



**Orange County Public Schools**  
**2023-24 Parent-Student Notifications**

**Selected Policies and Annual Notifications**

**Taylor Education Administration Complex**  
**200 Dailey Drive**  
**Orange, VA 22960**  
**540-661-4550**  
**540-661-4599 (Fax)**

**[www.ocss-va.org](http://www.ocss-va.org)**

July 20, 2023

Dear OCPS Parents/Guardians and Students:

It is with great excitement that I welcome you to the 2023-2024 school year! As we embark on this journey together, we reaffirm our commitment to provide each student with exceptional learning experiences. We also look forward to partnering with our parents/guardians to help all of our students achieve success.

In an effort to foster communication and understanding with our community and provide the most accurate information, we have prepared this 2023-2024 Parent-Student Notifications handbook. We hope that this document will assist parents/guardians and students with accessing not only key policies and procedures, but also important opt-out information.

Should you have any questions after reviewing this handbook, please do not hesitate to contact your child's principal or any division administrator. By working together, we will have an incredible year and help our students achieve success. Best wishes for an amazing 2023-2024 school year!

Sincerely,



Daniel P. Hornick, Ed.D.  
Superintendent

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The Orange County School Board does not discriminate on the basis of race, color, creed, religion, national origin, ancestry, political affiliation, sex, sexual orientation, gender, gender identity, age, pregnancy, childbirth or related medical conditions, marital status, status as a veteran, genetic information, disability, or any other characteristics protected by law in its employment practices or educational program and activities. Compliance inquiries should be directed to the Director of Human Resources, 200 Dailey Drive, Orange, VA 22960 or by phone at 540-661-4550.

**NOTE: You are encouraged to complete this form via the online student registration link.**

**Orange County Public Schools  
Handbook, Annual Notifications, Acceptable Use Policy  
and Parental Responsibility Form  
2023-2024**

Student's Name: \_\_\_\_\_ School: \_\_\_\_\_  
(Print)

Homeroom/1st Block Teacher's Name: \_\_\_\_\_  
(Print)

We (parents/guardians and student) have received a copy of the Orange County Public Schools Handbook and our individual school handbook. As parents/guardians, we have reviewed the contents, including but not limited to, the required notices pertaining to:

- Student Academic and Career Plans, page 6
- Acceptable Computer System Use and Care, page 6
- Annual Notification, page 7
- Annual Notice (Special Education), page 7
- Asbestos, page 7
- Compulsory Attendance, page 8
- Emergency Procedures, page 8
- English Learners, page 8
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- Instructional Materials, page 9
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- Protection of Pupil Rights Amendment, page 12
- Safety Drills, page 13
- School Guidance and Counseling Programs, page 13
- School Lunch Program, page 13
- Sex Offender Registry, page 14
- Standards of Learning, page 14
- Student Absences/Excuses/Dismissals, page 15-18
- Student Conduct & Standards of Student Conduct, page 18
- Student Fees & Procedures for Reduction of Fees, pg. 19
- Teacher Qualifications, page 19
- Testing Transparency & Parent Opt-Out, page 19

As parents/guardians, we have reviewed and discussed the Parent/Student Notifications with our student(s). By signing this statement of receipt, I do not waive or abdicate, but do expressly reserve, any rights protected by the constitutions or laws of the United States or Commonwealth of Virginia. I further understand that I have the right to express disagreement with the school's or school division's policies or decisions. **Return to your child's school no later than September 1, 2023. You are encouraged to complete this form via the student registration link found on the Division's main webpage at [www.ocss-va.org/registration](http://www.ocss-va.org/registration).**

I also understand that failure to return this form or complete it online may affect my child's eligibility to participate in school related events and/or activities. *(Principals have discretion to determine student eligibility.)*

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Option to Opt-Out of Release of Directory Information to the Public 2023-2024

If this form is not returned or the information is not completed, you are giving permission for the release of your child's directory information.

Under federal law, certain information in a student's scholastic record is classified as directory information. Items designated as directory information are set out in Policy JO-R Directory Information. You, as the parent/guardian or eligible student, have the right to choose whether your student's directory information can be released to the public or not. Directory Information includes student's name, address, and grade level. Selecting to opt-out of any release of your directory will only be for the school year in which this Opt-Out form is signed and submitted to your student's school. However, if your student graduates or withdraws during the school year in which this Opt-Out form is signed, the school division will continue to honor the last opt-out selection you made while your student was still enrolled in the division unless you notify the division that your opt-out decision is rescinded.

A parent/guardian or eligible student who wishes to prevent disclosure of directory information may instruct their student's school in writing not to release the types of directory information listed in Policy JO-R, by completing this form and returning it to the student's school within 30 days of receipt.

Please sign below **only if you DO NOT wish for your student's directory information to be released** to educational institutions, scholarship providers, approved parent volunteers and parent groups, elected public officials, military recruiters, the news media, or for use in School Division publications (both print and digital) or web-based applications.

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## Opt-Out of Release of Directory Information to the Public 2023-2024

Upon receipt of this request, please **DO NOT** release directory information on:

Student's Name: \_\_\_\_\_  
(Print)                      First                      Middle                      Last

Circle School:   GBES   LES   LGES   LGMS   LGPS   OCHS   OES   PHMS   UES

Circle Grade:   K   1   2   3   4   5   6   7   8   9   10   11   12

- I DO NOT choose to Opt-Out of the release of directory information.
- I choose to Opt-Out of the release of directory information, you child's picture will appear in the school yearbook.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

# Option to Opt-Out of Student Photo for the Yearbook 2023-2024

**If this form is not returned or the information is not completed, you are giving permission for your child's photo to be printed in the school yearbook.**

Under federal law, certain information in a student's scholastic record is classified as directory information. Items designated as directory information are set out in Policy JO-R Directory Information. You, as the parent/guardian or eligible student, have the right to choose whether your student's directory information can be released to the public or not. Directory Information includes student's photograph. Selecting to opt-out of any release of your directory will only be for the school year in which this Opt-Out form is signed and submitted to your student's school. However, if your student graduates or withdraws during the school year in which this Opt-Out form is signed, the school division will continue to honor the last opt-out selection you made while your student was still enrolled in the division unless you notify the division that your opt-out decision is rescinded.

A parent/guardian or eligible student who wishes to prevent disclosure of directory information may instruct their student's school in writing not to release the types of directory information listed in Policy JO-R, by completing this form and returning it to the student's school within 30 days of receipt.

Please sign below **only if you DO NOT wish for your student's photo to appear in the yearbook.**

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## Opt-Out of Release of Student Photo for the School Yearbook 2023-2024

**Upon receipt of this request, please DO NOT release the student's photo:**

Student's Name: \_\_\_\_\_  
(Print)                      First                                      Middle                                      Last

Circle School:   GBES   LES   LGES   LGMS   LGPS   OCHS   OES   PHMS   UES

Circle Grade:   K   1   2   3   4   5   6   7   8   9   10   11   12

- I DO NOT choose to Opt-Out of the release my child's photo for the yearbook.
- I choose to Opt-Out of the release of my child's photo, which means in part that my child's picture will not be in the yearbook.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

## **School Board Members**

Melissa Anderson, Vice Chair	District I
Sherrie Paige, Chair	District II
Michael Jones	District III
Chelsea Quintern	District IV
Jim Hopkins, Vice Chair	District V

## **Administrative Staff**

Daniel Hornick	Superintendent
Judy Woolfrey	Executive Director of Elementary Instruction
Susan Aylor	Executive Director of Special Education and Student Services
Linda Blair	Supervisor of School Nutrition
Yvonne Dawson	Executive Director of Human Resources
Gary Honaker	Chief Operations Officer
Renee Honaker	Executive Director of Secondary Instruction
Heidi Lohr	Director of Head Start
Greg Hill	Director of Technology
Marshall Rutter	Director of Facilities and Maintenance
Justin Sarver	Director of Transportation

## **Principals**

Brandi Shumake  
Merilee Grubb  
Eileen Oliver-Eggert  
Lee Finger  
Sherri McGhee  
Aimee Jakubik  
Nick Sodano  
Renee Bourke  
Wayne Price

## **Schools**

Gordon-Barbour Elementary School  
Lightfoot Elementary School  
Locust Grove Elementary School  
Locust Grove Primary School  
Orange Elementary School  
Unionville Elementary School  
Locust Grove Middle School  
Prospect Heights Middle School  
Orange County High School

## **Phone #**

540-661-4500  
540-661-4520  
540-661-4440  
540-661-4420  
540-661-4450  
540-661-4540  
540-661-4444  
540-661-4400  
540-661-4300

## **Annual Notification**

**It is the responsibility of the School Board to adopt policies and regulations for the conduct of students. All policies and regulations noted in this handbook remain subject to change by the School Board. Please reference the school division website for the most up-to-date and complete version at [www.ocss-va.org](http://www.ocss-va.org). This handbook provides a brief description of notifications to parents and students. It is not designed to provide a comprehensive description of all policies and regulations. Copies are available to citizens who do not have online access.**

## **Academic Programs and Services**

The Orange County School Board has developed and implemented a program of instruction for grades kindergarten through 12 that is aligned to the Standards of Learning established by the Board of Education and that meets or exceeds the requirements of the Board of Education. Programs in career and technical education, gifted education, limited English proficiency, and special education are included.

## **Academic and Career Plans**

### **Academic and Career Plans**

In accordance with 8 VAC 20-131-140, the Academic and Career Plan is designed to be a working document that maximizes student achievement by having the student accomplish goals in middle and high school that lead to postsecondary and career readiness. Students begin development of a personal Academic and Career Plan in seventh grade, with completion by the fall of the student's eighth-grade year. The Plan is student-driven and maintained by school professionals working cooperatively to assist the student in reaching his or her goals in the most logical academic and career path. Guardians should review their son or daughter's Academic and Career Plans by logging into PowerSchool and navigating to Xello. For more information, please contact your child's school counselor.

From VDOE:

"The Academic and Career Plan shall be signed by the student, student's parent or guardian, and school official(s) designated by the principal. The Plan will be included in the student's record and must be reviewed and updated, if necessary, before the student enters the ninth and eleventh grades. The schedule for revising the Plan may be determined by the school division. The school shall have met its obligation for parental involvement if it makes a good faith effort to notify the parent or guardian of the responsibility for the development and approval of the Plan."

"Required components of the Academic and Career Plan shall include, but not be limited to:

- The student's program of study for high school graduation that is aligned with a postsecondary career pathway and/or college entrance;
- A postsecondary career pathway based on the student's academic and career interests; and
- A signature from the student, student's parent or guardian, and school official(s) designated by the principal."

## **Acceptable Computer System Use and Care-Policy IIBEA/GAB**

The School Board provides a computer system, including the internet, to promote educational excellence by facilitating resource sharing, innovation and communication. The term computer system includes, but is not limited to, hardware, software, data, communication lines and devices, terminals, display devices, printers, CD, DVD and other media devices, tape or flash drives, storage devices, servers, mainframe and personal computers, tablets, laptops, telephones, cameras, projectors, multimedia devices, workstations, remote network access, cloud services, the internet and other

electronic services and any other internal or external network. This includes any device that may be connected to or used to connect to the school division's network or electronically stored division material. No employee or agent of the School Board or person or entity contracting with the School Board may download or use any application, including TikTok or WeChat, or access any website developed by ByteDance Ltd. or Tencent Holdings Ltd. (i) on any device or equipment issued, owned, or leased by the School Board, including mobile phones, desktop computers, laptop computers, tablets, or other devices capable of connecting to the Internet. For Acceptable Computer System Use and Care guidelines refer to the "Electronic Device Handbook" found in Appendix A.

**Admission of Homeless Children-Policy JECA**

The Orange County School Board is committed to educating homeless children and youth. Homeless children and youth are not stigmatized or segregated on the basis of their status as homeless. The school division coordinates 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 inter-divisional issues.

**Annual Notification - Americans with Disabilities Act**

Orange County Public Schools, in compliance with the Americans with Disabilities Act of 1990 (ADA), ADA Amendments Act of 2009, Section 504 of the Rehabilitation Act of 1973, and Regulation 1310 Civil Rights, Title IX, Section 504, gives notice of adopting a District individual to coordinate compliance efforts for persons with disabilities [N.E.(1995)]. The District 504 Coordinator will coordinate efforts to comply with and carry out mandates and responsibilities, including any investigation or any complaint communicated to alleged noncompliance, and make available to all interested individuals the name, office address, and telephone number of the designated pursuant. If you have questions related to Section 504, or suspect your child may need accommodations or modifications due to a substantial impact of a physical or mental impairment, contact your child's building principal or Nora Coleman, Coordinator of Special Education and Student Services at (540) 661-4541 or ncoleman@ocss-va.org.

**Annual Notice (Special Education)**

A free and appropriate public education is provided to persons with disabilities ages 2-21 who live in Orange County, Virginia. Programs and services are provided to persons who are:

- |                          |                         |
|--------------------------|-------------------------|
| Learning Disabled        | Visually Impaired       |
| Hearing Impaired         | Autistic                |
| Emotionally Disturbed    | Deaf                    |
| Orthopedically Impaired  | Deaf/Blind              |
| Multiple Disabilities    | Other Health Impaired   |
| Speech/Language Impaired | Traumatic Brain Injury  |
| Developmentally Delayed  | Intellectually Disabled |

A Local Advisory Committee advises the county schools on the needs of special education in Orange County. Members of the Local Advisory Committee are available to assist those seeking information concerning special education. Persons interested in more information about special education or in making referrals should contact the Executive Director of Special Education and Student Services at 661-4555.

**Asbestos**

In compliance with the Asbestos Hazard Emergency Response Act (AHERA), a plan for the management of asbestos in the Orange County School Division was developed and implemented prior to July 9, 1989.



The plan may be inspected by any interested person during normal work hours by contacting the building level principal or the Director of Facilities & Maintenance at the Orange County School Board Office.

#### **Character Education-Policy IGAI**

The Orange County School Board provides, within its existing program, a character education program in its schools. The character education program shall occur during the regular school year. The purpose of the program is to foster civic virtues and personal character traits so as to improve the learning environment, promote student achievement, reduce disciplinary problems and develop civic-minded students of high character. The program is cooperatively developed with students, parents and the community. Specific character traits emphasized shall include trustworthiness, respect, responsibility, fairness, caring and citizenship.

#### **Compulsory Attendance Law-Policy JEA**

Every parent, guardian, or other person 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 send such child to a public school or otherwise provide the child with an education in accordance with state law unless the child is exempt from the state's compulsory attendance requirement. Further, in the case of any five-year-old child, the requirements of this policy may be alternatively satisfied by sending the child to any public educational pre-kindergarten program, including a Head Start program, or in a private, denominational, or parochial educational pre-kindergarten program.

#### **Directory Information-Policy JO-R**

Directory information is information contained in a student's education record that would not generally be considered harmful or an invasion of privacy if disclosed. Directory information includes the student's name, address, photograph, and grade level. Directory information may not include the student's social security number. Unless a parent or eligible student (a student 18 or older) has opted out of such disclosures using the Option to Opt-Out of Release of Directory Information to the Public form found on page 3 of the Parent-Student Handbook or on [www.ocss-va.org](http://www.ocss-va.org), certain information contained in a student's educational record which has been designated as directory information, may be released without parental consent, as provided in regulation JO-R. No school discloses the address, telephone number, or email address of a student pursuant to 34 C.F.R. § 99.31(a)(11) or the Virginia Freedom of Information Act unless (a) the disclosure is to students enrolled in the school or to school board employees for educational purposes or school business and the parent or eligible student has not opted out of such disclosure in accordance with Virginia law and this policy or (b) the parent or eligible student has affirmatively consented in writing to such disclosure.

#### **Emergency Procedures-Policy EB**

Each school has a written school crisis, emergency management and medical emergency response plan that will be reviewed and discussed with students during the first week of school. Each school's plan will vary depending on the building, age of students and other circumstances related to that building. Plans are reviewed annually by the School Board.

#### **English Learners-Policy IGBF**

The Orange County School Board provides programs to improve the education of English learners by assisting children to learn English and meet Virginia's challenging academic content and student academic achievement standards.

## **FERPA (Family Educational Rights and Privacy Act)**

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal 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.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
  - School officials including the School Resource Officers with legitimate educational interest;
  - Other schools to which a student is transferring;
  - Specified officials for audit or evaluation purposes;
  - Appropriate parties in connection with financial aid to a student;
  - Organizations conducting certain studies for or on behalf of the school;
  - Accrediting organizations;
  - To comply with a judicial order or lawfully issued subpoena;
  - Appropriate officials in cases of health and safety emergencies; and
  - State and local authorities, within the juvenile justice system, pursuant to specific State law.

## **Instructional Materials – Policy IIA**

The Orange County School Board is responsible for the selection and use of instructional materials. For the purposes of this policy:

1. "Instructional material" and "instructional materials" mean any content used by one or more students for an educational purpose, regardless of (a) its format, whether printed, representational, audiovisual, electronic, or digital (such as materials, social media content, and software applications accessible through the internet), or (b) the time, place and manner in which the content is used. Library materials are considered instructional materials when used (i) for completion of an assignment, or (ii) as part of an academic or extracurricular educational program. This includes any division, school, and/or classroom purchased or created assessments. However, the phrases "instructional material" and "instructional materials" do not include standardized national or state assessments, such as ACT, SAT, NAEP, and AP or SOL exams.
2. "Parent" or "parents" as defined in the Code of Virginia Section 22.1-1, mean any parent, guardian, legal custodian, or other person having control or charge of a child.
3. "Sexually explicit content" as defined in the Code of Virginia Section 2.2-2827, means (i) any description of or (ii) any picture, photograph, drawing, motion picture film, digital image or similar visual representation depicting sexual bestiality, a lewd exhibition of nudity, as nudity is defined in

Section 18.2-390, sexual excitement, sexual conduct or sadomasochistic abuse, as also defined in Section 18.2-390, coprophilia, urophilia, or fetishism.

At least thirty (30) days prior to the use of any instructional materials with sexually explicit content, principals shall provide written notice to parents that (i) specifically identifies the instructional materials with sexually explicit content, (ii) informs parents of their right to review such instructional materials, and (iii) informs parents of their right to have their child use, in a non-punitive manner, alternative instructional materials that do not include sexually explicit content. Such notice shall be provided in writing to parents by U.S. mail, e-mail, and/or in person at a parent-teacher meeting.

R-rated and sexually explicit instructional materials are prohibited in elementary and middle schools. In high school, R-rated instructional materials (using the Motion Picture rating as a guide) and sexually explicit instructional materials should be examined to determine if they are of instructional value in classroom use.

### **Internet Privacy-Policy KBE**

The Orange County School Board is committed to complying with the Government Data Collection and Dissemination Practices Act and the Virginia Freedom of Information Act. The Orange County School Board does not collect unnecessary personal information by means of its website and collects only appropriate personal information to the extent necessary to serve its constituents and the community. Personal information collected and retained by the school division's website is maintained in compliance with the Government Data Collection and Dissemination Practices Act. Any individual wishing to learn the purpose for which information has been recorded and the particulars of its use and dissemination may contact the superintendent or the superintendent's designee regarding this information. Any person wishing to correct, erase or amend inaccurate, obsolete, or irrelevant information may do so by procedures established by the superintendent or the superintendent's designee. The School Board informs the public of any personal information collected through its website and has posted the privacy statement.

### **Library Notification**

If you wish to receive an email notification when your child checks out a book, please check the library notification opt-in box on the Returning Student Registration form. If you wish to make a change during the school year, please use the following form: [Library Notification Form](#). This form is also available on each school's library webpage.

### **Mandated Screenings**

Vision and hearing screenings are mandated by Code of Virginia Law 22.1-273 for all new students and students in grades K, 3, 7, and 10. The school nurse will conduct and/or coordinate screenings during the first 60 days of schools and referrals will be sent home by winter break. If you have any helpful information regarding your student's vision or hearing, please send in a note to your school nurse. If you object to the screenings due to religious reasons, this must be documented in writing to the school nurse and building administrator.

### **Military Recruiters and Institutions of Higher Learning-Policy JO**

The Orange County Public Schools provides, on request made by military recruiters or an institution of higher education, access to secondary school students' names, addresses, and telephone listings unless a parent or eligible student has submitted a written request that the student's name, address, and telephone listing not be released without the prior written consent of the parent or eligible student. The school division notifies parents of the option to make a request and complies with any request. The

school division provides military recruiters the same access to secondary school students as is provided generally to post-secondary educational institutions or to prospective employers of those students.

#### **Nondiscrimination-Policy AD, JB, JBA**

Equal educational opportunities are available for all students, without regard to sex, sexual orientation, race, creed, color, national origin, gender, gender identity, ethnicity, religion, disability, ancestry, marital or parental status or any other unlawful basis. Educational programs are designed to meet the varying needs of all students.

#### **Parent and Family Engagement-Policy IGBC**

The Orange County School Board recognizes that the education of each student is a responsibility shared by the school and the student's family. The Orange County School Board endorses the parent and family engagement goals of Title I (20 U.S.C. § 6318) and encourages the regular participation by parents and family members of all children including those eligible for Title I and English learner programs in all aspects of those programs.

#### **Parental Responsibility and Involvement Requirements**

Pursuant to the Code of Virginia, § 22.1-279.3, each parent of a student enrolled in a public school has a duty to assist the school in enforcing the standards of student conduct and compulsory school attendance in order that education may be conducted in an atmosphere free of disruption and threat to persons or property, and supportive of individual rights. The Standards of Student Conduct, a notice of the requirements of the Code of Virginia 22.1-279.3, and a copy of the compulsory school attendance law is also sent to all parents within one calendar month of the opening of schools simultaneously with any other materials customarily distributed at that time. A statement for the parent's signature acknowledging the receipt of the Standards of Student Conduct, the requirements of the Code of Virginia § 22.1-279.3, and the compulsory school attendance law is also sent. Parents are notified that by signing the statement of receipt, they are not deemed to waive, but expressly reserve, their rights protected by the constitution or laws of the United States or Virginia. Each school maintains records of the signed statements.

#### **Promotion, Retention and Remediation-Policy JEH**

Discussions regarding the retention of elementary and middle school students will involve all of the major stakeholders, including but not limited to the following: the teachers, the parents, the principal or designee, the guidance counselor and other specialists as needed. The final decision to retain or promote a student will be made by the building administration and based on multiple criteria outlined in the full policy. Students who are at risk of being retained will be identified early in the school year. Teachers working with children who are candidates for retention will seek additional help and advice through Response to Interventions (RtI). Parents will be contacted by the school as early as possible but no later than the third grading period (newly enrolled students may be an exception) and informed of the possibility of retention. The school will continue to communicate with parents (phone calls, letters, conferences) throughout the school year on the status of their child's progress.

#### **Prosecution of Juveniles as Adults-Policy JFCL**

Information developed by the Office of the Attorney General regarding laws governing the prosecution of juveniles as adults for the commission of certain crimes can be found at [www.ocss-va.org](http://www.ocss-va.org) in the "Forms and Documents" section on the "For Parents and Students" page.

### **Protection of Pupil Rights Amendment (PPRA)**

PPRA affords parents and students who are 18 or emancipated minors ("eligible students") certain rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. 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 (USDOE).
  - Political affiliations or beliefs of the student or student's parent;
  - Mental or psychological problems of the student or student's family;
  - Sex behavior or attitudes;
  - Illegal, anti-social, self-incriminating, or demeaning behavior;
  - Critical appraisals of others with whom respondents have close family relationships;
  - Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
  - Religious practices, affiliations, or beliefs of the student or parents; or
  - Income, other than as required by law, to determine program eligibility.
- Receive notice and an opportunity to opt a student out of:
- Any other protected information survey, regardless of funding;
- 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 student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
- Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- Inspect, upon request and before administration or use:
- Protected information surveys of students;
- Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
- Instructional material used as part of the educational curriculum. Orange County Public Schools has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes.

The Orange County Public Schools has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The Orange County Public Schools will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. **(See OCPS Policy JOB)** The Orange County Public Schools will also directly notify, such as through U.S. Mail or electronic mail (email), parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. The Orange County Public Schools will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.

- Administration of any protected information survey not funded in whole, or in part, by USDOE.
- 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, D.C. 20202-4605.

### **Safety Drills-Policy EBCB**

Fire Drills - Each school holds a fire drill at least twice during the first 20 school days of each session. Each school holds at least two additional fire drills during the remainder of the school session.

Lock-Down Drills - Each school has a lock-down drill at least once during the first 20 school days of each school session. Each school holds at least one additional lock-down drill after the first 60 days of the school session.

Pre-kindergarten and kindergarten students are exempt from mandatory participation in lock-down drills during the first 60 days of the school session. Pre-kindergarten and kindergarten students participate in each lock-down drill after the first 60 days of each school session.

School Bus Emergency Drills – Each school holds a drill in leaving school buses under emergency circumstances at least once during the first 90 calendar days of each school session.

Tornado Drills – There is a least one tornado drill every school year in every school.

Emergency Situations - In addition to the drills mentioned above, the School Board provides training to each student and employee at least once each school year on safety procedures in the event of an emergency situation on school property.

### **School Counseling Services-Policy IJ**

Each school provides guidance and counseling services to all students.

- Academic guidance which assists students and their parents to acquire knowledge of the curricula choices available to students, to plan a program of studies, to arrange and interpret academic testing and to seek postsecondary academic opportunities.
- Career guidance which helps students to acquire information and plan action about work, jobs, apprenticeships, and post-secondary educational and career opportunities.
- Personal/social counseling which assists a student to develop an understanding of themselves, the rights and needs of others, how to resolve conflict and to define individual goals, reflecting their interests, abilities, and aptitudes. Information and records of personal/social counseling will be kept confidential and separate from a student's educational records and not disclosed to third parties without prior parental consent or as otherwise provided by law. Parents may elect, by notifying their child's school in writing, to have their child not participate in personal/social counseling.

No student is required to participate in any counseling program to which the student's parents object.

### **School Lunch Program**

Orange County Public Schools participate in the National School Breakfast and National School Lunch programs administered through the U.S. Department of Agriculture (USDA). Participation in these programs requires that our cafeterias adhere to strict nutritional requirements as provided by the USDA and the Virginia Department of Education (DOE). All students will receive free meals each day under the

federally funded Community Eligibility Provision (CEP). There is no charge for breakfast and lunch each school day.

### **2023-2024 Meal Prices      FREE**

Families are encouraged to apply for SNAP at <https://commonhelp.virginia.gov/>.

A la carte purchases will be available in addition to the provided meal selections. Cafeteria staff will utilize electronic meal accounts for sales of a la carte purchases. There are two methods for providing funds to your cafeteria account:

### **Adding Money to an Account**

#### 1. Pre-payment through *K12PaymentCenter* program

- go to the *K12PaymentCenter* website at [www.k12paymentcenter.com](http://www.k12paymentcenter.com),
- create an account,
- deposit funds in your child's meals account by using a credit/debit card or electronic check, and
- deduct the transferred funds from your personal account.

Please note that there is a small convenience fee which will be deducted from your deposit.

#### 2. Cash or check deposited through the food services cashier. Please note that the cashiers are not permitted to provide change. Any additional money after the sale will be credited to your account. Parents and guardians may make deposits into their child's/children's accounts in cash or by check at any school through the food services cashier. Payments may be made daily or, as a convenience to parents and to avoid the creation of a negative balance, you are invited to deposit additional monies for future purchases.

Students who may have a balance at the end of the current school year will carry over for their use for the next school year. If the student is not returning, a refund check can be mailed to the household or parents may request that we credit this amount to another student's account. To request a transfer or refund of meal funds please send a letter to the Food Service Office indicating your request for refund or the name of the student to whom you wish the funds be transferred. Include your name, address, phone number and your student's name. Mail to: TEAC, Food Service Office, 200 Dailey Drive, Orange VA 22960.

### **USDA Subsidy Program**

All lunch and breakfast meals are subsidized by the USDA.

### **Sex Offender Registry-Policy KN**

The Orange County school division recognizes the danger sex offenders pose to student safety. Therefore, to protect students while they travel to and from school, attend school or are at school-related activities, each school in the Orange County school division shall request electronic notification of the registration or reregistration of any sex offender in the same or contiguous zip codes as the school. Such requests and notifications shall be made according to the procedure established by the Virginia Department of State Police (State Police). The Virginia State Police Sex Offender and Crimes Against Minors Registry is available at [www.sex-offender.vsp.virginia.gov/sor/](http://www.sex-offender.vsp.virginia.gov/sor/).

### **Standards of Learning (SOL)-Policy IKF**

The Board of Education has established educational objectives known as the Standards of Learning, which form the core of Virginia's educational program, and other education objectives, which together are designed to ensure the development of the skills that are necessary for success in school and in

preparation for life in the years beyond. The Orange County School Board has developed and implemented a program of instruction that is aligned to the Standards of Learning and that meets and exceeds the requirements of the Board of Education.

### **Student Absences/Excuses/Dismissals-Policy JED**

I. Student Attendance Policy Student attendance is a cooperative effort, and the School Board involves parents and students in accepting the responsibility for good attendance.

Each parent/guardian or person having control or charge of a child within the compulsory attendance age is responsible for such child's regular and punctual attendance at school as required under provisions of the law. All parents/guardians should inform the school regarding all absences. Absences for which the school receives no information are considered unexcused. Excused and unexcused absences are defined in the Parent/Student Handbook that is published annually at the beginning of each school year.

A reasonable effort shall be made to contact a parent/guardian of each absent student every day, and to obtain an explanation for the student's absence, where there is no indication that the student's parent is aware of and supports the absence. A log will be kept of call attempts.

Parents of students who are absent must provide a valid note stating the reason for absence upon returning to school or at least within 5 days of the first day absent. The superintendent, by regulation, establishes procedures for appropriate interventions when a student engages in a pattern of absences for less than a full day, the explanation of which, if it were a full-day absence, would not be an excused absence.

The superintendent's regulations include procedures for excusing students who are absent by reason of observance of a religious holiday. Such regulations ensure that a student is not deprived of any award or of eligibility or opportunity to compete for any award, or of the right to take an alternate test or examination, which the student missed by reason of such absence, if the absence is verified in an acceptable manner.

Students shall attend school for a full day unless excused by the principal or principal's designee. Secondary students shall be scheduled for a full school day unless they are enrolled in a cooperative work-study program. All other exceptions to a full day schedule must be approved on an individual basis by the superintendent or designee.

High school students may spend a maximum of 30 school days each academic year participating in High School to Work Partnerships established pursuant to guidelines developed by the Board of Education. Students who miss a partial or full day of school while participating in Partnership programs are not counted as absent for the purposes of calculating average daily membership. The superintendent's regulations include procedures by which students may make up work missed while participating in a High School to Work Partnership.

An attendance officer, or a division superintendent or the superintendent's designee when acting as an attendance officer pursuant to the Code of Virginia § 22.1-258, may complete, sign, and file with the intake officer of the juvenile and domestic relations district court, on forms approved by the Supreme Court of Virginia, a petition for a violation of a school attendance order entered by the juvenile and domestic relations district court pursuant to the Code of Virginia § 16.1-278.5 in response to the filing of a petition alleging the pupil is a child in need of supervision as defined in the Code of Virginia § 16.1-228.



Nothing in this policy shall be construed to limit in any way the authority of any attendance officer or the division superintendent to seek immediate compliance with the compulsory school attendance law.

## II. Compulsory Attendance Procedures

Whenever a student fails to report to school on a regularly scheduled school day and no information has been received by school personnel that the student's parent is aware of and supports the absence, the school principal, principal's designee, attendance officer or other school personnel or volunteer notifies the parent by phone, email or other electronic means to obtain an explanation. School staff records the student's absence for each day as "excused" or "unexcused". Early intervention with the student and parent or parents takes place for repeated unexcused absences.

A. Responsibilities Parent/Guardian- It is the parent/guardian's responsibility to: facilitate communication by providing accurate information to the school staff regarding an emergency telephone number and current mailing address; notify the school staff of any change of pertinent information; and promote the proper attendance of their child by adhering to the Orange County Public Schools attendance policies and supporting school officials in their efforts. Student- It is the student's responsibility to be present at school every scheduled school day for the entire day unless meeting the criteria for an excused absence. School – It is the responsibility of the school to attempt to make contact with the parent/guardian whenever their child is absent from school; and document that a reasonable effort to contact parents was made. The documentation of each accumulated absence shall be the responsibility of the school. Late arrivals (tardies) and early dismissals will also be documented by each school. The determination of excused or unexcused will be in accordance with state and county policy. The principal or designee is to enforce and implement the Orange County Public Schools attendance policies and regulations and apply them to all students and parents.

B. School Attendance Regulations for Parent-Excused Absences- A student is allowed up to ten parent/guardian "excused absence" notes. Upon the tenth absence that is excused by the parent/guardian without third party documentation (doctor, dentist, therapist etc.), a documented reasonable effort of contact by the principal or designee, will be made either by telephone, email, postal mail, school conference or home visit. The principal will require that any subsequent absences will need third party documentation in order to be excused. All absences not properly documented will be considered unexcused, and the unexcused absences policy and regulations will be implemented.

### C. Compulsory School Attendance Procedures for Unexcused Absences-

#### a. Upon Fifth Unexcused Absence

If (1) a student accrues a total of five unexcused absences for the school year, and (2) the student's parent has not submitted in writing to the principal an excuse that meets the Orange County School's definition of excused absence for the days in question; and (3) reasonable efforts to notify the parent of the absences have failed, then the principal, principal's designee shall make a reasonable effort to ensure that direct contact is made with the parent in person, through telephone conversation, or through the use of other communication devices to obtain an explanation for the student's absence and to explain to the parent the consequences of continued nonattendance.

The principal or principal's designee will require an in-person or over the phone meeting with the parent or guardian and student to create a plan for improving the student's attendance. The purpose of the school attendance meeting is to:

- 1) discuss and document the problems causing unsatisfactory school attendance;
- 2) formulate reasonable solutions to those problems;
- 3) assign responsibilities and requirements to the parent and student for implementing the plan; and
- 4) outline the legal and educational consequences for failure to follow the school attendance plan.

A school administrator, and/or school counselor and/or designee will attend the meeting and be responsible for developing the school attendance plan. A copy of the school attendance plan will be given to the parent/guardian (sent by postal mail at last known address if not present in person), a second copy is to be filed in the student's cumulative educational records and a third copy will be sent to the school divisions Attendance Officer. Special Education students may have an IEP committee meeting to review the student's current educational goals and accommodations to add proper school attendance goals if needed.

#### b. Upon Additional Absences

If the pupil is absent for more than one additional day and a school attendance plan has been adopted, a documented reasonable effort of contact by the school principal or principal's designee with the student's parent/guardian will be made to conference with the pupil, the pupil's parent and school personnel by either telephone, email, postal mail, school meeting or home visit. Such conference may include the attendance officer and other community service providers to resolve issues related to the pupil's nonattendance. The conference shall be held no later than 10 school days after the tenth absence of the pupil, regardless of whether his parent approves of the conference. The conference team shall monitor the pupil's attendance and may meet again as necessary to address concerns and plan additional interventions if attendance does not improve. In circumstances in which the parent is intentionally noncompliant with compulsory attendance requirements or the pupil is resisting parental efforts to comply with compulsory attendance requirements, the principal or principal's designee shall make a referral to the attendance officer. The attendance officer shall schedule a conference with the pupil and pupil's parent within 10 school days and may (i) file a complaint with the juvenile and domestic relations district court alleging the pupil is a child in need of supervision as defined in the Code of Virginia § 16.1-228 or (ii) institute proceedings against the parent pursuant to the Code of Virginia § 18.2-371 or § 22.1-262. In filing a complaint against the student, the attendance officer shall provide written documentation of the efforts to comply with the provisions of this policy. In the event that both parents have been awarded joint physical custody pursuant to the Code of Virginia § 20-124.2 and the school has received notice of such order, both parents shall be notified at the last known addresses of the parents.

#### D. Family Travel-

The school division recognizes the occasional need of parents/guardians to have their children be absent from school due to travel for an out-of-town family emergency or family vacation. Prior approval by the principal or designee is required for these absences to be considered for being marked as excused, in part or as a whole. Principals may

place requirements upon students to complete missed assignments before such absences will be excused.

### III. Report for Suspension of Driver's License-

In addition to any other actions taken pursuant to this policy, if a student who is under 18 years of age has 10 or more unexcused absences from school on consecutive school days, the principal may notify the juvenile and domestic relations court, which may take action to suspend the student's driver's license.

### IV. Attendance Reporting-

Student attendance is monitored and reported as required by state law and regulations. At the end of each school year, each public school principal reports to the Superintendent the number of students by grade level for whom a conference was scheduled pursuant to Part II (B) above. The Superintendent compiles this information and provides it annually to the Superintendent of Public Instruction.

### V. Dismissal Precautions-

Principals do not release a student during the school day to any person not authorized by the student's parent/guardian to assume responsibility for the student. Students are released only on request and authorization of parent or guardian. superintendent establishes procedures for release of students who are not residing with or under the supervision of a parent/guardian. The burden of proof on the authority of the person to receive the student is on the requesting party. A formal check-out system is maintained in each school when a student's parent or guardian requests an early dismissal.

## **Student Conduct - Positive and Preventative Student Conduct**

The vision of Orange County Public Schools (OCPS) is to improve the future by empowering our students to value learning, reach their full potential, and achieve their goals. To ensure that our schools and classrooms are places where students can accomplish this vision, we must ensure we have safe, supportive, and equitable learning environments that extend beyond the traditional setting within a school, to a virtual setting in our current educational structure as well.

Just as the Virginia Tiered System of Supports (VTSS) provides a framework that allows divisions and schools to provide multiple levels of tiered support to students, this guide also provides a leveled system of responses to discipline incidents that uses instructional, restorative and age-appropriate responses while promoting the character development and trauma informed care of our students. It encourages partnerships with students, families, and community providers to improve school climate and promote positive outcomes for learning as attributed in the Virginia Board of Education's Profile of a Virginia Graduate.

It is important that all adults in the school be responsible for providing instruction and guided practice to reinforce appropriate behavior while maintaining a clear focus on prevention. It is our belief that students will be empowered to value learning, reach their full potential and achieve their goals when our schools and classrooms are safe, supportive and equitable learning environments. Please refer to the Code of Student Conduct for all policies, procedures and expectations.

### **Student Fees and Procedures for Waiver or Reduction of Fees-Policy JN-R**

In accordance with Policy JN, "Student Fees, Fines and Charges," this regulation sets forth fees that may be charged to students and/or parents of students. It also provides guidance for the reduction or waiver of fees for economically disadvantaged students and students whose families are undergoing economic hardships and are financially unable to pay them, including but not limited to, families receiving unemployment benefits or public assistance, including Temporary Assistance for Needy Families (TANF), Supplemental Nutrition Assistance Program (SNAP), Supplemental Security Income (SSI) or Medicaid; foster families caring for children in foster care; and families that are homeless.

### **Teacher Qualifications**

Parents/Guardians with students in Title I schools including Orange Elementary, Gordon-Barbour Elementary, Unionville Elementary and Lightfoot Elementary Schools may request and the division will provide (in a timely manner) information regarding the professional qualifications of the student's classroom teachers including whether the teacher 1) has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction, 2) is teaching under emergency or other provisional status and 3) is teaching in the field of discipline of the teacher's certification. Parents may request information regarding whether the child is provided services by paraprofessionals and, if so, their qualifications.

### **Testing Transparency and Parent Opt-Out**

Parents/Guardians with students in Title I schools including Orange Elementary, Gordon-Barbour Elementary, Unionville Elementary and Lightfoot Elementary may request, and the division will provide (in a timely manner), information regarding any state or division policy regarding student participation in any assessments mandated by the state or division, which shall include a policy, procedure or parental right to opt the child out of such assessment, where applicable.

### **Transfer of Rights to Students Who Reach the Age of Majority**

As per Virginia Administrative Code 8VAC20-81-180, all rights accorded to the parent(s) under the Act transfer to the student upon the age of majority (age 18), including those students who are incarcerated in an adult or juvenile federal, state, regional, or local correctional institution. The local educational agency shall notify the parent(s) and the student of the follow:

- a. That educational rights under the Act will transfer from the parent(s) to the student upon the student reaching the age of majority; and
- b. That procedures exist for appointing the parent(s) or, if the parent(s) are not available, another appropriate individual to represent the educational interests of the student throughout the student's eligibility for special education and related services if the student is determined not to have the ability to provide informed consent with respect to the educational program.

For additional information, refer to the Virginia Administrative Code 8VAC20-81-180.

### **Use of Tobacco and Nicotine Vapor Products**

The following information is to inform parents and students about the health risks of using tobacco and nicotine vapor products.

The nicotine in any tobacco product readily absorbs into the blood when a person uses it. Upon entering the blood, nicotine immediately stimulates the adrenal glands to release the hormone epinephrine (adrenaline). Epinephrine stimulates the central nervous system and increases blood pressure, breathing, and heart rate. As with drugs such as cocaine and heroin, nicotine activates the brain's reward circuits and also increases levels of the chemical messenger dopamine, which reinforces rewarding behaviors. Studies suggest that other chemicals in tobacco smoke, such as acetaldehyde, may enhance nicotine's effects on the brain.

Although nicotine is addictive, most of the severe health effects of tobacco use comes from other chemicals. Tobacco smoking can lead to lung cancer, chronic bronchitis, and emphysema. It increases the risk of heart disease, which can lead to stroke or heart attack. Smoking has also been linked to other cancers, leukemia, cataracts, Type 2 Diabetes, and pneumonia. All of these risks apply to use of any smoked product, including hookah tobacco. Smokeless tobacco increases the risk of cancer, especially mouth cancers.

Additional information can be found at <https://nida.nih.gov>.

Also, the Orange County Office on Youth offers a tobacco prevention and cessation program, for more information visit <https://orangecountyva.gov/971/Tobacco-Prevention-and-Cessation-Program>.

### **Visitors to Our Schools**

Orange County Public Schools strives to provide the safest possible environment for students, staff, and visitors. Therefore, immediately upon entering the building, all visitors (parents, substitutes, vendors, volunteers, etc.) must report to the office or front counter to identify themselves and provide the purpose of their visit. Everyone who visits our building must provide a valid photo ID. Each visitor's ID will be scanned into the Raptor Visitor Management System and a visitor sticker will be issued. Orange County employees may wear their Orange County employee badge in lieu of a visitor sticker. All visitors are required to wear a properly issued visitor sticker or badge which must be visible at all times.

# Appendix A

## Orange County Public Schools Electronic Device Handbook 2023-2024

Background Information

Goals for Students

1:1 Device

Device Guidelines

- Receiving a Device

- Using a Device for Instruction

- Device Security

- Device Care

- Screen Care

- Carrying Devices

- Returning a Device

- Fees and Fines Related to Devices

- Device Repair

Damage Description and Associated Fee Schedule

2023-24 Student Technology Fee Schedule

- Chromebooks

  - Full Replacement

  - Parts

- iPad

- Other

- Cases

- Device ID Barcodes

- General Precautions

- Devices Left at Home

## **Background Information**

Orange County Public Schools currently provides a technology device to each student in all instructional spaces in all of our schools throughout the day. All students will be assigned a device to start the 2023-24 School Year and all devices will be available to take home as needed for assigned work, both online, with the internet, or offline, without access to the internet.

## **Goals for Students**

The goals for our 1:1 model address instruction, resource logistics and budget. We believe:

- Student instruction is enhanced by the proper application of technology throughout the school day
- Achievement measures, especially those designed to assess the Virginia 5 C's, can be improved with technology as students and staff redefine tasks in ways not possible without access to technology.
- Classroom instruction time can be used more efficiently with a proper implementation of 1:1 Technology, allowing more time on task for students and less administrative time for classroom teachers.
- A properly implemented 1:1 model can lower overall costs and provide for a steadier year to year budget projection, which will allow for better access to technology for staff and students.

## **1:1 Device**

All student devices have great advantages built in:

- Devices are secure, always updated devices which provide a layer of protection for students while online.
- Devices are easy to manage and distribute.
- Devices are fast to boot, have a long battery life and are easy to carry wherever student learning happens.

OCPS selects models of devices which provide for durability and important feature sets while balancing ease of repair and price.

## **Device Guidelines**

### **Receiving a Device**

- All students will be issued a device as a learning tool in the same manner that the school division issues textbooks or other required curriculum materials.
- All students will receive a device, AC charger, and protective case (as deemed needed by IT Staff) to start the year. The student will be responsible for the device each day and at night if they take the device home. Students will turn in the device at the end of the school year, or upon withdrawal from OCPS, and will be reissued the same device to start the next year as described by the schedule.
- Devices will be labeled in a manner specified by OCPS; this will include an asset barcode number.
- The device and district issued email account are the property of OCPS and, as a result, may be subject to inspection at any time.
- Students must use the county-provided Google account to log into the device. The account password should be kept confidential.
- The student has NO expectation of privacy of materials found on a device or through a school supplied or supported email or internet service.
- Device use is subject to the Acceptable Use Policy ([IIBEA-R](#)).

## Using a Device for Instruction

- Devices are intended for instructional use, and teachers may set specific rules, in addition to the rules contained in this document, relating to student use of devices in their classrooms.
- School messages, announcements, calendars, and schedules may be accessed using the device.
- Students are responsible for bringing their device to school and all classes unless specifically instructed not to do so by a teacher.

## Device Security

- All damaged devices or those experiencing performance issues must be reported as soon as possible to a teacher, librarian, the school's TTRT, or the Student Help Desk Technician.
- In cases of theft or vandalism, the school administration must be notified as soon as possible, and a police report may be necessary to process the claim. Refusal to cooperate with a police report may result in the conclusion that the device was lost, and the replacement costs will be charged to the student and parent/guardian.
- In the event of a lost or stolen device, OCPS may deploy location software which may aid in recovering the device.
- Failure to report a stolen device in a timely manner will result in the student and parent/guardian being charged the full replacement cost of any equipment not returned.
- OCPS students will be allowed to take devices home for educational use. Students should view home use, care and security no differently than when they are at school.
- OCPS uses software called GoGuardian to regulate and monitor student activity on all school issued devices. This does not allow remote access to the device camera or microphone. OCPS is required by law to filter internet use and that is required whether at school or at home.
- As with all OCPS-issued accounts, OCPS reserves the right to search student accounts at any time should the need arise.

## Device Care

- Students are responsible for the general care of the device they have been issued by the school and are expected to care for and minimize the risks of damage, loss, or theft. Appropriate care and steps to minimize the risk of damage, loss, or theft are listed in this section.
- At Middle and High, broken devices must be taken to the school library so that the device can be repaired properly or replaced. Elementary schools will define designated areas for this.
- District-owned devices should never be taken to an outside computer service for any type of repairs or maintenance, and in the event a device is taken to an outside computer service for any work, OCPS will not be responsible for the costs of such service and may charge the student and parent/guardian additional service fees to correct or remove any changes made by an outside service provider.

## Screen Care

- The device screen can be damaged if subjected to heavy objects, rough treatment, some cleaning solvents, and other liquids. The screens are particularly sensitive to damage from excessive pressure.
- Do not put pressure on the top of a device when it is closed. Take special care when storing a device in a locker or other small space.
- Never place a device underneath books or heavy items. Always place the device on top.
- Do not store a device with the screen open.
- Make sure there is nothing on the keyboard before closing the lid (pencils, pens, or USB drives)
- Do not try to store things such as paper or cloth between the keyboard and screen.
- Only clean the screen with a soft, dry microfiber cloth or anti-static cloth.

## Carrying Devices

- Always transport a device with care and in an OCPS issued protective case (if provided). Failure to do so may result in disciplinary action.



- Always hold a device securely.
- Never lift or carry a device by the screen. This action causes undue stress on the device which can cause failure of the hinge and/or screen.
- Use extra caution when carrying a device with the screen open.

### **Returning a Device**

- Devices and all OCPS accessories will be checked for damage, functionality, and serviceability during the final two weeks of school. OCPS Administrators will make the final determination of any fees assessed for damage or lack of function or serviceability.
- Students must turn in their devices, chargers, and cases if asked to do so. Failure to turn in any of the equipment issued to the student will result in the student and parent/guardian being charged the full replacement cost of any equipment not returned.
- Students who transfer out of or withdraw from OCPS, must turn in their device, case, and charger to the school by their last day of attendance. Failure to turn in any of the equipment issued to the student will result in the student and parent/guardian being charged the full replacement cost of any equipment not returned.

### **Fees and Fines Related to Devices**

- Devices, district-provided cases, and AC charger will be turned in to the school when requested for any reason, in satisfactory condition. Devices will be inspected for damage, functionality, and serviceability. OCPS administrators will make the final determination of any fees assessed for damage or lack of function or serviceability.
- Failure to turn in any of the equipment issued to the student will result in the student and parent/guardian being charged the full replacement cost of any equipment not returned.
- If loss or damage occurs, students and their parent/guardian agree to any applicable charges outlined below. The charges are intended to promote good habits and responsible handling of OCPS-issued devices. Multiple incidences of damage may result in loss of privilege to take the device home or access to the device.
- See OCPS Policy JN and JN-R for more information.

### **Device Repair**

- All damaged devices or those experiencing performance issues must be reported as soon as possible to a teacher, librarian, the school's TTRT, or the Student Help Desk Technician.
- Loaner devices may be issued to students when their devices are being repaired by OCPS.
- Only a limited number of loaner devices are available, so having a loaner is not guaranteed.

### Damage Description and Associated Fee Schedule

<b>Severity or level of device damage or issues</b>	<b>Descriptions and examples of issues</b>	<b>1st Incident</b>	<b>After 1st Incident</b>
Forgotten/Misplaced device	Forgot device (needing a loaner)	No Charge - Get Loaner	No Charge - Get Loaner unless recurring issue, then possible referral.
Level 1 Minor Issues, accidental or defective items	<ul style="list-style-type: none"> <li>- System or hardware failures (HD, Wifi, RAM, system board needing replacement)</li> <li>- Other minor issues or defective issues</li> <li>- Scratched screen</li> <li>- Cosmetic damage (scratches/small dent) as a result of improper carrying or storage</li> </ul>	No Charge	No Charge
Level 2 Minor Issues that are intentional or negligent	- Lost or damaged charger or case	Student to Replace Charger from School Store (\$25.00)	Student to Replace Charger from School Store
Level 3 Major issues that are accidental	<ul style="list-style-type: none"> <li>- Cracked/damaged screen which prohibits use</li> <li>- Missing Keys from Keyboard</li> <li>Accidental Spills</li> <li>- Accidental damage requiring major part or several replacement parts</li> </ul>	No Charge	Referral to Admin and Up to \$50.00
Level 4 Major issues that are intentional or negligent	<ul style="list-style-type: none"> <li>- Lost device</li> <li>- Damage from intentional misuse or abuse</li> <li>- Full keyboard replacement</li> </ul>	Referral to School Admin and up to full replacement cost.	Referral to School Admin and full replacement cost.

# 2023-24 Student Technology Fee Schedule

## Chromebooks

### Full Replacement of Chromebook

Age	Cost of Full Replacement
<1 Year in Service	\$300
<2 Years in Service	\$200
<4 Years in Service	\$125
Any	\$75

### Parts

Screen	Actual current cost per model
Keyboard	\$35
Case Crack	\$50
Charger	\$45

### iPad

Item	Cost
6th Gen	\$200
7th Gen	\$250
8th Gen	\$300
Charger	\$15

### Cases

- If your issued device has a case installed, students will use the protective case for their device at all times. Failure to do so may result in disciplinary action.
- Device cases must be labeled with the student's name, and any personalization must be school appropriate.
- Do not place anything other than the device (including but not limited to pencils, pens, USB drives or power cords) in the protective case.
- Although cases help protect the devices, they are not guaranteed to prevent damage. It remains the student's responsibility to care for and protect his/her device.
- Damaged cases will need to be replaced promptly, with an OCPS-issued case, and paid for with a replacement fee. Failure to report and obtain an OCPS-issued replacement case for a damaged case may result in avoidable damage to the device, which will be charged to the student and parent/guardian in addition to the cost of the replacement case.

### **Device ID Barcodes**

- All Devices will be labeled with a District ID barcode for inventory and identification purposes.
- Device ID barcodes may not be modified or tampered with in any way.
- Do not try to remove the barcode. Intentional removal of labels and barcodes may result in disciplinary action.

### **General Precautions**

- Devices are assigned to individual students and the responsibility for the care of the device solely rests with that individual. Students may not lend their devices to another person, either in or out of school including friends or siblings.
- Devices should be kept in the OCPS provided case at all times, with the student's name clearly visible from the label slot. These cases are designed to keep the device secure even when in use.
- Devices should be placed vertically when stored in a locker or in a backpack/book bag to avoid putting any pressure on the screen.
- Devices must not be left in a vehicle or a location that is not temperature controlled.
- Devices must be fully charged for school each day. This is the student's responsibility.
- Devices must never be left in an unsupervised area or unattended, unless they are being stored in a locked area such as a locker or empty (locked) classroom.
- While the device is considered scratch resistant, the device will scratch. Do not use any sharp objects on the device.
- No food or drink should be next to, near, or on the same surface as devices.
- Never throw, slam, or slide a device.
- Devices are not allowed in "technology free zones" which include but are not limited to the locker rooms and bathroom areas.
- Cords, cables, and removable storage devices must be carefully inserted into and removed from the devices.
- Devices should not be used or stored near pets.
- Devices should not be used with the power cord plugged-in in situations where the cord may be a tripping hazard.
- No writing, drawing, stickers, and labels of any kind shall be placed on a device except by OCPS. Cases may be personalized within school-appropriate boundaries.
- Heavy objects should never be placed on top of devices.

### **Devices Left at Home**

- If a student leaves their device at home, the student is responsible for following the procedures for getting a loaner device issued ASAP.
- All students should come prepared for instruction each day, but especially so on SOL or other technology-based testing days.

**Gordon-Barbour Elementary School**  
Grades K-5  
500 W. Baker Street  
Gordonsville, VA 22942  
Phone: 540-661-4500  
Fax: 540-661-4499  
Brandi Shumake, Principal

**Lightfoot Elementary School**  
Grades 3-5  
11360 Zachary Taylor Highway  
Unionville, VA 22567  
Phone: 540-661-4520  
Fax: 540-661-4519  
Merilee Grubb, Principal

**Locust Grove Elementary School**  
Grades 3-5  
31208 Constitution Highway  
Locust Grove, VA 22508  
Phone: 540-661-4440  
Fax: 540-661-4483  
Eileen Oliver-Eggert, Principal

**Locust Grove Primary School**  
Grades K-2  
31230 Constitution Highway  
Locust Grove, VA 22508  
Phone: 540-661-4420  
Fax: 540-661-4419  
Lee Finger, Principal

**Orange Elementary School**  
Grades K-5  
230 Montevista Avenue  
Orange, VA 22960  
Phone: 540-661-4450  
Fax: 540-661-4449  
Sherri McGhee, Principal

**Unionville Elementary School**  
Grades K-2  
10285 Zachary Taylor Highway  
Unionville, VA 22567  
Phone: 540-661-4540  
Fax: 540-661-4539  
Aimee Jakubik, Principal

**Locust Grove Middle School**  
Grades 6-8  
6368 Flat Run Road  
Locust Grove, VA 22508  
Phone: 540-661-4480  
Fax: 540-661-4482  
Nick Sodano, Principal

**Prospect Heights Middle School**  
Grades 6-8  
202 Dailey Drive  
Orange, VA 22960  
Phone: 540-661-4400  
Fax: 540-661-4399  
Renee Bourke, Principal

**Orange County High School**  
Grades 9-12  
201 Selma Road  
Orange VA 22960  
Phone: 540-661-4300  
Fax: 540-661-4299  
Roland Price, Principal

**Orange County Head Start**  
Taylor Education Administration Complex  
Head Start Center  
200 Dailey Drive  
Orange, VA 22960  
Phone: 540-661-4470  
Heidi Lohr, Director

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