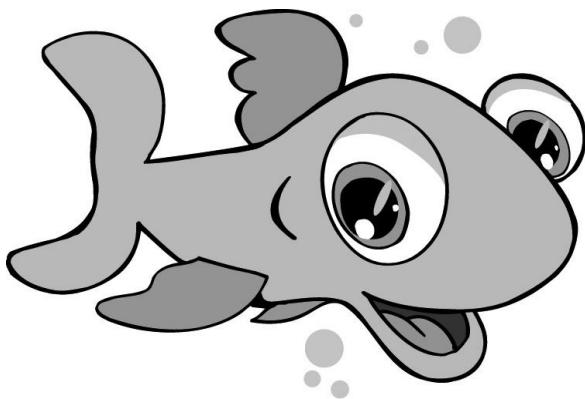


Tappahannock Elementary School 2019-2020



PO Box 399
205 Elementary School Circle
Tappahannock, VA 22560

Phone: 804-443-5301
FAX: 804-443-1176

Mascot: Rockfish
Colors: Purple and Gold



Essex County Public Schools

Dr. Harry Thomas, III	Superintendent
Dr. Tara Roane	Assistant Superintendent
Dr. Kimberley Chandler	Senior Director of Learning and School Improvement
Antoinette Hopkins	Director of Human Resources
Shaneak Cockrell	Division Director of Testing
Jon DiGiacomo	Director of Transportation
Annette Bilodeau	Director of Accounting
Jon Barnes	Director of Technology
Brad Hall	Maintenance Director

Tappahannock Elementary School

Angela Garland Gross	Principal
Fontella Calhoun	TES/ EIS Assistant Principal
Diondra Finney	School Counselor
Susan Kashen	Administrative Assistant
Martha Mercer	Administrative Assistant
Ellen Gray	TES/ EIS Bookkeeper

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Dear students, parents and Essex County community members:

I would like to welcome you to Tappahannock Elementary School, where we believe the power of early childhood education can lead to a lifetime of success. The educational foundation a child gains at the elementary school level, sets them up for success at the secondary levels and beyond. It is our duty to provide children with the best possible start to their educational careers.

Tappahannock Elementary School strives to meet the educational and social needs of students by creating a child centered atmosphere and focusing on individual needs. Academic success depends on partnerships between students, teachers and parents. One of the best ways for a parent to become a partner is to communicate the importance of education. When parents send children the message that education is important, students are more likely to enjoy the educational process and work to meet their full potential.

Take the time to ask your child about their school day, about what they are learning and above all emphasize the importance of reading. Research shows that when parents read with their children on a daily basis, not only does their aptitude for learning increase, but the relationship with their parents is strengthened.

For further information about Tappahannock Elementary School, you may call the school at 804-443-5301 or you may contact me via email at agross@essex.k12.va.us.

Find us on Facebook: Tappahannock Elementary School

GO ROCKFISH!

Angela Garland Gross

TES Principal

TITLE I INFORMATION

Tappahannock Elementary School is a Title I schoolwide school. The school receives federal assistance to raise academic achievement for all students. Federal funds are used to supplement educational programs for students.

At the beginning of each school year, divisions that receive Title I funds must notify the parents of each student attending any school receiving Title I funds that the parents 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 or discipline of the teacher's certification. The notification must also inform the parents that they may request information regarding whether the child is provided services by paraprofessionals and, if so, their qualifications.

As of 2017-2018, school divisions are required to send notification to parents in Title I schools if their children are taught four or more weeks by a teacher who is not properly licensed in Virginia to teach the class to which the students are assigned.

Effective August 2, 2016, at the beginning of each school year, school divisions that receive Title I funds shall notify the parents of each student attending any school receiving Title I funds that the parents 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 20 U.S.C. § 6311(b)(2) and by the state or division, which shall include a policy, procedure or parental right to opt the child out of such assessment, where applicable. 20 U.S.C. § 6312(e)(2)(A).

A school profile for Tappahannock Elementary School can be found in the TES office or on the Virginia Department of Education website under the following url: <http://schoolquality.virginia.gov/>. Copies of student SOL scores are sent home with student report cards.

Profiles for schools, school divisions, and the commonwealth provide information about student achievement, accountability ratings, attendance, program completion, school safety, teacher quality, and other topics. See page 34 for information on School Improvement Meetings.

MISSION

Essex County Public Schools exists to serve the individual educational needs of our students.

VISION

In partnership with our students, faculty, staff, parents, and the community, Essex County Public Schools is committed to creating Pathways to Excellence by promoting a positive, student-focused culture striving for continuous improvement that meets the academic, athletic, artistic, and career-occupational needs of all our students by guiding, inspiring, celebrating, and teaching our students as we equip them to meet the challenges of a global society.

MOTTO

Pathways to Excellence

GOALS

1. We will partner with the community...

To do so, we will work in partnership with parents, students and the community in the shared responsibility of providing excellent education and growth opportunities for each student. We will actively seek creative

partnerships within the community to ensure all students are inspired, engaged, and demonstrate continued improvement.

2. We will teach our students to be productive in the 21st century...

To do so, we will continue to integrate technology as a natural part of classroom instruction and learning. To develop improved media literacy skills, students will access and critique information.

3. We will ensure the progress of our students...

To do so, we will create a positive, safe environment that is conducive to learning, which strives to educate all students to be literate problem solvers, reflective thinkers, and self-directed, healthy productive citizens. We recognize that all students have unique needs and we commit ourselves to serving them. We will have high expectations, combined with the necessary support for all students, faculty, and staff.

4. We will help our students graduate...

To do so, we will know where all of our students are in their progress toward graduation, and provide resources, supports, and opportunities to ensure they graduate.

NON-DISCRIMINATION STATEMENT

Tappahannock Elementary School does not discriminate on the basis of race, color, national origin, sex, disability, creed, religion, age, veteran, military status, sexual orientation, gender expression or identity, or the use of a trained dog guide or service animal. We provide equal access to the Boy Scouts of America and other designated youth groups.

For information about Title I, 504, and Civil Rights contact Ms. Tara Roane Director of Special Education and Student Services, 804-443-3959.

Tappahannock Elementary School
Faculty and Staff
2019-2020

Administration

Principal – Angela Garland Gross
Asst Principal –Fontella Calhoun

OfficeStaff

A Assistant – Susan Kashen
A Assistant- Martha Mercer
Bookkeeper – Ellen Gray

School Counselor-

Diondra Mercer

Kindergarten

Carlie Muldowney
Jaime Gomes
Christy Jackson
Lauren Brent
*Valerie Taylor

First Grade

Ernestine Fauntleroy
Lindsay Edwards
Samantha Stone
*Melissa Hurley
Whitney Orlando
Jami Carneal

Second Grade

* Jessica Emery
Ashley Griffin
Sandra Gladding
Susan Herring
Amanda Stalnaker

Third Grade

Jason Daniel
Lindsey Heller
*Hailey Mitchell
Michelle Dungee
Monica Turner

* = Grade Level Leader

Pre-Kindergarten

*Pam Booth
Pre-K Marisa Hixson
McKenzie Cusick

Special Education

*Ashley Davis
Jonathan Mercer
Tristan Renning
Leanne Davis
Angela Barley
Kaitlyn Newman

Reading Specialist

Lisa White

ESL

Ashley Harris

Paraprofessionals

Jasmine Richards-Byrd
Rickkida Tate
Tabitha Richardson
Viola Byrd
Aretha Blagmon
Debbie Emery
Josh Hodges
Rebecca Hundley
Shelia Coles
Kathie Eaton
Hailey Hundley
Michelle Bundy

Specials

Kelly Cooke
Kathryn Zeh
*Joyce Crown-Wilkins
Vicky Favazza
Shelia Coles

Nurse

Donna Rouse

**School Resource
Officer**

Paul Richardson

ECPS CALENDAR

See the ECPS school website for a detailed calendar which includes important dates such as Parent Teacher Conferences, early dismissals, and days off.

DAILY SCHEDULE AT TES

7:45 a.m.	Teachers arrive
7:47 a.m.	Bus riders begin to unload
7:50 a.m.	Student drop off begins
8:10 a.m.	Morning Announcements Students that arrive after 8:10 are tardy
8:15 a.m.	Classroom Instruction begins
3:12 p.m.	Car riders are dismissed
3:15 p.m.	1st bus wave dismissed
3:30 p.m.	2nd bus wave dismissed
3:35 p.m.	3rd bus wave dismissed
3:45 p.m.	Teachers depart

It is very important that students are not dropped off at TES prior to 7:50 a.m. There will be NO supervision of students prior to 7:50 a.m. Students must be picked up from school on time. There will be no supervision of students after school hours. If you are interested in the Essex County Parks and Recreation After School Program, please visit their website.

MASTER SCHEDULE Tappahannock Elementary School 2018-2019

Specials Schedule:

Pre-K	9:40-10:25
Kindergarten	11:50-12:40
First Grade	12:45-1:35
Second Grade	1:40-2:30
Third Grade	10:55-11:45

Lunch Schedule: (30 minutes)

Pre-K	10:45-11:15
Kindergarten	11:15-11:45

First Grade 12:15-12:45
 Second Grade 12:45-1:15
 Third Grade 11:45-12:15

Recess Schedule (20 mins.)

Kindergarten 2:10-2:30
 First Grade 11:55-12:15
 Second Grade 1:15-1:40
 Third Grade 2:50-3:15

Specials Schedule

Kindergarten:

11:50-12:40	MON	TUES	WED	THURS	FRI
Jackson	Art	PE	Music	Library	Math
Gomes	Math	Art	PE	Music	Library
Muldowney	Library	Math	Art	PE	Music
Brent	Music	Library	Math	Art	PE
Taylor	PE	Music	Library	Math	Art

First Grade:

12:45-1:35	MON	TUES	WED	THURS	FRI
Fauntleroy	Art	PE	Music	Library	Math
Hurley	Library	Math	Art	PE	Music
Stone	Music	Library	Math	Art	PE
Carneal/ Orlando	PE	Music	Library	Math	Art
Edwards	Math	Art	PE	Music	Library

Second Grade:

1:40-2:30	MON	TUES	WED	THURS	FRI
Emery	Art	PE	Music	Library	Math
Gladding	Math	Art	PE	Music	Library
Herring	Library	Math	Art	PE	Music

Griffin	Music	Library	Math	Art	PE
Stalnaker	PE	Music	Library	Math	Art

Third Grade:

10:55-11:45	MON	TUES	WED	THURS	FRI
Dungee	Art	PE	Music	Library	Math
Daniel	Math	Art	PE	Music	Library
Heller	Library	Math	Art	PE	Music
Mitchell	Music	Library	Math	Art	PE
Turner	PE	Music	Library	Math	Art

PK Specials Schedule:

9:40-10:25	MON	TUE	WED	THU	FRI
Booth/ Renninger	Comp	Library	Music	PE	Art
Hixson	PE	Art	Library	Music	Comp
Cusick	Library	Music	PE	Art	None

OFFICE PHONE USE

Students will only be able to use the phone in the case of an emergency. Students will not be called from the classroom to take a call. Messages can be delivered, if necessary. If your child needs to remain at school to be picked up, versus riding the bus home, please notify our office and that message will be relayed to your child. Please try to finalize all arrangements with your child prior to their arrival at school, but we do understand that certain situations do arise. **All notifications must be made prior to 2:00 p.m. We can't guarantee the delivery of a last minute message.**

BUS TRANSPORTATION

Students can't change buses. Any permanent bus changes will have to be approved by the Essex County Public School's Transportation Office. Students are allowed one pick-up location and one drop-off location. These locations can't be changed on a daily basis. If you need to permanently change a drop-off or pick-up location, complete a Transportation Form or request a form be sent home. The Transportation Department requires 48 hours to complete and approve bus transportation changes.

LOST AND FOUND

If a student loses an item, please check the Lost and Found. Parents should write their child's name on items such as jackets, lunch boxes, book bags, books (where appropriate) and other school supplies with a permanent marker.

SCHOOL PICTURES

School pictures will be taken during the school year. Parents will be notified of the dates in advance. Student pictures are placed in a school yearbook. You may decline to have your child pictured in the school yearbook. See the ECPS Policy Handbook for more information. Students will take a traditional school picture and class picture. Optional holiday pictures will be offered prior to Winter and Spring Break.

CAR RIDERS

Parents who bring students to school in the morning and pick students up in the afternoon are asked to adhere to the following procedures:

Students may be dropped off in our car riders loop located at the front of the building no earlier than 7:50 a.m. There will be no adult supervision prior to 7:50 a.m. We have painted a yellow strip on this drop-off lane in order for no parking to occur. This is also a fire lane and it is unlawful to park in this location. If you plan to come into the building, please park in the designated parking lots. The north end of the school is a bus loop only. Cars will not be permitted to enter that area. This also applies to parents of Head Start students. In the afternoon, students who are car riders will be dismissed from their homerooms by the 3:12 announcement. Those students will assemble in the school's main lobby area. Parents should enter the front lobby. The teachers at the "check-out table" will assist you with the check-out process. A valid picture ID is required to pick up any child. Once your child has been released, please exit out of the front lobby as you entered. All parents waiting to pick up their child as a car rider will be asked to sign the checkout book in the main lobby. If a parent should need to pick up his/her child prior to 3:15, a reason for early dismissal will need to be provided. Instructional time is still occurring up to 3:15 each day and it is essential that we protect this time for the success of our students.

PARENT PORTAL AND SCHOOL MESSENGER

Parents can access student grades by using the Powerschool Parent Portal. This website can be accessed by using the link on the TES webpage. Instructions containing login information for Parent Portal are sent home yearly.

School Messenger is used to send parents automated phone calls and emails. School Messenger is linked to the most up to date home phone number we have for your child. If your phone number is correct

in Powerschool, you should be receiving automated communication from the school. If you feel your phone number is incorrect, please call the school and request your home phone number be updated. You will find links to School Messenger on the TES webpage.

SCHOOL CLOSINGS

When school is closed due to weather or other unforeseen circumstances, an automated message will be sent through the School Messenger automated system. School closings will also be announced by WRAR, Richmond area news stations, Social Media and the Essex County Public Schools website. Please contact your child's teacher in advance if they need to be aware of transportation changes due to closing school early.

CELL PHONES/ ELECTRONIC DEVICES

The use of electronic devices and cellular phones during the instructional day is prohibited. All devices must be turned off, stowed away and not visible at all times (including in the hallway during the school day), unless for instructional purposes as approved by school personnel. The power on these devices must be turned off prior to entering the school. Leaving the device on "vibrate", "silence" or "ringer off" is not acceptable.

When students are attending instructionally related after-school activities (tutoring, homework help, make-up work, etc.) cell phones and electronic devices should not be used. When students are released from these sessions, cell phone and electronic device usage is allowed.

Cell phones and electronic devices may be used when students are attending non-instructional after-school events/activities as long as the cellular phone or electronic device is not creating a problem or distraction.

Failure to adhere to this policy will result in a minimum consequence of the device being confiscated and used as evidence. Other consequences may apply pending the investigation as to the intent and reason for the willful disregard of the Code of Student Conduct.

ATTENDANCE

Students who attend school on a daily basis perform to their full potential. Students should be present and on time to school each day. The district attendance policy will be fully enforced. See the Essex County District Code of Conduct for a copy of the policy.

Students should not be picked up early unless they have an appointment, court, or there is an emergency. When students are not present in class, they miss important academic material.

PICK-UP/ CAR RIDER

If your child is going to be picked up instead of riding the bus or ride the bus instead of being picked up, send a note with your child. It is very difficult to make changes during the school day. If you have to call and make a change, please do so before 2:00 p.m. If you call after 2:00 p.m. the notes have already been distributed to teachers. We only accept bus changes after 2:00 p.m. in the case of an emergency. It is best to send a note with your child because the school receives a large volume of phone calls in the afternoon.

SCHOOL PHYSICALS and VACCINATIONS

All students entering the public schools in Virginia for the first time are required by law to receive a physical examination by a doctor. The results of this physical examination are to be recorded on an MCH-213C form that can be provided by your doctor or our school office. After the physical examination, this form should be

sent by the physician to the school or may be delivered to the office to be placed in his/her health files. Students must have up to date vaccinations per the code of Virginia.

A report of this physical examination must be on file in the school before you can enroll for the current term. Students who do not obtain this physical or return the documented form will not be permitted to attend our school. This portion pertaining to school entry requirements is very important not only to the health of your child, but to the safety of others. If the child is or becomes homeless, please notify the school counselor for further information.

WEEKLY FOLDERS, DAILY AGENDAS and PARENT PORTAL

Each teacher will be sending home student papers beginning the second week of school. Please look for this weekly communication tool from your child's teacher so that you can monitor your child's progress each nine weeks. Take time to review your teacher's individual requirements in signing and returning the weekly folders.

Grades 2-3 will also be utilizing daily agendas and K-1 will be using plastic folders. Please review your teacher's routine and/or guidelines for use of the agendas for homework assignments, spelling words, reading logs, behavioral issues, etc.. Some teachers may require that these agendas be signed on a nightly basis to ensure communication between school and home. If this is an integral part of your child's behavioral plan established with the teacher, please assist the teacher on a regular basis (nightly or weekly) in order for the child to consistently witness communication between home and school. Students are required to bring the agendas to and from school on a daily basis. Help us to instill this responsibility with your child early on.

There will be a \$5.00 replacement charge for each lost or severely damaged agenda or in the case of a student needing a new agenda beyond the first agenda given in September. Notify the school bookkeeper if you would like to purchase another agenda.

Parents may use the Parent Portal on the school website to access student grades at any time. A login and password for the Parent Portal will be provided during the first month of school.

HOMEWORK

Homework may be assigned at the discretion of the teacher and shall be in accordance with the needs of the class and the individual student. Homework shall be an expansion and enrichment of the materials taught in the classroom.

MAKE-UP WORK

If a student is ill for several days, parents may call the school and request work to be sent home, provided the student is able to complete the work. All requested make-up work should be picked up in the office. Please allow the classroom teacher a reasonable amount of time to prepare this work. If a child is absent from school and does not request make-up work, he or she will be responsible to make-up work when they return to school.

We know students need to be home resting when ill, but instruction continues at school. Please be sure your student is afforded these make-up work opportunities in order to not regress in his/her learning.

DISCIPLINE

All students enrolled in Essex County Public Schools are required to adhere to the Code of Conduct as set forth in the Essex County Schools Code of Student Conduct manual distributed to all parents the first day of school.

Please review the contents of this manual, as well as the Code of Conduct with your child. All students are required to return the signature page at the end of the code booklet within the first week of school.

PBIS POSITIVE BEHAVIOR INTERVENTION SYSTEM

An Effective School-Wide Discipline Team (PBIS) has been established at Tappahannock Elementary School consisting of staff, administration and community members. The team has worked collaboratively with our staff in creating a school-wide disciplinary form with levels of protocol set in each behavioral situation. Each staff member will follow these levels of protocol prior to sending a child to the office.

Each teacher will require their students to adhere to the following School- wide rules. In addition, classroom teachers may enforce further expectations to be documented and sent home for parents to review with their child.

	Respect	Responsibility	Cooperation
Bathroom	<ul style="list-style-type: none">✓ Quiet Voices✓ Give privacy✓ Take care of school property	<ul style="list-style-type: none">✓ Flush, wash, and leave✓ Pick up after yourself✓ Use the restroom properly	<ul style="list-style-type: none">✓ Always ask for permission to go to the bathroom
Bus	<ul style="list-style-type: none">✓ Follow the bus rules✓ Comply with the drivers requests	<ul style="list-style-type: none">✓ Sit in your designated area✓ Sit correctly	<ul style="list-style-type: none">✓ Enter and exit in an orderly manner

			✓ Help others
Cafeteria	<ul style="list-style-type: none"> ✓ Inside voices ✓ Say please and thank you ✓ Allow anyone to sit next to you 	<ul style="list-style-type: none"> ✓ Raise your hand for help ✓ Maintain personal space ✓ Clean your space ✓ Eat your own food 	<ul style="list-style-type: none"> ✓ Pick up your trash and clean up your spills ✓ Use kind words
Classroom	<ul style="list-style-type: none"> ✓ Speak politely to your teachers, substitutes and classmates ✓ Use appropriate voice levels ✓ Allow others to speak without interruption 	<ul style="list-style-type: none"> ✓ Be on time ✓ Come prepared ✓ Listen carefully ✓ Finish and turn in work on time 	<ul style="list-style-type: none"> ✓ Work well with others ✓ Ask for help if you need it. ✓ Push in your chair
Hallway	<ul style="list-style-type: none"> ✓ Silent voices ✓ Quiet Bodies 	<ul style="list-style-type: none"> ✓ Walk ✓ Maintain personal space 	<ul style="list-style-type: none"> ✓ Follow the person in front of you/line leader.
Playground	<ul style="list-style-type: none"> ✓ Follow playground rules 	<ul style="list-style-type: none"> ✓ Line up when the teacher calls 	<ul style="list-style-type: none"> ✓ Take turns ✓ Listen to your friend's ideas ✓ Include others

BULLYING

Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Bullying is not tolerated at Tappahannock Elementary School. Students who partake in bullying behavior will be immediately referred for disciplinary action according to the ECPS Code of Student Conduct. The school supports and promotes anti-bullying education.

Olweus Bullying Prevention Program

Essex County Public Schools uses the Olweus Program (pronounced Ol-VAY-us). Olweus is a comprehensive approach that includes school wide, classroom, individual, and community components. The program is focused on long-term change that creates a safe and positive school climate. It is designed and evaluated for use in elementary, middle, junior high and high schools (K-12). The program's goals are to reduce and prevent bullying problems among schoolchildren and to improve peer relations at school. The program has been found to reduce bullying among students, improve the social climate of classrooms, and reduce related antisocial behaviors, such as vandalism and truancy. The Olweus Program has been implemented in more than a dozen countries around the world, and in thousands of schools in the United States.

REMEDIATION

Remediation will be provided to all children who fall below benchmarks on assessments. Remediation consists of one or more of the following: extra small group or one on one time with the teacher, Leveled Literacy Instruction, Reading Recovery, services from a math tutor, services from a reading tutor, after school services and/ or summer camp. Many of these services will be provided automatically if a child is struggling academically. Contact your child's classroom teacher if you feel they are in needs of additional academic services.

FUNDRAISING

Students may be asked to participate in fundraising activities from time to time. All fundraising activities sponsored by the school must be preapproved by the Essex County School Board. Participation in fundraising activities is optional. All proceeds are used to enhance the student experience at Tappahannock Elementary School.

PUPIL EVALUATION, PROMOTION AND RETENTION

Promotion/Retention

In partnership with our students, faculty, staff, parents, and the community, Essex County Public Schools is committed to creating Pathways to Excellence by promoting a positive, student-focused culture striving for continuous improvement that meets the academic, athletic, artistic, and career-occupational needs of all our students by guiding, inspiring, celebrating, and teaching our students as we equip them to meet the challenges of a global society. Essex County Public Schools provides multiple opportunities to ensure every student masters the standards necessary for promotion to the next grade level.

Promotion and retention decisions are based on multiple factors including grades, SOL scores, growth assessment scores, intervention and remediation progress, benchmark assessment scores, social and emotional readiness, attendance, teacher recommendations, and other pertinent factors. The following processes are used by Essex County Public Schools.

Students in Grades K-6

To promote to the next grade the student must pass the majority of their classes with emphasis placed on English/language arts and mathematics. Students may be required to attend remediation

services including but not limited to after-school tutoring and/or summer school.

Process:

1. Teachers communicate academic concerns with parents as early as concerns are identified. Teachers conduct parent conferences.
2. Within 20 days after the end of the first semester, teachers complete At Risk documents to identify individual students at risk of failure. An At Risk Committee meets to discuss data related to individual student's progress and interventions/remediation to be offered.
3. A letter is sent to the parents expressing concern regarding academic progress and identifying the possibility of summer school and/or retention.
4. Teachers continue to communicate academic concerns with parents. Teachers conduct parent conferences.
5. Within the last 20 days of school, the At Risk Committee meets again to discuss each student at risk of failure. All data sources are considered. Promotion/retention decisions are made.
6. Parents are notified, in writing, of all retention decisions.

It is the goal of Essex County Public Schools, working in collaboration with parents and students, that every student will be carefully monitored for academic success.

Adopted: July 13, 2015

GRADING SCALE, REPORT CARDS AND INTERIMS

A = 90-100 Superior

E = Excellent

B = 80-89 Good

S = Satisfactory

C = 70-79 Average

I = Improving

D = 60-69 Poor

N = Needs Improvement

F = 0-59 Failure

I = Incomplete

NG = No Grade

P = Passing

Principal's List = All A's

Principal's Honor Roll = All A's and B's

Honorable Mention = All A's/ B's with no more than 1 C

Report cards are released quarterly and Interims are released approximately 4 weeks prior to each report card. Please see the ECPS calendar for report card and interim dates. Parents may access student grades by logging in to the Parent Portal. A link can be found on the school website.

SPECIAL EDUCATION SERVICES

Director of Special Education and Student Services- Dr. Tara Roane
804-443-3959

The Special Education Department for Essex County Public Schools supports instructional programs for students with disabilities in the division. It is the goal of the Special Education Department to ensure that each student with a disability has the opportunity to acquire the knowledge, skills, and competencies consistent with his/her potential to achieve.

Child Strategy Meeting- Students may be referred to Child Strategy by a parent or teacher. Please contact the school if you would like to make a referral for your child.

GIFTED AND TALENTED EDUCATION

Gifted and Talented School Coordinator: Dr. Chandler

Students may be referred for gifted and talented education assessment and identification by professional staff, parent/guardian nomination, or student self-nomination. Referrals are accepted until February 15 of each school year. Referral forms are available through the school counselor(s) at each school, at the Essex School Board office, and on the school division's website. Gifted and Talented specialists do not generally advise students be tested prior to second grade, because the results of the tests may not be accurate. It may take up to 60 business days to process a gifted referral.

Parental/guardian permission to evaluate will be requested upon receipt of a referral. The process will begin upon receipt of parental/guardian permission. Students are given some formal and informal assessments, including an achievement test, an ability test, a writing sample, and two measures of creativity. Scholastic achievement data and additional teacher and parent/guardian input are also gathered. Upon completion of the assessments, the Identification/Placement Committee convenes. Essex County Public Schools apply the criteria for the identification and placement of gifted and talented students uniformly without regard to gender, race, religion, handicapping conditions, or national origin. There is an appeals process if parents/guardians disagree with the committee's decision. Please contact the district gifted and talented coordinator if you have questions or concerns.

SOL INFORMATION

Students take SOL tests in third grade math and reading. Students take alternate SOL assessments in third grade science and social studies. Students who score between 375 and 399 on an SOL test are eligible for an expedited retake and may retake the SOL test with the permission of a parent. Students who score below 375 may qualify for a retake if performance data indicates they have the potential to increase their score. SOL score reports are sent home in the final school report card at the end of the school year. A list of the Standards of Learning covered in each grade level are sent home during September.

SCHOOL CLINIC and MEDICATIONS

School Nurse: Ms. Donna Rouse

Our school clinic is designed to assist those students who are ill, in need of medication, and assist in emergency situations. Students who are examined by our school nurse will rest in the school clinic until parent(s) or appointed person by the parent are able to provide or arrange for transportation home. Check in at the office and our secretary will call the nurse to notify her of your arrival.

Students who are not ill as determined by our school nurse with no temperature or no reoccurring symptoms, will be asked to return to their classroom for the remainder of the day. Classroom teachers are asked to monitor the students' needs to visit the school clinic. A form will be completed by the nurse as a communication tool to the parent that your child has been seen in the clinic.

Any student in need of medication on a daily basis will need to

have his/her parent complete a medication release form to be kept on file with our nurse. Students are NOT permitted to bring in medication from home or on our school buses. If a student should need to take medication, the parent/guardian must bring the medication to the school. The medication must be in its original container. Students who bring in medication on their own will not be permitted to take the medicine.

The school must maintain working phone numbers for parents and emergency contacts. Emergency situations occur where parents must be notified immediately. Make certain all of the information on your school contact card is completely filled out and contains accurate information. If this information changes during the year, notify the school immediately.

ASSEMBLIES

Instructional assemblies are held for the benefit of the student body as part of the educational program. Students are expected to conduct themselves in a manner that reflects good behavior and respect for participants in assembly programs.

FIELD TRIPS

Field trips will be related to the classroom instructional program and correlated to the Virginia state standards. Before a field trip, you will receive a letter of explanation for the trip and a permission slip. The parent's written permission is required before a student may go on a field trip

Each teacher or each grade level may establish criteria that can be used as a determining factor regarding a child's eligibility to participate in field trips. This may include any student who is having

difficulty behaving according to the set guidelines maintained in the classroom on a daily basis. When students attend a field trip, they represent TES and appropriate behaviors are expected.

Parents may be asked to assist with a field trip as a chaperone. This status will depend upon space available on the bus and typically is on a first come, first serve basis. Please discuss this matter with your child's teacher. When provided with the opportunity to chaperone, you will be assigned a small group of students to monitor. Parents who volunteer as chaperones are expected to be role models for students.

Parents are asked to be punctual in picking up students after field trips. Siblings, family relatives or friends are not permitted to attend school related field trips.

STUDENT COUNCIL ASSOCIATION

Sponsors: Ms. Mitchell

The Student Council Association provides the opportunity for elected students to become involved in the affairs of the school. The SCA works with the administration to provide student opportunities which enhance the school experience.

EMERGENCY DRILLS

Monthly fire drills are required. Students are to exit quietly and orderly during a drill. All students are taken a safe distance from the building and remain until the bell rings for re-entry to the school. Emergency drills for earthquakes, tornados and lockdown drills will occur throughout the school year. Drills are thoroughly explained to students prior to implementation. TES completes all required

emergency drills. The TES Crisis Committee updates the TES Crisis Plan annually and holds quarterly meetings. The TES Crisis Plan includes specific information about handling a wide variety of emergency situations.

DRESS CODE

The staff of TES would like to request your help in supporting the following dress code for our students. This dress code is to ensure the safety of all of our children and encourage an effective education of our students by limiting potential distractions and problems. Parents will be contacted in regards to issues that pose a safety issue for students. The appropriate dress attire for students are as follows:

Shorts, Skirts and Dress

- Shorts, skirts and dresses must be no shorter than two inches above the knee.
- Items must be loose enough to allow a child to move freely and not be too tight to limit his/her ability to sit or fasten their clothing items.

Shirts and Tops

- No single strap or spaghetti straps are to be worn unless covered by an outer shirt. These outer coverings must remain on throughout the day.
- Shirts and tops must cover the midriff area.
- No negative or suggestive message (including tobacco, drug or alcohol advertising) is to be written on the front or back of clothing.

Pants

- Pants should be worn so that they do not present a safety hazard due to excessive length. Leggings should not be worn as pants.
- Pants should be worn so that a student's underwear is not exposed. There should be no holes in pants above the knee.

Shoes

- Shoes should be worn that allow children to move about safely as well as run and play safely during recess and gym. Students who do not wear proper shoes will not be allowed to participate in PE.
- High heels, clogs and some sandals present safety hazards and are not appropriate for elementary school. Slippers are not permitted.
- Rubber, thong, beach styled flip flops are **not** permitted.
- Shoes with wheels attached are **not** be permitted.

Accessories

- No pocketbooks/purses; necessary personal hygiene items can be carried in their book bag. Students should never carry any medication on their person or in their book bag. Parents should deliver the medication directly to the school nurse or the bus driver for delivery to the nurse.
- Students are not to carry and apply make-up while at school
- Students will not wear hats, sweatbands or bandannas in the school building unless there is a school-wide spirit day. Gang affiliated clothing is not allowed.
- Long, dangling necklaces should be tucked inside the shirt

Please understand that if a student arrives at school with inappropriate dress as stated in the above dress code, administration or our guidance counselor will call a parent/ guardian requesting that a change of clothing be brought to the school immediately.

A written notice will be sent home advising you of the concern if you were not reached that day. If the school is unable to reach you, the student will be provided with alternative clothing to wear for the duration of the day. When possible, the clothes will need to be returned to the school for future use.

COMMUNITY INVITATION

The staff and students at TES enjoy and appreciate the interaction obtained by members of our community. Many exciting activities are being planned throughout the school year in order to continue to foster our relationship with the community, its patrons, families and businesses. Here are some of the events to look forward to:

1. An **open house** will be held in **August 28**, 4:30-6:00
2. **Two Parent-Teacher** Conferences will be held during the school year. Please call the office to secure an appointment.
3. An active volunteer and mentoring program. If you are interested in becoming a volunteer, please call the school.
4. PTO will establish a meeting schedule and exciting events throughout the year.
5. SOL Preparedness nights will occur for students and parents to obtain helpful test taking tips and utilize that time to create at home resources to practice the many skills taught in school.
6. Establishing sponsors through local businesses for each classroom. If your business or company would be interested in sponsoring a classroom, please call the school. Please contact our School Counselor.
7. A wide range of Parent Involvement Events will be held throughout the school year.

PTO

We encourage all parents to become active members of the Parent Teacher Organization. The PTO works closely with the school to provide support for student activities and resources. Meetings will be held at 6:00 p.m. on the second Monday of each month, however times and dates are subject to change.

VISITATION POLICY FOR TAPPAHANNOCK ELEMENTARY SCHOOL

Student safety is a top priority. Therefore, visitation by parents, other family members, family advocates and other guests of the school will be carefully monitored at all times.

Procedures for Visitor ID

The following procedure is to be followed in the Essex County Public Schools for the purpose of identifying those persons wishing to enter school buildings. In order to comply with the directives of Essex County Public School Policy KK, each school building will maintain a single point of access to the buildings where possible during the school day.

When visiting Essex County Public Schools, visitors will initiate the buzzer which allows school staff to note their presence, and where appropriate, to allow them into the building by releasing the electronic door lock so the person may enter the building and sign-in.

The sign-in location shall be the main office. Schools will require visitors to provide a current driver's license, or current form of identification which may be checked against the Sex Offender and Crimes against Minors Registry database.

Once the visitor signs in and a successful verification is obtained based on identification and the database registry, a visitor's pass will be issued. Permission to visit the school may be rescinded if the visitor does not comply with the stated purpose of the visit or violates rules,

regulations or laws, and unsuccessful identification and database registry.

The visitor is required to display the identification in a prominent fashion on their person at all times while on campus. At the conclusion of the visitor's business they shall return to the main office to sign out on the visitor's log. Visitors who do not comply with the district's requirement for identification shall be asked to leave school grounds.

Essex County Public School Policies: *Adopted April 9, 2012*

Legal Ref: Code of Virginia, 1950, as amended, §§ 22.1-79, 22.1-79.3, 9.1-914, 9.1-918, 18.2-370.5, and 19.2-390.1.

Cross Ref: BBA School Board Powers and Duties
 KK School Visitors
 KNA Violent Sex Offenders on School
 Property

Addition Information for Visitors

In order for your child to receive the most beneficial education with minimal disruption, we encourage all conferencing with our staff to take place before or after school. The best procedure to visit with a staff member would be to call and establish an appointment with him or her. This will ensure that all parties are accounted for and prepared for an informative and positive meeting. Our secretaries will gladly take any message necessary for our staff as well. Our staff will return all calls in a timely manner before school, during their planning period or after school.

Administration is always eager to discuss your child's successes and/or concerns. In order to assure that your child is obtaining the most equitable and appropriate education, administration will be involved in daily classroom walkabouts monitoring the instruction taking place. Administration will happily return your call before or after school if you leave your name and phone number with our administrative assistant. Please provide administration

a 24 hour time frame to return your call. In any emergency situation, administration will respond more quickly. Please be sure the classroom teacher has had an opportunity to discuss matters with you, prior to involving administration. Instruction in all core areas is our primary focus and administration has to make time in the daily schedule to be able to monitor instruction adequately.

BREAKFAST AND LUNCH

Breakfast begins upon student arrival at 7:50 and ends at 8:10. Breakfast will not be served to students who are tardy unless their bus is late. Please see the master schedule for your child's lunch schedule. All students will receive a free breakfast and lunch regardless of need. Each student will be assigned a Meal ID Number. When purchasing lunch, students must tell their ID number to the cafeteria manager who in turn will enter it into the cafeteria computer. It is very important that students memorize their Meal ID number and do not share the number with other children. Monthly menus will be provided and can be accessed on the Essex County Public Schools website, www.essex.k12.va.us.

Price List

Breakfast - Free

Student Lunch - Free

Adult Breakfast - \$2.00

Adult Lunch - \$3.30

Milk - \$0.50

Juice- \$0.50

Ice Cream- \$0.75 Served on Fridays

Lunch Entrée Only- \$2.00

Breakfast Entrée Only- \$1.25

Side fruit or veggie- \$0.75

Those parents wishing to prepay for individual items, may do so by visiting the school website and accessing your child's My School Bucks account. Anyone wishing to pay with cash will need to send it in a sealed envelope and label the envelope with your child's name and homeroom teacher.

SCHOOL COUNSELING

The School Counseling Program focuses on three domains: Academic Development, Career Development, and Personal/Social Development. The school counselor will provide character education and career development lessons, which all students are expected to participate. The counselor will also provide individual counseling and small group counseling, which includes but is not limited to: conflict resolution, bullying, anger/stress management, work habits, social skills and retention support. If your student is referred to a group, you will receive a permission slip that must be signed by a parent/guardian before they may participate. No student will be required to participate in any individual or group counseling if the student's parents object. Parents must notify the Tappahannock Elementary School Counseling Department in writing if their student is not to participate in the individual or group counseling programs. For more information, contact Ms. Diondra Finney, school guidance counselor.

PARENTAL DISSENT FORM

Our TES handbook does not include a "parental dissent form" which acknowledges a parent's request stating that their child should not have their picture published in any form. If this is a request for your child, please submit the signed form which can be found in the Essex County Code of Conduct handbook.

CODE of CONDUCT

Our TES handbook does not include the signature page for the Code of Conduct.

The county asks that each parent sign and return the signature page located at the back of the Essex County Code of Conduct within the first week of school. Students who do not return this signature page will be reminded to do so through a phone call or reminder notice sent home.

ACCEPTABLE COMPUTER USE AGREEMENT

Our TES handbook does not contain the Acceptable Computer Use Agreement. That information and parent/student form can be located in the Essex County Code on Conduct Handbook. All students must have an Acceptable Computer Use Agreement on file in order to be able to use school computers.

SCHOOL IMPROVEMENT MEETINGS

Parents are invited to attend monthly School Improvement Meetings. These meetings are held at 3:45 in Room A-53 on the first Monday of each month. School Improvement Meeting dates are: September 9, October 7, November 4, December 2, January 6, February 3, March 2, April 20, May 4, and June 1. Please contact the school for more information about attending School Improvement Meetings.

Required Notifications

SCHOOL CRISIS, EMERGENCY MANAGEMENT, AND MEDICAL EMERGENCY RESPONSE PLAN

Each school will develop a written school crisis, emergency management and medical emergency response plan as defined below. The School Board will annually review each school's plan. The School Board has the authority to withhold or limit the review of any security plans and specific vulnerability assessment components as provided in the Virginia Freedom of Information Act, Va. Code § 2.2-3705.2. The Department of Education and the Virginia Center for School Safety will provide technical assistance to the school division in the development of the plans. In developing these plans, schools may consult the model school crisis, emergency management, and medical emergency response plan developed by the Board of Education and the Virginia Center for School Safety. Each school will annually conduct school safety audits as defined below. The results of such school safety audits will be made public within 90 days of completion. The school board may withhold or limit the release of any security plans and specific vulnerability assessment components as provided in the Virginia Freedom of Information Act, Va. Code § 2.2-3705.2.

Each school will maintain a copy of the school's safety audit, which may exclude such security plans and vulnerability assessment components, within the office of the school principal and will make a copy of such report available for review upon written request.

"School crisis, emergency management, and medical emergency response plan" means the essential procedures, operations, and assignments required to prevent, manage, and respond to a critical event or emergency, including natural disasters involving fire, flood, tornadoes, or other severe weather; loss or disruption of power, water, communications or shelter; bus or other accidents; medical emergencies, including cardiac arrest and other life threatening medical emergencies; student or staff member deaths; explosions; bomb threats; gun, knife or other weapons threats; spills or exposures to hazardous substances; the presence of unauthorized persons or trespassers; the loss, disappearance or kidnapping of a student; hostage situations; violence on school property or at school activities; incidents

involving acts of terrorism; and other incidents posing a serious threat of harm to students, personnel, or facilities. The plan shall include a provision that the Department of Criminal Justice Services and the Virginia Criminal Injuries Compensation Fund shall be contacted immediately to deploy assistance in the event of an emergency as defined in the emergency response plan when there are victims as defined in § Va. Code § 19.2-11.01, as well as current contact information for both. "School safety audit" means a written assessment of the safety conditions in each public school to (1) identify and, if necessary, develop solutions for physical safety concerns, including building security issues and (2) identify and evaluate any patterns of student safety concerns occurring on school property or at school-sponsored events. Solutions and responses will include recommendations for structural adjustments, changes in school safety procedures, and revisions to the school board's standards for student conduct. Each school will maintain records of regular safety, health and fire inspections that have been conducted and certified by local health and fire departments. The frequency of such inspections will be determined by the local school board in consultation with the local health and fire departments. In addition, the school administration will:

1. equip all exit doors with panic hardware as required by the Uniform Statewide Building Code; and
2. conduct fire drills at least once a week during the first month of school and at least once each month for the remainder of the school term. No fire drills will be conducted during periods of mandatory testing required by the Board of Education. Evacuation routes for students shall be posted in each room. At least one simulated lockdown and crisis emergency evacuation activity should be conducted early in the school year. Each school will have contingency plans for emergencies that include staff certified in cardiopulmonary resuscitation (CPR), the Heimlich maneuver, and emergency first aid. In addition, the school administration will ensure that the school has:

1. written procedures to follow in emergencies such as fire, injury, illness, and violent or threatening behavior. The plan will be outlined in the student handbook and discussed with staff and students during the first week of each school year;

2. space for the proper care of students who become ill;
3. a written procedure for responding to violent, disruptive or illegal activities by students on school property or during a school sponsored activity; and
4. written procedures to follow for the safe evacuation of persons with special physical, medical, or language needs who may need assistance to exit a facility.

Adopted: July 19, 2012

Legal Refs: Code of Virginia, 1950, as amended, §§ 2.2-3705.2, 22.1-279.8.
Acts 2006, c. 164.

8 VAC 20-131-260.

Cross Refs.: CLA Reporting Acts of Violence and Substance Abuse

EBAA Reporting of Hazards

EBBA First Aid/CPR Certified Personnel

EBCB Fire Drills

GBEB Staff Weapons in School

JFC Student Conduct

JFC-R Standards of Student Conduct

JFCD Weapons in School

JFCE Gang Activity or Association

JHCD Administering Medicines to Students JHH Suicide Prevention

KK School Visitors

NOTIFICATION OF LEARNING OBJECTIVES

I. Annual Notice At the beginning of each school year, each school within the Essex County School Division will provide to its students' parents or guardians information on the availability of and source for receiving: • the learning objectives developed in accordance with the Standards of Accreditation to be achieved at their child's grade level, or, in high school, a copy of the syllabus for each of their child's courses; • the Standards of Learning (SOLs) applicable to the child's grade or course requirements and the approximate date and potential impact of the child's next SOL testing; • an annual notice to students in all grade levels of all requirements for Board of Education-approved

diplomas; and • the board's policies on promotion, retention, and remediation. The Superintendent will certify to the Department of Education that the notice required by this policy has been given. II. Notice of Credits Needed for Graduation and of the Right to a Free Public Education A. The school board will notify the parent of rising eleventh and twelfth grade students of • the number and subject area requirements of standard and verified units of credit required for graduation pursuant to the Standards of Accreditation and • the remaining number and subject area requirements of such units of credit the individual student requires for graduation. B. The School Board will notify the parent of students with disabilities who have an Individualized Education Program (IEP) and who fail to meet the requirements for a standard or advanced studies diploma of the student's right to a free and appropriate education to age 21, inclusive, pursuant to Va. Code § 22.1-213 et seq. C. The School Board will notify the parent of students who fail to graduate or who fail to achieve the number of verified units of credit required for graduation as provided in the standards of accreditation and who have not reached 20 years of age on or before August 1st of the school year of the right to a free public education. If the student who does not graduate or achieve such verified units of credit is a student for whom English is a second language, the School Board will notify the parent of the student's opportunity for a free public education in accordance with Va. Code § 22.1-5.

Adopted: July 19, 2012

File: IAA

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Legal Refs.: Code of Virginia, 1950, as amended, § 22.1-253.13:4.
8 VAC 20-131-270.

Cross Refs.: IGBC Parental Involvement

IKF Standards of Learning Tests and Graduation Requirements

PROHIBITION AGAINST HARASSMENT AND RETALIATION

I. Policy Statement The ESSEX School Board is committed to maintaining an educational environment and workplace that is free from harassment. In accordance with law, the Board prohibits harassment against students, employees, or others on the basis of sex, gender, race, color, national origin, disability, religion, ancestry, age, marital status, genetic information or any other characteristic protected by law or based on a belief that such characteristic exists at school or any school sponsored activity. The ESSEX School Board is an equal opportunity employer. It is a violation of this policy for any student or school personnel to harass a student or school personnel based on sex, gender, race, color, national origin, disability, religion, ancestry, age, marital status, genetic information or any other characteristic protected by law or based on a belief that such characteristic exists at school or any school sponsored activity. Further, it is a violation of this policy for any school personnel to tolerate harassment based on a student's or employee's sex, gender, race, color, national origin, disability, religion, ancestry, age, marital status or genetic information or any other characteristic protected by law or based on a belief that such characteristic exists at school or any school sponsored activity, by students, school personnel or third parties participating in, observing or otherwise engaged in school sponsored activities. For the purpose of this policy, school personnel includes school board members, school employees, agents, volunteers, contractors or other persons subject to the supervision and control of the School Division. The school division shall: (1) promptly investigate all complaints, written or verbal, of harassment based on sex, gender, race, color, national origin, disability, religion, ancestry, age, marital status, genetic information or any other characteristic protected by law or based on a belief that such characteristic exists at school or any school sponsored activity; (2) promptly take appropriate action to stop any harassment and (3) take appropriate action against any student or school personnel who violates this policy and take any other action reasonably calculated to end and prevent further harassment of school personnel or

students. II. Definitions A. Harassment Based on Sex. Harassment based on sex consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication, which may include use of cell phones or the internet, of a sexual nature when

- submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment or education;
- submission to or rejection of the conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
- that conduct or communication substantially or unreasonably interferes with an individual's employment or education, or creates an intimidating, hostile or offensive employment or educational environment (i.e. the conduct is sufficiently serious to limit a student's or employee's ability to participate in or benefit from the educational program or work environment).

Examples of conduct which may constitute harassment based on sex if it meets the immediately preceding definition include:

- unwelcome sexual physical contact
- unwelcome ongoing or repeated sexual flirtation or propositions, or remarks
- sexual slurs, leering, epithets, threats, verbal abuse, derogatory comments or sexually degrading descriptions
- graphic comments about an individual's body
- sexual jokes, notes, stories, drawings, gestures or pictures
- spreading sexual rumors
- touching an individual's body or clothes in a sexual way
- displaying sexual objects, pictures, cartoons or posters
- impeding or blocking movement in a sexually intimidating manner
- sexual violence
- display of written materials, pictures, or electronic images
- unwelcome acts of verbal, nonverbal, written, graphic, or physical conduct based on sex or sex stereotyping

B. Harassment Based on Race, National Origin, Disability or Religion Harassment based on race, national origin, disability or religion consists of physical or verbal conduct, which may include use of cell phones or the internet, relating to an individual's race, national origin, disability or religion when the conduct

- creates an intimidating, hostile or offensive working or educational environment;
- substantially or unreasonably interferes with an individual's work or education; or
- otherwise is sufficiently serious to limit an individual's employment opportunities or to limit a student's ability to participate in or

benefit from the education program. Examples of conduct which may constitute harassment based on race, national origin, disability or religion if it meets the immediately preceding definition include: • graffiti containing racially offensive language • name calling, jokes or rumors • physical acts of aggression against a person or his property because of that person's race, national origin, disability or religion • hostile acts which are based on another's race, national origin, religion or disability • written or graphic material which is posted or circulated and which intimidates or threatens individuals based on their race, national origin, disability or religion

C. Additional Prohibited Behavior: Behavior that is not unlawful or does not rise to the level of illegal harassment or retaliation may nevertheless be unacceptable for the educational environment or the workplace. Demeaning or otherwise harmful actions are prohibited, particularly if directed at personal characteristics including, but not limited to, socioeconomic level, sexual orientation, or perceived sexual orientation.

III. Complaint Procedure

A. Formal Procedure

1. File Report Any student or school personnel who believes he or she has been the victim of harassment based on sex, gender, race, color, national origin, disability, religion, ancestry, age, marital status, or genetic information or any other characteristic protected by law or based on a belief that such characteristic exists by a student, school personnel or a third party should report the alleged harassment to one of the Compliance Officers designated in this policy or to any school personnel. The alleged harassment should be reported as soon as possible, and the report generally should be made within fifteen (15) school days of the occurrence. Further, any student who has knowledge of conduct which may constitute prohibited harassment should report such conduct to one of the Compliance Officers designated in this policy or to any school personnel. Any school personnel who has notice that a student or other school personnel may have been a victim of prohibited harassment shall immediately report the alleged harassment to one of the Compliance Officers designated in this policy. The complaint, and identity of the complainant and alleged harasser, will be disclosed only to the extent necessary to fully investigate the complaint and only when such disclosure is required or permitted by law. Additionally, a complainant who wishes to remain anonymous shall be advised that such confidentiality may limit the

School Division's ability to fully respond to the complaint.

2. Investigation

Upon receipt of a report of alleged prohibited harassment, the Compliance Officer shall immediately authorize or undertake an investigation. The investigation may be conducted by school personnel or a third party designated by the school division. The investigation shall be completed as soon as practicable, which generally should be not later than 14 school days after receipt of the report by the Compliance Officer. Upon receiving the complaint, the Compliance Officer shall acknowledge receipt of the complaint by giving written notice that the complaint has been received to both the person complaining of harassment and the person accused of harassment. Also upon receiving the complaint, the Compliance Officer shall determine whether interim measures should be taken pending the outcome of the investigation. Such interim measures may include, but are not limited to, separating the alleged harasser and the complainant and, in cases involving potential criminal conduct, determining whether law enforcement officials should be notified. If the Compliance Officer determines that more than 14 school days will be required to investigate the complaint, the complainant and the accused shall be notified of the reason for the extended investigation and of the date by which the investigation will be concluded. If the alleged harassment may also constitute child abuse, then it must be reported to the Department of Social Service in accordance with Policy JHG, Child Abuse and Neglect Reporting. The investigation may consist of personal interviews with the complainant, the alleged harasser, and any others who may have knowledge of the alleged harassment or the circumstances giving rise to the complaint. The investigation will consider witnesses and evidence from both the alleged harasser and the person allegedly harassed. The investigation may also consist of the inspection of any other documents or information deemed relevant by the investigator. The school division shall take necessary steps to protect the complainant and others pending the completion of the investigation. In determining whether alleged conduct constitutes a violation of this policy, the division shall consider, at a minimum: (1) the surrounding circumstances; (2) the nature of the behavior; (3) past incidents or past or continuing patterns of behavior; (4) the relationship between the parties; (5)

how often the conduct occurred; (6) the identity of the alleged perpetrator in relation to the alleged victim (i.e. whether the alleged perpetrator was in a position of power over the alleged victim); (7) the location of the alleged harassment; (8) the ages of the parties and (9) the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a case by case determination based on all of the facts and circumstances revealed after a complete and thorough investigation. The Compliance Officer shall issue a written report to the superintendent upon completion of the investigation. If the complaint involves the superintendent, then the report shall be sent to the School Board. The report shall include a determination of whether the allegations are substantiated, whether this policy was violated and recommendations for corrective action, if any. All employees shall cooperate with any investigation of alleged harassment conducted under this policy or by an appropriate state or federal agency.

