



Richmond County Elementary and Middle School Student Handbook 2026-2027

MISSION STATEMENT

As trusted partners with families and community, RCPS fosters resiliency and prepares each student to be our future problem-solvers and leaders.

BE RESPECTFUL, BE RESPONSIBLE, BE SAFE!

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

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

Write neatly and **REMEMBER** that upper and lower case matters.

Locker number	
Locker combination	

Name of Program	Username	Password
Computer Login		
PowerSchool		
Canvas		

ACADEMIC INFORMATION

CURRICULUM OFFERED BY GRADE

K-4th Grade	5th Grade	6th Grade	7th Grade
Art	Art	Art	Art
Computer Technology	Computer Technology	Band 6 Choir & Theatre	Band 7 Choir & Theatre
English Language Arts	English Language Arts 5	English Language Arts 6	English Language Arts 7
Health/P.E.	Health/P.E.	Health/P.E. 6	Health/P.E. 7
Library	Library	Math 6, CC Math 6, CC Math 7	Math 7, CC Math 7, CC Math 8 or Algebra I*
Mathematics	Mathematics 5	Science 6	Science 7
Music	Music	U.S. History I	U.S. History II
Science	Science 5		
Social Studies (K-3) Virginia Studies (4 th)	Social Studies 5		

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

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. Fourth graders will take the Virginia Studies SOL and fifth graders will take the Science 5 SOL as well as the Integrated Reading and Writing SOL.

MIDDLE SCHOOL PROMOTION AND RETENTION

Students who fail more than one core subject or any additional class may be retained. Students may not enroll in summer school without prior approval from the principal.

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 PowerSchool.

GRADING SCALE (KINDERGARTEN, FIRST GRADE, AND SECOND GRADE):

- 4/E** Student's performance exceeds standard
- 3/S** Student's performance meets standard
- 2/N** Student's performance is approaching standard
- 1/U** Student's performance is below standard

GRADING SCALE (GRADES 3-7):

- A** 90-100 Superior
- B** 80-89 Above Average
- C** 70-79 Average
- D** 60-69 Below Average
- F** Below 59 Needs Improvement
- I** Incomplete The student has not completed enough work to receive a grade.

COUNSELING PROGRAM

The Richmond County Elementary and Middle School 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 counseling 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
- Play-based strategies are utilized, as needed
- 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 counseling offices are located in both the elementary school and middle school buildings. Parents are encouraged to schedule a conference, as needed, with the school counselor to address any situation that may affect their child's progress in school.

SCHOOL SOCIAL WORK SERVICES

School Social Work Services support students and families by helping address barriers that may impact academic achievement, including attendance, behavior, and emotional well-being. Services provided by the school social worker may include student counseling and support, family outreach, attendance intervention, crisis intervention, coordination with community agencies, support for students experiencing homelessness or in foster care, and referrals to community-based resources and services.

Parents/guardians are encouraged to contact the school social worker if they need community-based services or resources for their student or family.

LAPTOPS, BOOKS and OTHER LOANED MATERIALS

At the beginning of the year, students will be assigned laptops, various school materials and other items for which they will be responsible.

Books should be kept neat, clean, and free of any writing. 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. This policy also applies to library books and any other item borrowed from the school for use during the school year.

Please refer to the 1:1 Device Usage Agreement Form (File: IIBEA-R2) concerning laptop use and care.

Fees

- \$26.00 to replace charger if lost or damaged
- \$416.00 to replace if computer is lost

REGULATIONS AND PROCEDURES

ATTENDANCE

Virginia's Compulsory School Attendance Law requires every parent, guardian, or person having control of a school-age child to ensure that the child attends school regularly in accordance with Virginia law.

(Code of Virginia § 22.1-254)

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. Parent or guardian notes submitted on behalf of students will be accepted for up to five school days following the absence. An email addressed to the school secretary, administration, or attendance officer will also be accepted. 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.

2. **EXCUSED** – A formal note (doctor's excuse, court excuse, etc.) must be submitted on the day the student returns to school or no later than the fifth school day following the absence. 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

In the event that a student experiences extenuating circumstances resulting in an absence not otherwise listed above, the student's parent(s)/guardian(s) may submit a written request along with supporting documentation to the attendance officer for review. Approval of such absences will be determined on a case-by-case basis.

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 submits a note from a parent/guardian, the absence is considered unverified. The note may be faxed, emailed, handwritten, or typed and must be received by the school no later than the fifth school day following the absence. Students may submit up to 10 parent/guardian notes during a single school year.

During any one school year, students shall not be absent for more than twenty (20) days without making up missed instructional time. Students who accumulate twelve (12) or more unexcused absences may be subject to involvement with the local Court Services Unit in accordance with applicable attendance laws and regulations.

DROPPING OFF AND PICKING UP STUDENTS

Parents are able to drop off their students in the morning after 7:35 A.M. Students report to the cafeteria where a staff member will supervise until homeroom at 7:55 A.M. Students brought to school after 8:15 A.M. will be tardy; thus the students should go directly to the office before reporting to class.

Students 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 student. 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. Permanent pickup parents should begin to arrive no earlier than 2:00 P.M. We encourage everyone to get a pick-up number, even if pick ups are rare. We request that you utilize the pick-up line rather than coming to the office to get your student.

For students who are occasionally picked up after school, please send a note to school. If a note was **not** sent, the 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.

VISITORS

All visitors that go beyond the front office of RCEM will be required to sign in through a visitor management system at our front counter. Visitors will need to scan their driver's license in the system, or if they do not have a driver's license, type their information into the system and print a badge with their picture on it. This would include volunteer visits to classrooms or any other activity that includes entering the building beyond that front office. Parents/Guardians arriving for a meeting in the front office are not required to sign in.

Please be aware that visitors will not be allowed past the front office unless arrangements have previously been made with the teacher or administrator. This includes time before classes begin and after classes have ended as students are being dismissed. **The front office will be closed at 2:45 P.M. each day.**

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. When arriving late, a parent must walk the student into the building and sign them in. 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 student. 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.

STUDENT DISMISSAL

If a parent or legal guardian needs to make a change in their student's dismissal procedure for that day, **please call the front office before 2:45 P.M.** This helps ensure student safety and allows staff adequate time to communicate and implement the change.

CLINIC

The school clinic has the services of two full-time nurses and is equipped with first aid materials for school related incidents/injuries. 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 student becomes ill or is injured during the school day, he/she should report to the clinic.

If it is determined that the student 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 student 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 without the use of medications.

If your child has been diagnosed with a contagious illness, please consult your healthcare provider or the local Health Department regarding when it is appropriate for your child to return to school. Any accident or injury occurring at school should be reported immediately to the school nurse or an administrator. The school will assist families with the insurance claim process when applicable. While the school cannot guarantee or authorize claim payments, we will provide the necessary documentation and support to help facilitate the claims process.

CONFERENCES

Any parent or guardian wishing to meet with their student's teacher, a school counselor, or an administrator should reach out to the staff member directly. Contact will be made as soon as possible to arrange a meeting to discuss your concerns.

MAKE-UP WORK

It is the student's responsibility to make up for 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 surrounding 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:

- Engaging in 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)
- Violating dress code
- Conducting oneself in a disorderly manner 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.
- Using 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.
- Behaving in a potentially harmful manner including, but not limited to, running in the building, throwing an object, pushing, and shoving.

Examples of consequences include, but are not limited to:

- Restorative opportunities (ex. School beautification)
- Lunch detention
- After-School detention (3:30-4:30)
- In-school suspension- students complete school assignments in isolation under adult supervision.
- Out of school suspension- students will be removed from the school day.

RAIDER RESPONSIBILITIES

(POSITIVE BEHAVIOR INTERVENTION AND SUPPORT SYSTEM-PBIS)

Positive Behavior Interventions and Support (PBIS) is a program to promote academic achievement and behavioral competence. It is a school-wide strategy for helping all students achieve important social and learning goals. We know that when good behavior and good teaching come together, our students can excel in their learning.

As part of the PBIS program, we will establish clear rules for the behavior we expect in all areas of our school. ***Be respectful, Be responsible, Be safe.*** We will explicitly teach these expectations to the students and reward them frequently with positive praise and incentives for their behavior.

We believe that by helping students practice good behavior, we will build a school community where all students have an environment where they can succeed and grow. Take the time to review our school expectations with your child. Ask your student “What are the rules and expectations in your school?” and “How do you follow those rules and expectations?” Together we can create a learning environment where every student can achieve success.

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. Please see below for the level of consequences in regards to a bus discipline report.

1-2 Discipline Reports: Warning and Student Conference

3-4 Discipline Reports: Removal from the bus for 1-4 days

5+ Discipline Reports: Removal from the bus for 5-7 days and Parent/Administration Conference

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.

ELECTRONIC DEVICES

Students may not use electronic devices that disrupt learning, including phones, games, music players, and similar items. **Devices must be turned off** and kept out of sight during the school day. Confiscated devices are returned at the end of the day for a first offense, to parents for a second offense, and to parents with additional discipline for further offenses. Refusing to surrender a device may result in further disciplinary action. **The school is not responsible for lost or stolen devices.**

RCEM Raider Responsibility Teaching Matrix

	Cafeteria	Restroom	Special Events	Dismissal	Hallway	Playground
Be Respectful	In the lunch line: - Wait quietly-Level 1 - Leave space between you and others While at the tables: - Conversational-Level 1 - Use good manners When going to exit: - Line up quietly-Level 0 - Leave space between you and others - Be sure to dispose of all food and clean up after yourself - One trip to trash can; unless permission given by adult for certain circumstances i.e-spil	- Wait your turn quietly - Maintain personal space. Example: eyes, hands, and feet to yourself	- Noise Level 0 - Use appropriate response - Stop, look, listen	- Listen and obey all school staff - Be patient and kind - Move quietly and directly to your dismissal location	- Keep hands, feet and objects off the walls and displays - Stay in your personal space - Noise Level 0 while walking in hallway	- Take turns, share equipment - Speak kindly to others - Listen and follow teacher directions - Play fair
Be Responsible	In the lunch line: - Collect all needed items the FIRST time While at the tables: - Keep your area neat and clean (table and floor) When going to exit: - Throw away left over food and trash- One trip to the trash can; unless permission given by adult - Stack trays properly	- Go, flush, wash, dry, and exit - Put paper towels in the trash - Limit talking - Keep classroom supplies in the classroom Example: No pencils/ pens - If you make a mess, clean it up	- Follow event procedures - Handle objects carefully	- Be packed and stay packed - Pay attention to all dismissal announcements - Stay in your room until you are dismissed	- Pick up anything you drop and keep hallways clean - Go where you are supposed to go - Keep hands, feet, and objects - Noise Level 0	- Follow teachers' directions - Take care of equipment - Look out for your classmates - Bring in everything you take out - Line up when teacher signals
Be Safe	In the lunch line: - Carry tray with both hands - Watch where you are going While at the table: - Eat your own food - Stay in seat - Go to teacher for emergencies only When going to exit: - Push chairs under the table - Walk facing forwards	- Enter and exit through the stall door. - Shake hands over sink - Hands and feet to yourself - Exit when finished - No standing on the toilet or doors - Listen for instructions	- Stay in assigned area with teachers - Watch for signals - Keep hands, feet, and objects to your self	- Walk in a line to your destination - Keep hands, feet and belongings to yourself while waiting - Use a quiet voice while waiting	- Look where you're walking - Always walk on the right side of the hallway - Keep hands, feet and objects to yourself	- Keep hands, feet, and objects to yourself - Use equipment correctly - Stay in assigned area

Raider Responsibilities List of Non-Negotiables

- We expect each student to adhere to these expectations
- We expect each teacher to enforce these expectations and support each other with monitoring and appropriately addressing these expectations

Cafeteria

1. Make one trip to return your tray and to the trash can to throw away food and trash (Unless given permission by school staff for certain circumstances i.e-spill)
2. No throwing food or other items while in the cafeteria
3. Students may not move about the cafeteria to socialize with others.

Restrooms

1. Maintain personal space
2. No standing on toilet or hanging on doors
3. Be quick, quiet and clean

Dismissal

1. Stay in your room until you are dismissed

Hallway

1. Walk directly to your destination
2. Keep hands, feet and objects to yourself
3. Always walk on the right side of the hallway
4. No hats/hoods/bandanas
5. No cell phones in sight or on body

Playground

1. Stay in assigned area
2. Keep hands, feet, and objects to yourself
3. Use playground equipment correctly

Classroom

1. No cell phones (Devices must be powered off and put away in lockers/backpack)
2. No cursing
3. No hats/hoods/bandanas
4. No toys
5. No earbuds/headphones out unless directed by teacher for instructional purpose

General Information

SCHOOL CLOSINGS

School closure announcements will be shared through local radio and television stations, as well as on the RCPS Facebook page and website. In addition, all families will receive a phone call and email notification. Please listen to one of these stations for all information concerning school closings rather than calling the school. Please plan an emergency procedure so that your student will know what to do or where to go on days that school closes early.

If schools must close early due to inclement weather, school officials will make every effort to notify parents as soon as possible.

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.

ATHLETICS

RCEM offers a variety of athletic opportunities for students throughout the school year. Fall sports include volleyball, coed soccer, and girls basketball. Winter sports include boys basketball and sideline cheer. Students who wish to participate in athletics must be in good academic standing, maintain strong school attendance, and have a current sports physical on file prior to participation. RCEM students who wish to attend athletic contests must be accompanied by an adult and pay the required entry fee.

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.

CAFETERIA

Breakfast and lunch are provided free to all students daily. Grab-and-go breakfast bags are available at the cafeteria/RCM entrance and may be eaten in the classroom. All students must report to the cafeteria for lunch, regardless of whether having school lunch or bringing lunch from home. Students must remain in the cafeteria during their lunch period unless given permission by a teacher or administrator. Seating is assigned at the discretion of staff and students should remain seated rather than socialize around the cafeteria. Students are expected to behave appropriately and clean up after themselves.

Grievance Procedure for Sexual and Disability Harassment/Discrimination

This Grievance Procedure is established to meet the requirements of Title IX, the Americans with Disabilities Act of 1990 (“ADA”) and Section 504 of the Rehabilitation Act of 1973. It may be used by anyone who wishes to file a complaint alleging discrimination on the basis of gender or disability in the provision of services, activities, programs, or benefits by the Richmond County School Board (Also referred to in this grievance procedure as the “School Board” or “Richmond County Public Schools”). The School Board’s Personnel Policy governs employment- related complaints of sexual and disability discrimination.

A. Reporting

The complaint should be reported as soon as possible but generally within fifteen (15) days of the occurrence. Complaint Form JB-F should be used for a report of discrimination and Complaint Form JFHA-F(Students) and Complaint Form GBA- F (Employees) for a report of harassment. However, oral or other written reports will be accepted. Reports must contain information about the alleged discrimination such as name, address, phone number of the complainant and location, date, and description of the problem. Alternative means of filing complaints, such as personal interviews or a tape recording of the complaint will be made available for persons with disabilities upon request.

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

Compliance Officer	Alternate Compliance Officer
Director of Student Services P.O. Box 1507, Warsaw VA, 22572 804-333-3681	Human Resources Manager P.O. Box 1507, Warsaw, VA 22572 804-333-3681

Any complaint that involves the Compliance Officer(s) or Principal should be reported to the Superintendent.

B. Investigation

An investigation will be completed as soon as possible but generally not later than fourteen (14) school days after receipt of the complaint. Upon completion of the investigation, the Compliance Officer will issue a written report to the Superintendent.

C. Action by the Superintendent

Within five (5) school days of receiving the report, the Superintendent will issue a decision regarding (1) whether policy was violated and (2) what action, if any, should be taken.

D. Appeal

If the Superintendent determines no prohibited discrimination or harassment occurred, the finding may be appealed to the School Board within five (5) school days of receipt of the decision. The School Board will make a decision within thirty (30) calendar days.

E. Retaliation against students or school personnel who report discrimination is prohibited.

The full version of policies for sexual and disability harassment/discrimination can be found in the following documents, available on the Richmond County Public Schools’ website at www.richmond-county.k12.va.us.

- School Board Policies: GBA/JFHA and JB
- Complaint Forms can be found in the following locations:
 - School Board Policy JFHA-F (for students): Report of Harassment
 - School Board Policy GBA-F (for employees): Report of Harassment
 - School Board Policy JB-F: Report of Discrimination

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.