED** – If a student knows he/she is going to be absent ahead of time (doctor appointments, professional appointments, or educational visits), a note must be on file prior to the first day of the absence. If the pre-excused absence is approved by the Principal as an educational absence, then proof of an educational visit must be submitted the day the student returns to school (admission ticket stub, program of event, or brochure).

4. **UNVERIFIED** – When a student brings a note in from the parent/guardian, it is considered unverified. The note can be faxed, e-mailed, written, or typed and must be at school on the day that the student returns.

During any one school year, students shall not be absent for more than twenty (20) days without making up time, in order to successfully complete grade level requirements.

DROPPING OFF AND PICKING UP STUDENTS

Parents are able to drop off their children in the morning after 7:45 a.m. Children are to report to the gym where a member of the staff will supervise them until they are to go to their homeroom at 7:55 a.m. Students brought to school after 8:25 a.m. will be tardy; thus the students should go directly to the office before reporting to class.

Children that are picked up from school every day are placed on the permanent pickup list. Students on the permanent pickup list will be assigned a permanent pickup number. This number is how we connect you with your child. You will be given two number cards. The card should be displayed in the front window of your vehicle when you arrive at the school in the afternoon to pick up your child from the gym in the permanent pick-up line. Permanent pickup parents should begin to arrive no earlier than 3:00 p.m. We encourage everyone to get a pick-up number, even if you rarely pick up your child, and request that you utilize the pick-up line rather than coming to the office to get your child.

For children who are occasionally picked up after school, please send a note to school with your child. If a note was not sent with the child, then student will follow their normal dismissal routine. Parents must first come to the school office for identification. **IMPORTANT! Please do not meet the child in the hall and leave. We need to know that you have signed your child out.**

LATE ARRIVAL/EARLY DISMISSAL

All students are expected to arrive at school on time and stay for the duration of school. Students who arrive late or leave school prior to the regular dismissal time shall be required to sign in and/or out of the school office. Written requests for early dismissal shall be submitted to the school office prior to the requested dismissal time. A parent or legal guardian may come to the school office and request the release of his/her child. The student will be called to the school office to meet the parent and a record of the early dismissal will be signed by his/her parent. A student who leaves the school grounds without permission will be subject to suspension.

CLINIC

The school clinic has the services of a full-time nurse and is equipped with first aid materials for school related incidents. In order for medications to be administered at school, a Medication Permission Form must be completed by the parent/guardian and the physician if it is a prescribed medication. Medication must be brought to school in the original container as dispensed by the pharmacist or physician. Students transporting medication to school must report to the clinic upon arrival.

If your child becomes ill or is injured during the school day, he/she should report to the clinic. The nurse, with the approval of the principal or assistant principal, will decide what should be done.

If it is determined that the child should go home, an attempt will be made to reach the parent by phone and if not the emergency contact information will be utilized. It is extremely important that parental and emergency contact numbers are current at all times.

If your child has been sent home due to illness, ie. fever, vomiting, diarrhea or becomes ill at home, please keep them home until they have been without a fever, vomiting or diarrhea for 24 hours. Our clinic facilities are not designed to give extended treatment to sick children.

If your child has a contagious illness, please check with your family doctor or the Health Department before sending the child back to school.

All accidents resulting in injury must be reported to the teacher in charge, who reports it to the office at once. The school will assist in filing claims to the insurance company. We are not responsible for payment of claims, but will do everything possible to help the student receive payment.

CONFERENCES

Parent-teacher conferences are encouraged and may be requested by parents. They should be scheduled after 3:30 p.m. or at a time mutually agreed upon by the parents and the teachers. Parents may call the school (804-333-3510) to schedule a conference.

MAKE-UP WORK

It is the student's responsibility to make up missed work from an absence. Students must check with each teacher to determine the nature of the work that can be made up and when it is due. Students are given the same number of days to make up work as they were absent. (Example: if a student misses 3 days, he/she is given 3 days in which to complete assignments.) However, the teacher is not required to remind students to turn in such work, nor required to accept it after a specified length of time for its completion. Please call by 9:00 am to request make-up work for your student, and work may be picked up from the office at 3:05 pm.

Student Conduct

Students are expected to conduct themselves in an orderly, courteous, dignified, and respectful manner at all times. Students are reminded that they are representing the school when they attend a school function, both at school and away from school. Each student is expected to recognize that the school authority extends from within the building itself to the walls surround it, the playground, and the school bus. Any behavior projecting an unfavorable image of RCEM (disrespectful/discourteous behavior) students will be noted and appropriate action will be taken.

All parents are expected to assume responsibility for the student's behavior and assist the school in enforcing the Standards of Student Conduct and compulsory school attendance. Parents are also expected to maintain regular communication with school authorities, monitor and require daily attendance, and bring to the attention of the school authorities any problem that affects the student or other children in the school. It is the parents' responsibility to notify the school of any unusual behavior pattern or medical problem that might lead to serious difficulties.

Students are entitled to a learning environment free of unnecessary disruption. Any physical or verbal disturbance which occurs within the learning environment and which interrupts or interferes with teaching or orderly conduct of school activities is prohibited. Examples of disruptive behavior include, but are not limited to:

- Public displays of affection (hand-holding, kissing, or any other inappropriate physical contact)
- Possession of inappropriate, obscene, or violent literature, illustrations, or images (including student expression, sexual innuendo, threats, hit lists)
- Dress code violations
- Disorderly conduct including willful disobedience, insubordination, disrespect, defiance of authority of any employee of the school. Also including, but not limited to, failure to comply with a reasonable request, horseplay, habitual offenses, sexually explicit behavior, unauthorized clubs, gang activities, unauthorized sales by students, inappropriate use of school lockers, fire alarms, and facilities.
- Obscenity
- Possession of any type of toy gun, knives/guns, toys/trading cards, matches, any alcohol or tobacco products, sharp or pointed objects, or any other dangerous object or substance.
- Disorderly conduct including any activity that is potentially harmful to the safety of other students or adults. Also including, but not limited to, running in the building, throwing an object, pushing, and shoving.
- All food and drink will be consumed in the cafeteria, unless permission to do otherwise is granted

Examples of consequences include, but are not limited to:

- Lunch detention
- School beautification project
- After-School detention (3:30-4:30)
- In-school suspension- student completes school assignments in isolation under adult supervision.
- Out of school suspension- student will be removed from the school day.

DRESS CODE

Student dress must not distract from the learning process. Clothing which is considered revealing, vulgar, or suggestive is not acceptable in the school setting or at school sponsored activities. All students attending the Richmond County Public Schools shall adhere to the following rules and regulations of the dress code. Clothing must appropriately cover the torso including the midriff, ribs, shoulders, and chest.

- Shoulder straps on shirts must be at least 1.5" wide.
- Undergarments must be appropriately covered by clothing.
- Pajamas, slippers, torn jeans with holes above mid-thigh, and lounge pants are prohibited.
- Shorts, skirts, and dresses must be at least mid-thigh in length and may not be excessively tight.
- Clothing or jewelry with racially offensive, vulgar, or sexually suggestive sayings, logos, pictures, or illustrations are prohibited as are clothing or jewelry with sayings, logos, pictures, or illustrations depicting alcohol, tobacco, or drug related projects or activities which reflect upon persons because of race, sex, national origin, or creed.
- Hats or headgear, gloves, bandanas, and sunglasses, are prohibited during the school day or at school sponsored activities.
- Headphones are not to be worn during the school unless specific permission is given by the teacher as part of a class assignment.
- No flip-flops in grades K-5.

The administration reserves the right to determine the appropriateness of all student dress whether listed in this handbook or not. The first offense and second offense will require the student to change clothes or spend the day in in-school suspension. On the third offense and subsequent offenses, the student will need to change clothes and will be required to spend the day in in-school suspension.

INTEGRITY

Students are expected to perform honestly in the production of their own work in the presence or absence of staff and peers and demonstrate respect for the belongings (academic & personal) of others. Examples of violations of integrity include, but are not limited to:

- Cheating
 - Including the actual giving and/or receiving of any unauthorized aid or assistance.
- Plagiarism
 - Includes the copying of the language, structure, idea and/or thought of another and representing it as one's own original work. Unauthorized use of technology and information gained through its use without permission is prohibited. Student files may be subject to search.
- Falsification
 - The verbal or written statement of any untruth.
- Stealing
 - Acquiring another's possessions without right or permission.

BUS REGULATIONS

Every effort will be made to transport your child to and from school in a safe manner. Guidelines for students riding the bus are detailed in the Code of Student Conduct. Parents should review these procedures with their children to assure safety on the school bus.

Riding the school bus is a privilege and students are expected to behave themselves while riding the school bus. If the bus driver reports a student, the problem is handled at the school office and a copy of the discipline report and actions are sent home with the student.

Parents with questions about behavior on the school bus are encouraged to speak with the school principal or assistant principal.

SIGNIFICANT INFRACTIONS

Please refer to our “Code of Conduct” for more specific examples of infractions and the resulting disciplinary actions. The following examples qualify as “significant” infractions:

- Using profane, obscene, or abusive language; fighting/assault/threats; harassment; destroying or defacing school property; bullying; bomb threats; drugs; possession of weapons or dangerous objects.

General Information

EARLY SCHOOL CLOSINGS

School Officials will make every effort to notify parents as soon as possible when the decision is made to close schools early due to inclement weather. The decision to close schools will be announced on the following radio/television stations and will also be announced on the RCPS Facebook and web pages:

WNNT (107.5) WRAR (105.5) WCVE (88.9) WTVR CBS (channel 6) WRIC ABC (channel 8)
WWBT NBC (channel 12)

Please listen to one of these stations for all information concerning school closings rather than calling the school. Please plan in advance with your child an emergency procedure so that he/she will know what to do or where to go on days that school closes early.

EMERGENCY DRILLS

Emergency drills are held periodically throughout the school year. When the emergency signal is given, students should follow their teacher’s directions and appropriate drill protocol and remain in the pre-designated location for further instructions. Emergency exit routes are posted in conspicuous locations in the building.

LOCKERS

The principal or other authorized persons retain the right to inspect all lockers at any time. Lockers should be kept clean and orderly.

INSURANCE

At the beginning of each school year, information concerning insurance will be given to each student. The policy covers all school accidents. A parent desiring additional insurance coverage or who needs clarification regarding the school day coverage should call the school office.

LOST AND FOUND

If a child’s name is written on personal articles there is usually no problem getting them returned to their rightful owner. If you notice any items of clothing missing, please check the lost and found rack located in the cafeteria. Unclaimed articles will be removed from the school periodically during the school year.

SELLING AND SOLICITING

Students are not allowed to sell or buy items from one another at school, as selling and soliciting on school property is prohibited. Parents are asked not to send items to school to be sold to students or teachers. Fundraisers are sponsored by the school or parent organization under prescribed guidelines. Activities that involve students in door-to-door solicitations are prohibited.

VISITORS

For the security of your children, we insist that all visitors, including parents, guardians, and grandparents sign in and receive permission form the school office before entering the rest of the building. We take the security of your child seriously. With as many children as we have in the school we do not always recognize every parent, so please do not be offended if you are questioned. No one should interrupt classroom instruction unless it is an emergency and prior approval has been obtained from the principal.

CAFETERIA

Breakfast and lunch are available to every student, every day. A grab-and-go bagged breakfast is available for students to get from the cafeteria and eat in the classroom. All students must report to the cafeteria for lunch, where they can either buy lunch or bring their lunch from home. Students who bring their lunch may purchase a la carte items. During their lunch period, students are expected to remain in the cafeteria. No one is allowed to leave the lunchroom without special permission from a teacher or principal. The seating of students in the cafeteria is at the discretion of the teachers/administrators. Students may not move about the cafeteria to socialize with others. Students are expected to conduct themselves in a proper manner and not leave trash on the tables or floor, return their tray and any dishes to the designated area. All paper should be placed in the trash cans. Students who purposely leave a mess in the cafeteria may be required to stay after and help clean up.

It is the responsibility of the parents to resolve any outstanding breakfast/lunch balances with cafeteria.

ELECTRONIC DEVICES

The unauthorized use of any type of electronic or mechanical device that distracts from or impedes the educational process is prohibited. This includes, but is not limited to, portable communication devices, electronic games, radios, laser pointers, cellular phones, MP3 players, iPods, etc., or the representation thereof. The electronic device must remain **turned off** and out of sight from the time a student arrives until the time they leave. Electronic devices confiscated by teachers or the school administrations will be returned to students at the end of the day on the first infraction, returned only to parents on the second infraction, and returned only to parents with one day of in school suspension on subsequent infractions. Refusal to surrender device(s) will result in further disciplinary action. (Code of Virginia § 22.1-279.6.B.)

RCEM will not be responsible for any lost or stolen devices.

RICHMOND COUNTY SCHOOL BOARD POLICY ON NON-DISCRIMINATION

Richmond County School Division does not discriminate against any of its employees, students, or applicants on the basis of race, color, national origin, sex, religion, age or disability or for any other reason. The Assistant Superintendent is designated as the responsible person regarding assurance of non-discrimination and may be contacted at the School Board Office.

Parent/Student Signature Page:

By signing this document I acknowledge the necessity of providing a safe and sound learning atmosphere. I also agree to assist the school in enforcing the rules and responsibilities stated or implied in the Student Handbook.

I have read and understand the student handbook.

Student's Name _____ **Date** _____

Student's Signature _____

Parent/Guardian Signature _____

PLEASE REMOVE THIS PAGE AND RETURN IT WITH SIGNATURES TO YOUR STUDENT'S HOMEROOM TEACHER.