



A.G. Richardson Elementary School

*18370 SIMMS DRIVE
CULPEPER, VA. 22701*

*A HANDBOOK OF INFORMATION
FOR ALL PERSONNEL*

Students

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Table of Contents

STUDENTS

- Student Supervision
- Student Rights to Privacy
- Student Code of Conduct
- Student Dress Code
- Search and Seizure
- Discipline Plan for AGR
- Good Behavior Assemblies
- Good Friday Awards
- Caught Being Good
- Lunch with the Principals
- Student Agenda
- Dismissal of Students
- Student Absences
- Student Accident or Illness
- Medication for Students
- Clinic Referrals
- Cafeteria Policies
- Student Recognitions and Rewards
- CARE
- STRIDES
- Gifted Students
- Released Time Bible Instruction
- SCA



STUDENTS

Student Supervision

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

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

DO NOT RELEASE A STUDENT TO ANYONE UNLESS YOU HAVE BEEN REQUESTED TO DO SO THROUGH THE OFFICE. Students shall bring written permission from parents to leave student for any reason, or to get off the bus at other than the regular home stop. Students are assigned a particular bus to ride to and from school. They are not to make any changes unless permission is granted from the office.

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

Student's Rights of Privacy

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

Student Code of Conduct

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

Each student has the right to expect an educational environment in which he or she can strive to achieve his or her intellectual potential. The student is expected to attend school regularly, be diligent in his/her studies and conduct him/herself in such a way that the rights and privileges of others are not violated. The student is expected to accept and demonstrate the obligation of good citizenship to help prevent problems from happening and to help solve problems if they occur.

All parents are expected to assume responsibility for the student's behavior and assist the school in enforcing the Standards of Student Conduct. 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 parent's responsibility to notify the school of any unusual behavior pattern or medical problem that might lead to serious difficulties.

The school principal shall notify the parents of any student who violates a School Board policy when such violation could result in the student's suspension, whether or not the school administration has imposed such

disciplinary action. The notice shall state (1) the date and particulars of the violation; (2) the obligation of the parent to take actions to assist the school in improving the student's behavior; and (3) that, if the student is suspended, the parent may be required to accompany the student to meet with school officials. The principal or her designee shall notify the parent of any student involved in an accident required to be reported to the superintendent and Virginia Board of Education.

Students are subject to corrective action for any misconduct that occurs:

- In school or on school property
- On a school vehicle
- While participating in or attending any school-sponsored activity or trip
- On the way to and from school
- Off school property, when certain acts are committed, as outlined in School Board policy JFC.

Parents and students are provided a copy of the Culpeper County Code of Conduct at the beginning of each school year. Parents are required to return a signed form acknowledging receipt of this information. All teachers are encouraged to familiarize themselves with this policy which is in effect at all times on school property and at school-sponsored activities.

Student Dress Code

STANDARDS OF DRESS (K-12)

Culpeper County Public Schools seek to maintain an orderly environment for education. To accomplish this, we have set a standard of student dress that we feel is conducive to a proper educational climate. Clothing worn by students shall be neat, clean, and in good repair for the general personal health and safety of the student. Immodest clothing of such type that distracts from the learning process shall not be worn. Student dress and grooming are important issues in creating a safe and orderly educational environment. The responsibility for establishing an environment conducive to teaching and learning falls both on the student in his or her selection of appropriate apparel and on school staff in the communication and enforcement of reasonable standards of dress. The following are examples of the standards that will be enforced at school:

- Sagging pants or jailers are prohibited.
- Clothes will fit within two sizes of the student's actual size.
- Pants and shorts shall be worn with belts (unless they fit well enough to remain in place without a belt) through the loops and fastened above the hip bone.
- Any items that advertise drugs/alcohol are prohibited.
- Any items with gang or drug symbols are prohibited.
- All clothing shall be free of obscene language or references and free of references supporting use of controlled substances or of gang membership.
- Midriffs/stomachs are to be covered at all times.
- Blouses and shirts worn by students must extend to the shoulder.
- Crop tops, tank tops, muscle shirts, and athletic t-shirts are prohibited.
- Necklines for female students shall be high enough to conceal any cleavage.
- The hem of shorts and skirts shall extend at least beyond the fingers with the arm extended straight toward the ground.
- See-through items are prohibited.
- Items pornographic or sexually suggestive in nature are prohibited.
- Items that, in the opinion of school officials, have the potential to disrupt the operation of the school or endanger the wearer or others are prohibited.
- Clothing must be in good repair, having no tears, rips, or holes that undermine the garment's ability to cover the body.
- No hats, scarves, headbands, kerchiefs, bandannas worn at the head, neck, or displayed from pockets are allowed inside a school building.
- Only clothing designed as outerwear may be worn as outerwear.

- For safety reasons, roller shoes (“Heelys”® and the like) may not be worn.
- Clothing designed to be worn as an undergarment cannot be visible between the neck line and mid- thigh. These items include, but are not limited to: panty hose; tights; or leggings.

The decision whether or not an item of clothing is appropriate will rest with the administration of the school.

Search and Seizure

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

Discipline Plan for AGR

A.G. Richardson has developed a positive approach to discipline that is effective for teachers and beneficial to students. This plan has enabled us to establish a consistent discipline code throughout the school. Students know the behavior that is expected of them and as well as the consequences for inappropriate behavior. Through training, teachers know how to handle inappropriate student behavior in a systematic, matter-of-fact manner.

Our school believes that by implementing certain techniques, student discipline will improve, communication with parents will increase, consistency of discipline methods used by teachers will be achieved, and as the ultimate benefit, the most favorable learning climate for our children will evolve. We believe that all students can behave appropriately while at school and in class. We will allow no student to stop a teacher from teaching and/or any student from learning.

General School Rules

- 1. Follow procedures and directions the first time they are given.**
- 2. Keep hands, feet, and objects to yourself.**
- 3. Practice courtesy and respect**
- 4. Follow student rules**

Student Rules

The following items are prohibited at school: fidget spinners, chewing gum; bikes and skateboards; radios, CD or MP3 players, Ipods, cell phones, video games or players; laser pointers; baseball bats or baseballs; trading cards; printed material of an obscene or pornographic nature; water pistols; tobacco products, lighters or matches; drugs, alcohol, or look-alikes; weaponry of any kind.

NOTE: Electronic devices and cell phones may be kept in bookbags and turned off during the school day. However, these items will be confiscated by the administration if they are used during the school day.

1. Students are not permitted to run in the building
2. Students are not to bounce balls while in the school building or on the sidewalk.
3. Students are not permitted to throw snowballs.
4. Students are not permitted to play tackle football.
5. Students are not to be on the playground without adult supervision.
6. The sale of any unauthorized item by students at school during school hours is not permitted.
7. Public displays of affection between students are not permitted at school
8. Yoyos are allowed on the playground areas, but are not to be played with inside of the school or while walking to and from the buses or playground.

Severe Consequences

A student stands the possibility of being suspended from school until a parent conference is held for extremely aggressive behavior such as that listed below:

- Any behavior punishable by law, such as: possession of weapons or threats with weaponry; pulling an unauthorized fire alarm; possession, use or sale of tobacco products; possession, use or sale of drugs, or look-alikes.
- Extreme open defiance toward adults
- Severe use of profanity
- Sexual and/or physical harassment toward adults or other students
- Intentional defacing or destroying of property
- Leaving the school grounds without permission
- Deliberate, aggressive behavior toward an adult or student

NOTE: All incidents listed above should be reported IMMEDIATELY to an administrator, who will then decide what disciplinary action should be taken.

Classroom Discipline Plans

K-2

BLUE – Warning

GREEN – 5 minutes time-out

YELLOW – 10-15 minutes time-out (depending on age)

ORANGE – Parent contact

RED – Referral to principal

3-5 (Teachers will establish specific consequences for their classroom.)

1. 1st time – Name, Warning
2. 2nd time – Name/check, _____
3. 3rd time – Name/2 Checks, _____
4. 4th time – Name/3 Checks, Parent contact (as soon as possible) and _____
5. 5th time – Name 4 Checks, Office Referral
6. Severe Clause – Immediate Office Referral

Automatic Parental Contact (Step 4 of Disciplinary Consequences)

1. Forgery, lying, or cheating
2. Use of offensive language
3. Pushing/shoving (no fists)

Posters stating the “General School Rules” will be posted in each classroom and throughout the building. These rules will be in effect at all times. Teachers may list separate “Classroom Procedures” in their classrooms in addition to the general school rules.

Homeroom teachers will utilize a clipboard system to keep track of student behavior throughout the school day, including resource classes. Resource teachers will need to have instant consequences within their own resource room even though consequences are included on the homeroom teacher’s daily discipline plan.

Names and checks should not be issued for non-behavioral reasons (such as not returning signed papers, not turning in homework, etc.). If this type of problem becomes habitual, then the teacher can warn the student that this problem will become part of the classroom discipline plan for him/her only.

Specific disciplinary consequences are to be followed at each step of the classroom discipline plan. For example, if a student is on Step 4 of the consequences, then each consequence in Steps 1 through 3 should have been carried out. Since Step 4 includes parental contact, no student should be referred to the office without proper documentation that parents have been contacted or an attempt has been made to do so. If someone other than the homeroom teacher gives a student a name and three checks or the severe clause, then that person is to contact the parent.

School Disciplinary Consequences (Grades K-1)

- 1st Referral – Conference with the student; warning/visit to ISS to discuss behavior; letter home
- 2nd Referral - Conference with the student; ½ hour in ISS; letter home
- 3rd Referral – Conference with the student; 1 hour in ISS; letter home/parent-teacher conference
- 4th Referral – Conference with the student; 2 hours in ISS; letter home.
- 5th Referral – Conference with the student; 1 day in ISS; letter home.
- 6th Referral – Conference with the student; 1 day in ISS; letter home; parent-teacher-principal conference.

School Disciplinary Consequences (Grade 2)

- 1st Referral – Conference with the student; warning/visit to ISS to discuss behavior; letter home.
- 2nd Referral – Conference with the student; 2 hours in ISS; letter home.
- 3rd Referral – Conference with the student; ½ day in ISS; letter home.
- 4th Referral – Conference with the student; 1 day in ISS; letter home; parent-teacher-principal conference.
- 5th Referral – Conference with the student; 1 day in ISS; letter home.
- 6th Referral – Conference with the student; 1 day in ISS; letter home, parent-teacher-principal conference.
- 7th and Subsequent Referrals – will be handled individually based on individualized discipline plan.

Disciplinary Consequences (Grades 3-5)

- 1st Referral – Conference with the student; and a notification letter of warning to the parent.
- 2nd Referral – Conference with the student; notification letter to the parent, and 1 day ISS.
- 3rd Referral – Conference with the student; notification letter to the parent, and 1 day ISS.
- 4th Referral – Conference with the student; notification letter to the parent, and at least one day out of school suspension until parent and student has a conference with the teacher.
- 5th Referral – Conference with the student; notification letter to the parent, and 1 day ISS.
- 6th Referral – Conference with the student; notification letter to the parent, one day out-of-school suspension and continued out-of-school suspension until parent and student have a conference with teacher and administrator to design an individual discipline plan.
- 7th and Subsequent Referrals – will be handled individually based on individualized discipline plan. Consequences may include referral to the Discipline Hearing Officer.

Assignments to ISS will be made by the principal or assistant principal. Assignments to ISS of two hours or less will take place the same day the student is referred to the office (if possible). Assignments to ISS of ½ day or longer will be made for the following day that ISS is held unless an immediate time-out is needed. ISS will be held daily as needed.

Students maintaining acceptable behavior for three months without being reported to the office for school discipline violations can possibly start the disciplinary process over at the discretion of both the teacher and the administrator.

Disciplinary Consequences for Bus Misconduct

K-2*

1. Conference and warning
2. Conference and warning
3. One-day bus suspension**
4. Three-day bus suspension**
5. Five-day bus suspension**
6. Ten-day bus suspension**

3-5*

1. Conference and warning
2. One-day bus suspension**
3. Three-day bus suspension**
4. Five-day bus suspension**
5. Ten-day bus suspension**
6. Referral to DHO

*Children who can maintain acceptable behavior for three months without being reported to the administrator for bus misbehavior will be give a “clean slate” and will begin again at step #1.

**Student-parent-principal conference required before bus riding privileges are reinstated.

Good Behavior Assemblies

As a part of the school discipline plan, students in grades 3-5 who have not earned more than the equivalent of a name and two checks for an entire nine-week grading period, will be recognized at the quarterly awards assemblies.

Good Friday Awards

Students in grades K-2 who have demonstrated excellent behavior each week are eligible for “Good Friday” awards. A principal will distribute these awards to eligible students each Friday.

Caught Being Good

Students in grades 3-5 who have demonstrated excellent behavior are eligible for “Caught Being Good” awards. A principal will distribute these awards to the two students selected from each homeroom on a bi- monthly basis.

PAWSitive Behavioral Referrals

Any staff member can nominate a student for this recognition by completing the referral form. Administration will process this and recognize the student as well as calling the parent.

Lunch with the Principals

At the conclusion of each month, two students from each homeroom in grades 3-5 will be nominated to eat lunch with the principals at a location off of the school grounds. Their teachers will choose students who are eligible to attend for demonstrating such things as excellent behavior, academic improvement, cooperation, etc.

Student Agenda

The Agenda is an organizational tool for students and a means of communication for teachers and parents. Those grade levels not using the Student Agenda need to develop an alternative plan for daily homework and communication with parents. Parents should sign the appropriate section at least four times a week throughout the school year. Teachers should check to make sure the Agenda is being properly used. There is a time at the beginning and end of each day to accomplish this task. Every student in grades 2-5 is required to purchase the Agenda.

Dismissal of Students

Parents needing to pick up children prior to dismissal must either call the office or send in a signed note to the homeroom teachers stating the time, who is picking them up, and the reason for the early dismissal. Notes signifying early dismissal MUST be sent to the office.

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

It is imperative for students and teachers to be in their homerooms by 2:55 p.m. for end-of-the-day messages and announcements.

Homeroom teachers will walk their students to the buses in the afternoon and to the cafeteria for students who are car riders. Daycare students should report to the gymnasium.

Student Absences

Absences need to be marked on Attendance Sheets during the first week of school, and then recorded on the computer in your classroom no later than 9:00AM each morning. Please send a student with attendance/money folders to the office by 8:45 a.m. Students who arrive after 8:20AM are to report to the office. Students will be issued a tardy pass and then proceed to class.

A note is required from the parent or guardian for all absences, tardiness to school, and early dismissals. Homeroom teachers will be responsible for evaluating the notes. **ALL** notes including those requesting early dismissal and excuses for absences should be clipped to the front of the attendance/money folder and brought to the office by 8:45 a.m. Homeroom teachers should check the bulletin (via e-mail) by noon each day for errors and notify the office if any discrepancies exist. **PLEASE INCLUDE THE STUDENT'S FIRST AND LAST NAMES ON ALL NOTES SENT TO THE OFFICE.**

Student Accident or Illness

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

Medication for Students

The administering of medicines will be permitted only when medically necessary and under the direct supervision of appropriate staff members. The official school permission form shall be completed by the parent and kept on file in the office. Any changes in dosage must be accompanied by a doctor's note. All medicines will be stored in the clinic and given by the nurse or designee. Medications may be given to students according to package directions with parental permission. Medications should be brought to school by the parent to prevent potential loss or distribution to others.

Self-Administration of Medication

Self-administration of any medication, with the exception of asthma medication, is prohibited for students in grades Kindergarten through eight. Asthma medication may be self-administered in accordance with the guidelines outlines in School Board policy JHCD.

Clinic Referrals

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

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

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

- 1. Injuries such as sprains or lacerations that were sustained at home or after school hours; the parent or guardian should have already evaluated these situations.*
- 2. Sleepiness or tiredness exhibited by students; poor sleep habits that cause concern for teacher need to be directed to the parent or guardian.*
- 3. Teachers are provided with Band-Aids in the room for old lesions and/or minor scrapes and cuts.*

The following health conditions/situations need evaluation:

- 1. Head injuries resulting in confusion, dizziness, swelling, bruising, bleeding, or loss of consciousness*
- 2. Obvious bodily injury resulting in tissue damage, bone deformity, swelling or excessive bleeding*
- 3. Children with established medical conditions such as diabetes, epilepsy, asthma*
- 4. Observed vomiting or an indication that the child is truly nauseated*
- 5. Questionable fever that is based on the fact that the student is warm to the touch, lethargic, or flushed in appearance (recent P.E. or recess activities can mimic these symptoms)*
- 6. Complaints of pain such as sore throats, headaches, toothaches, and earaches that cause the teacher to notice a change in behavior*
- 7. Skin lesions or rashes that could be contagious or are causing excessive scratching due to itching*

8. *Concern that the child has conjunctivitis due to reddened eyes or eye damage*
9. *Nosebleeds*
10. *Noticeable cough and sinus drainage that interferes with the student's work in the classroom environment*
11. *Symptoms or observation by the teacher that the child has contracted head lice*

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

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

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

Cafeteria/Food Service

Breakfast and lunch are served daily. The prices are as follows:

Breakfast	\$1.60
Student Lunch	\$2.40
Adult Breakfast	\$1.95
Adult Lunch	\$3.35

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

Breakfast will begin being served at 7:50 AM and continue until 8:30AM; students who are waiting in the cafeteria may purchase breakfast during this time. Students arriving after 8:00AM should go immediately to breakfast if they so desire after checking in with their homeroom teacher first. Students in grades 3-5 will pick up their breakfast in the cafeteria and then return to their classrooms to eat. *There will be no breakfast on any late opening day.*

Students who lose or forget their lunch money may charge their lunch. No additional charges will be allowed until the balance is paid in full. The cafeteria will notify parents of any unpaid debts.

Please send free and reduced lunch applications to the cafeteria immediately. Make sure the teacher's name is on the top of the form before turning it into the cafeteria.

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

Student Recognition and Rewards

Honor Roll

The Culpeper County School Board believes that its students should be encouraged and inspired to reach their potential in academic programs. Students who do outstanding school work should be recognized through the use of an honor roll. Students in grade two will be recognized as Bulldog Scholars. Eligible students in grades three through five shall be considered for honor roll listing. Bulldog Scholars and Honor Roll nomination will be determined by good grades and a positive attitude. To qualify, a student's academic grades must be all A's or A's/B's for Honor Roll; all B's qualify a student for Bulldog Scholars. Resource grades must be at least 2's. Other awards are also given as determined by the principal and/or grade level. Honor roll recognition will take place at each quarterly assembly.

C.A.R.E

C.A.R.E. (Child Alternatives in Regular Education) meetings will be held as needed during the school day for students in grades 3-5. The purpose of these meetings is to discuss students who are experiencing difficulty in school with academics, social behavior, and/or attendance. The purpose of the meeting is to brainstorm and to come up with suggestions for helping the students. More than one meeting might be required for a particular student and one of the results might be that he/she will be referred to the Child Study Committee. A student profile form will be initiated on any student brought up at a CARE meeting. The contact person for CARE meetings is the school counselor.

STRIDES

STRIDES meetings will take place for grades K-5 during the school day. The STRIDES team members have received training in research-based strategies and interventions designed to strengthen students' skills in reading and mathematics. Referrals to the STRIDES team should be made through the chairperson.

Gifted Students

A student identified as gifted will participate in the gifted program. Any teacher can make a referral for student screening for gifted identification to the gifted facilitator.

Released Time Bible Instruction

The School board has approved release time for students who have parental permission to take a Bible class away from school grounds. Public school personnel are not in a position to either *promote* or *hinder* this activity. Students who miss regularly scheduled activities have to make up the work. **DO NOT PENALIZE**. Teachers should use this time as an instructional opportunity for those children who remain in the classroom. Instruction in the classroom must continue during release time activities.

S.C.A.

The Student Cooperative Association (SCA) of A.G. Richardson has been formed in order to promote school spirit among students and teachers and to help in teaching our children responsibility. The SCA will be made up of one representative from each homeroom and of four officers elected at large by the entire student body. The President and Vice President will be fifth graders and the Secretary and Treasurer will come from the fourth grade. The SCA will meet regularly on a schedule to be determined by the SCA committee. The SCA will carry out several service projects, as well as one fund-raising project.

WAGR-TV

We are fortunate to have an in-house television and video system. All morning announcements will be made through this program, and selected fifth-grade students will deliver the news each morning.