

## FAMILY SAFETY PLEDGE

School staff and teachers have been asked to secure our children's safety in impossible circumstances. We honor and appreciate efforts the school system has made for student safety. Teachers and school staff across the country have died protecting our children from gunmen. Countless deaths are attributed to prescription drug overdoses. The growing epidemic of gun violence and prescription drug abuse is both terrifying and soul wrenching.

We must acknowledge that most gun violence to children and teens happens in their homes and communities, outside their schools. Additionally, a Secret Service report and a Washington Post investigation found that a majority of guns brought to school by students come from their home or the home of a relative or close friend.

While the schools have and continue to make every effort, our community is equally accountable and must take all measures possible to prevent both intentional and accidental deaths associated with the use of unsecured prescription drugs and firearms within the home.

The goal of this Pledge is to reduce the likelihood any student in this district - including those who may feel temporarily angry or suicidal - has access to firearms or prescription drugs. In taking this collective responsibility, we as a community are upholding our part to keep our children from being victims of gun violence and prescription drug overdose at school, at home, and in the wider community.

### THIS IS OUR PLEDGE ...

In acknowledgement of our shared community responsibility to keep any child in the Roanoke City Public Schools (RCPS) division from endangering themselves or other children, we the parents and guardians of RCPS students pledge:

To keep all firearms in our possession under lock and key and inaccessible to thieves and curious children. Guns will be locked and stored unloaded with ammunition locked and stored separately. This is in accordance with the American Academy of Pediatric recommendation.

To ensure that children will not have unsupervised access to firearms in our home. Unlocking mechanisms will only be available to parents and guardians. Any access to firearms in this household by children will be directly supervised by a trusted and responsible adult.

To keep any prescription opioid or stimulant drug stored in a locked cabinet/container. Unlocking mechanisms will only be available to the parents and guardians of the children in our home.

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Parent/Guardian Signature

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Date



## POLICIES AND PROCEDURES AT RCPS

### POLICIES

Policies are general statements of intent adopted by the School Board to guide the operation of the schools. Policies are reviewed by the School Board Attorney to ensure appropriate legal consideration. School Board Policies are available online at [www.rcps.info](http://www.rcps.info). Copies are available to citizens who don't have online access by calling (540) 853-1655. Employees, school patrons, and the general public may review the policies at any time.

### ATTENDANCE

Student attendance on a regular and punctual basis is a must for a student's academic success. Parents and guardians are encouraged to notify the school when their child will be absent. Attendance regulations are described in the Student Code of Conduct Handbook.

### COMPULSORY ATTENDANCE

Regular school attendance is a vital part of your child's success in school. If your student maintains good attendance, please encourage them to continue. Parents are expected to cooperate with school officials to remedy a student's attendance problem. Unexcused absences are a violation of the

Code of Virginia, Sections 22.1-78, 22.1-254 through 22.1-269 and can have serious sanctions ordered by the Juvenile and Domestic Relations District Court.

School officials monitor student attendance to facilitate interventions for students who demonstrate difficulty maintaining regular and punctual school attendance. Please contact the student support specialist at your child's school for additional information regarding attendance questions and concerns.

Every parent, guardian, or other person in the Commonwealth having control or charge of any child who will have reached the fifth birthday on or before September 30 of any school year and who has not passed the eighteenth birthday shall, during the period of each year the public schools are in session and for the same number of days and hours per day as the public schools, send such child to a public school or to a private, denominational, or parochial school or have such child taught by a tutor or teacher of qualifications prescribed by the Board of Education and approved by the division superintendent, or provide for home instruction of such child as described in section 22.1-254.1.

As prescribed in the regulations of the Board of Education, the requirements of this section may also be satisfied by sending a child to an alternative program of study or work/study offered by a public, private, denominational, or parochial school or by a public or private degree-granting institution of higher education. Further, in the case of any five-year-old child who is subject to the provisions of this subsection, the requirements of this section may be alternatively satisfied by sending the child to any public educational pre-kindergarten program, including a Head Start program, or a private, denominational, or parochial educational pre-kindergarten program.

In-home instruction of a child or children, by the parent, guardian, or other person having control or charge of such child or children, shall not be classified or defined as a private, denominational, or parochial school.

Each parent must sign and return to the student's school a statement acknowledging the receipt of the compulsory attendance law and the enforcement procedures and policies adopted by the School Board. This statement of acknowledgment is located in the Student Code of Conduct Handbook. Each school must maintain records of such signed statements. For additional information, refer to School Board policies JEA and JED.

### **INDUCING CHILDREN TO ABSENT THEMSELVES**

Any person who induces or attempts to induce any child to be absent unlawfully from school or who knowingly employs or harbors, while a school is in session, any child absent unlawfully shall be guilty of a Class 3 misdemeanor and may be subject to penalties. Upon a finding that a person knowingly and willfully violated the provisions of this section and that such person has been convicted previously of a violation of this section, such person shall be guilty of a Class 2 misdemeanor. 22.1-265 of the Code of Virginia.

### **CODE OF CONDUCT K – 12**

Parents and students have the right to expect a quality education, a safe environment for students and their teachers, and protection of their investment in school property. In a partnership with parents, teachers, students, and other members of the community, we have developed the Code of Conduct K-12. To help keep our schools safe, students are strongly encouraged to report instances of bullying, threats, and other conduct infractions to an adult at school. It is important to remember, it is about reporting and telling, not snitching or tattling.

We believe schools are for the benefit of all people. This document defines the standards and expectations for student behavior and provides school administrators with ideas for administering consequences for infractions. The document is also intended to be a guide for parents and students.

In Roanoke City Public Schools, we are committed to fostering a safe, nurturing, and healthy environment where each child will be challenged academically and will learn and grow.

It should be understood that students do not divest themselves of their constitutional rights upon entering school. As long as they do not disrupt the educational process by imposing upon, endangering, or depriving others of their rights; students will enjoy their freedoms of expression, orderly assembly, privacy of person, and freedom from discrimination. There are certain offenses that will not be tolerated and will carry a mandatory recommendation for expulsion. They include violations related to illegal substances, possession of a gun, assault and battery on a teacher or other school employee or person acting on behalf of the school system, assault and battery cases on students, acts of terrorism, and threats of a serious nature. Fair and reasonable procedures will be followed to assure students of their rights. Students must recognize that to maintain an

educational environment in which they can strive to achieve their intellectual potential, the reasonable exercise of authority by school officials is necessary. Parents are required by law to assist their child's school in disciplinary matters necessary to maintain order. School personnel, along with parental and community support, are obligated to maintain an environment that is favorable to the learning process and free from disruptions. Teachers have the right to instruct free from verbal intimidation, physical abuse, or outside interference.

It is the intent of the School Board and administration that all persons connected with our schools demonstrate respect for the rights of students and that our schools require students to accept their responsibilities toward others and the school system.

Each parent must sign and return to the student's school a statement acknowledging the receipt of the Standards and Expectations for Student Behavior Code of Conduct K-12 handbook, as each school must maintain records of such signed statement (VA Code 22.1-279.3.C). For

additional information, refer to School Board policy JFC.

### **REMOVAL OF STUDENTS**

Roanoke City Public Schools believes schools are for the benefit of all people. Parents or legal guardians of any student who poses a threat to the health and safety of the school community will be notified of the student's violation. Teachers shall have the initial authority to remove students from the class for disruptive behavior as defined by the Student Code of Conduct. The administrator/principal shall ensure students removed from class receive an education in accordance with School Board policies and administrative procedures.

### **STUDENT WELLNESS POLICY**

Access to the Student Wellness Policy JHC is available through BoardDocs, located at [www.rcps.info/SchoolBoard](http://www.rcps.info/SchoolBoard). The public is encouraged to participate in the development, implementation, review, and updates of this policy by attending School Health Advisory Board committee meetings. Committee Meeting Schedules are also posted under BoardDocs.



# ROANOKE CITY PUBLIC SCHOOLS 2023-2024 CALENDAR

JULY 2023						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

4 Holiday

AUGUST 2023						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

10,11 New Teachers Only 14, 17, 18, 21 Teacher Service Days  
15, 16 Professional Development Days 22 First Student Day

SEPTEMBER 2023						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

1 Non-Student/Non-Teacher Day  
4 Holiday

OCTOBER 2023						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

9 Professional Development Day  
27 Early Dismissal - 2 hours early (Students only)

NOVEMBER 2023						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

6 Parent/Teacher Conference Day (no students)  
7 Holiday  
22 Non-Student/ Non-Teacher Day 23-24 Holiday

DECEMBER 2023						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

21-29 Winter Break 25 Holiday

JANUARY 2024						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

1 Holiday 1-3 Winter Break  
15 Early Dismissal - 2 hours (Students only)  
19 Holiday

FEBRUARY 2024						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

16 Professional Development Day  
19 Parent/Teacher Conference Day (No students) 12-6pm

MARCH 2024						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

22 Early Dismissal-2 hours (Students Only)  
25-29 Spring Break

APRIL 2024						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

1 Holiday  
24 Early Dismissal-2 hours (Students Only)

MAY 2024						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

27 Holiday

JUNE 2024						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

6 Early Dismissal - 2 hours (Students only), Last Student Day, Graduation (PH) 7 Teacher Service Day - Graduation (WF)  
19 Holiday

- Holiday
- Professional Development (No students)
- Non-Student/Non-Teacher Day
- Early Dismissal (2 hours - students only)
- Parent Teacher Conference Day (No students)
- Teacher Service Day (No students)

Length of Grading Periods: 1st 46 (Oct. 27) 2nd 44 (Jan. 19) 3rd 43 (March 22) 4th 47 (June 6)  
Interim Dates: September 22, December 1, February 15, May 3  
Report Card Dates: November 3, January 26, April 5, June 6



# SCHOOL BUS

## TRANSPORTATION RULES

**DURHAM SCHOOL SERVICES (540) 970-3000**

1. The driver and bus assistant are in charge of the bus and all pupils aboard. Obey the driver and bus assistant promptly and cheerfully.
2. Obey and respect the directions of authorized school officials.
3. Be on time. The driver cannot wait beyond their regular schedule for those who are tardy. Be at your stop five minutes before the bus stop time.
4. Wait in an orderly line off the street or road.
5. Cross in front of the bus only when the road is clear and at a safe distance in front of the bus in order to be seen by the driver (minimum 10 feet). Wait for driver to signal you across.
6. Do not run toward a school bus while it is in motion.
7. Ride only the bus assigned by school officials.
8. Occupy the seat assigned by the bus driver or school officials and remain seated while the bus is moving. Ride three in a seat, if necessary, and do not exchange seats unless given permission by the driver.
9. Behave on the bus as you are expected to behave in the classroom. Insolence, disobedience, vulgarity, foul language, fighting, pushing, and similar offensive acts will not be tolerated.
10. Do not engage in any activity which might divert the driver's attention and cause an accident, such as:
  - a. Loud talking, laughing, or unnecessary confusion.
  - b. Unnecessary conversation with the driver.
  - c. Extending any part of the body out of the bus windows or doors or riding outside the bus.
11. Do not open or close bus windows without permission of the driver or regulate or operate any part of the bus.
12. Do not engage in any activity which may litter, damage, or cause excessive wear to the bus or other property. The following activities are prohibited at all times:
  - a. Smoking/vaping or eating on the bus.
  - b. Spitting or throwing anything in or from the bus.
  - c. Possessing knives or sharp objects on the bus.
  - d. Bringing animals on the bus.
  - e. Tampering with mechanical equipment, accessories, or controls on the bus.
13. Do not leave the bus on the way to school or home without permission of the driver. The driver will not give permission except in case of personal emergency or upon request of the principal or pupil's parents.
14. Be courteous to the driver, to fellow students, and to passers-by at all times.
15. Report any damage done to the bus promptly to the driver. Persons causing damage shall be expected to defray the full cost of the damages. (For example: cutting and vandalizing seats, etc.)

16. Do not bully or harass other students.
17. Do not touch the handle on the emergency door unless instructed to do so by an adult.
18. No skateboards, balls, or other athletic equipment will be allowed on a school bus unless enclosed in a sports bag.
19. All kindergarten/preschool/students with disabilities who utilize special transportation are to be accompanied by a parent or guardian (on the emergency contact card) at the bus stop. Parent or guardian must have photo ID available. If a parent or guardian is not at the bus stop to meet a kindergarten/preschool student, the student will be taken to school. Anyone other than a parent or guardian who meets the bus must be on the home school emergency contact card and be at least 18 years old or older and present a photo ID.
20. The Code of Virginia, Section 22.1 – 176, permits school boards to provide transportation to pupils, but does not require them to do so. Students eligible for transportation may be required to walk up to one mile to reach their regular bus stop. Except for kindergarten/preschool students, a student living within a school's established walking boundary will walk to school.

### CONSEQUENCES OF NON-ADHERENCE TO STATED RULES

The following guidelines have been prepared to deal with discipline problems on school buses:

1. If a student is found guilty of misbehavior involving bus safety rules, insubordination to the bus driver, or any act that endangers the safety of other children, a bus conduct report will be given to the parent(s)/guardian(s).
2. Should the student be reported to the principal, the principal will be responsible for disciplinary action, which may include the loss of the privilege of all school bus transportation until the parent/guardian, the bus driver, the principal, (and in some instances, a Transportation Department representative) can arrive at an understanding, which will correct the

problem. The parent or guardian will be responsible for the transportation of students who have lost school bus privileges.

3. If a disciplinary action should occur in the afternoon, and the problem is such that, in the judgment of the driver, it is unsafe to proceed, the driver may return to the school to seek immediate disciplinary action and/or assistance. Bus drivers are instructed to report any infractions to the school principal/designee, and the student may be removed from the bus.
4. Students who are returned to a school three times after not being met by a parent or guardian at the bus stop will not be permitted to ride the bus in the afternoon for the remainder of the nine weeks.

### SERIOUS OFFENSES

**First Offense:** Bus riding privilege suspended for no more than two (2) weeks.

**Second Offense:** For a second offense in a school year, bus riding privileges will be suspended for no more than three (3) months.

**Third Offense:** Students found guilty of breaking rules for the third time in a school year will lose all bus riding privileges for the remainder of the school year.

The following violations are considered extremely serious, and if the student is found guilty, they may be suspended for up to six (6) months on the first charge:

- Smoking/Vaping
- Fighting
- Destroying bus property
- Assault
- Throwing objects on or from the bus
- Using abusive or vulgar language to the bus driver
- Threatening or endangering the lives of others

Offenses will be handled on a case-by-case basis. Oral or written threats to cause harm on school buses shall result in the loss of transportation for the remainder of the school year, in addition to other disciplinary action.

## REFUSAL TO RELEASE DIRECTORY INFORMATION

Federal law (and School Board Policy KFB) requires schools, with certain exceptions, obtain written consent from a student's parent/guardian prior to the disclosure of personally identifiable information from the student's education records. However, schools may disclose "directory information" without written consent, unless school personnel have been advised to the contrary in accordance with division procedures. The primary purpose of directory information is to allow the school to include this type of information from a student's education records in certain school publications.

Directory information, which is information generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require schools to provide military recruiters, upon request, with directory information unless parents have advised the school they do not want their student's information disclosed without their prior written consent. If you do not object in writing, the schools will distribute such information as needed.

Directory information includes the following:

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Student connection to military
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- Student ID number, user ID, or other

unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc.

(A student's SSN, in whole or in part, cannot be used for this purpose.)

Questions about these laws should be directed to the school principal. In addition, there are times when the school division or the media may wish to use a student's picture or interview a student in public media coverage of school events or activities (for example, in a newspaper article or television news feature, or for school recognition). This information also pertains to auxiliary sites affiliated with the school system such as the Adolescent Health Centers, the LIFT Center at Fallon Park Elementary, and social media sites.

Parents who do not wish the school to release specific types of directory information should indicate and sign the Media Release form from the school and return it to the principal within fifteen (15) days.

## PROTECTION OF PUPIL RIGHTS AMENDMENT

The Protection of Pupil Rights Amendment (PPRA) affords parents and students who are

18 years of age or emancipated minors (eligible students) certain rights regarding conducting surveys, collection and use of information for marketing purposes, and certain physical exams by Roanoke City Public Schools. These include the right to:

Consent before students are required to submit to a survey that concerns one or more of the following protected areas (protected information survey) if the survey is funded in whole or in part by a program of the [U.S. Department of Education](#):

1. Political affiliations or beliefs of the student or student's parent.
2. Mental or psychological problems of the student or student's family.
3. Sexual behavior or attitudes.
4. Illegal, anti-social, self-incriminating, or demeaning behavior.

5. Critical appraisals of others with whom respondents have close family relationships.
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers.
7. Religious practices, affiliations, or beliefs of the student or parents.
8. Income, other than as required by law to determine program eligibility.

**Receive notice and an opportunity to opt a student out of:**

1. Any other protected information survey, regardless of funding.
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a child, except for hearing, vision or scoliosis screenings, or any physical exam or screening permitted or required under state law.
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or for selling, or otherwise distributing the information to others.

**Inspect, upon request and before administration or use:**

1. Protected information surveys of students.
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes.
3. Instructional material used as part of the educational curriculum. Roanoke

City Public Schools will develop policies, in consultation with parents, regarding these rights, as well as arrangements to protect child privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The school division will directly notify parents and eligible students of these policies at least annually at the start of each school year and after any substantive changes. The school division will also directly notify parents and eligible students, such as through U.S. mail or e-mail, at least annually at the start of each school year of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in the following:

- Collection, disclosure, or use of personal information for marketing, sales, or other distribution.
- Administration of any protected information survey not funded in whole or in part by the U.S. Department of Education.
- Any non-emergency, invasive physical examination or screening as described above.

**Parents/eligible students who believe their rights have been violated may file a complaint with:**

Family Policy Compliance Office  
U.S. DEPARTMENT OF EDUCATION  
400 Maryland Avenue SW  
Washington, DC 20202-5920



## FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (eligible students) certain rights with respect to the student's educational records. They are as follows:

1. The right to inspect and review the student's educational records within 45 days of the day the division receives a request for access.  
Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's educational records that the parent or eligible student believes are inaccurate or misleading.  
Parents or eligible students may ask Roanoke City Public Schools to amend a record they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.  
If the division decides not to amend the record as requested by the parent or eligible student, the division will notify the parent and/or eligible student of their right to a hearing regarding the request of amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.  
After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth their view about the contested information.
3. The right to consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent includes school officials

with legitimate educational interests. A school official is a person employed by the division as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the division has contracted to perform a special task (such as attorney, auditor, medical consultant, or therapist); or a person assisting another school official in performing their tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill their professional responsibility. The division discloses educational records without consent to officials of another school division or educational agency in which a student seeks or intends to enroll. According to FERPA and Every Student Succeeds (ESSA), this disclosure includes disciplinary records (with respect to suspensions and expulsions).

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the division to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:  
[Family Policy Compliance Office](#)  
U.S. DEPARTMENT OF EDUCATION  
400 Maryland Avenue SW  
Washington, DC 20202-5920
5. The Uninterrupted Scholars Act permits a school division to disclose the educational records of students, with or without parental permission, to an agency caseworker or representative of the state or local child welfare agency or a tribal authority if the agency or authority is responsible for the care and protection of the student. Those agencies cannot further disclose the records except as authorized by FERPA.

## CITY OF ROANOKE SCHOOL BOARD ANNUAL PUBLIC NOTIFICATION OF NONDISCRIMINATION

[Roanoke City Public Schools Non-Discrimination Statement](#)

Roanoke City Public Schools does not discriminate on the basis of sex, sexual

orientation, gender, gender identity, race, color, national origin, disability, religion, ancestry, age, military status, marital status, pregnancy, childbirth or related medical conditions, genetic information, or any other characteristic protected by law in its programs and activities, and provides equal access to the Boy Scouts and other designated youth groups.

Students who have questions or concerns regarding compliance with the school division's nondiscrimination policy JB (including protection under IDEA, ADA, Section 504 and Title IX) should contact:

### Hayley Poland, Compliance Officer

*Assistant Superintendent of Student Services*

Roanoke City Public Schools  
40 Douglass Avenue, NW • Roanoke, VA 24012  
(540) 853-1306

ALTERNATE COMPLIANCE OFFICER

### Dr. Benjamin Lewis

*Executive Director of Special Education*

Roanoke City Public Schools  
40 Douglass Avenue, NW • Roanoke, VA 24012  
(540) 853-2468

## HOMELESS STUDENTS/MCKINNEY-VENTO ACT

The School Board of the City of Roanoke is committed to educating homeless children and youth. Homeless children and youth shall not be stigmatized or segregated on the basis of their status as homeless. The school division will coordinate the identification and provision of services to such students with relevant local social services agencies and other agencies and programs providing services to such students and with other school divisions as may be necessary to resolve inter-divisional issues. Homeless children and youth includes students living in a hotel, on the street, in a shelter, or in some cases, living with others until stable housing can be obtained. Questions and inquiries regarding the educational rights of students experiencing homelessness should contact:

### Malora Horn

*McKinney-Vento Coordinator*

Roanoke City Public Schools  
P.O. Box 13145, NW, Roanoke, VA 24012  
(540) 400-9787 • [mhorn@rcps.info](mailto:mhorn@rcps.info)



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### SECTION 504/AMERICANS WITH DISABILITIES ACT GRIEVANCE PROCEDURE

Persons who believe the school division has discriminated against someone on the basis of disability and thus violated Section 504 of the Rehabilitation Act (Section 504) or the Americans with Disabilities Act (ADA) can file a written grievance with the school division's Section 504 Coordinator. Once a written grievance is received, the school division will investigate the allegations contained in the written grievance in an effort to reach a prompt and equitable resolution.

#### A grievance must meet the following requirements:

The grievance must be in writing. At a minimum, it must contain: 1) the nature of the grievance; 2) the facts upon which the grievance is based, including a list of all witnesses; 3) the remedy requested; and 4) the complainant's signature and the date the grievance is filed.

The written grievance must be filed with:

#### Hayley Poland, Section 504 Coordinator

*Assistant Superintendent of Student Services*

Roanoke City Public Schools  
40 Douglass Avenue, NW • Roanoke, VA 24012

(540) 853-1306 • Fax: (540) 853-1023 • [hpoland@rcps.info](mailto:hpoland@rcps.info)

The grievance should be reported as soon as possible, but not later than thirty (30) school days after the occurrence. This time frame may be lengthened for extraordinary circumstances.

#### The complainant must have the opportunity to present verbal and written evidence.

The coordinator or designee will independently investigate the allegations to determine whether the school division is in compliance with Section 504 and the ADA. The coordinator or designee will provide a written report of the investigation to the complainant within thirty (30) school days of receipt of the complaint. The report should include the following information:

1. A statement of the complainant's allegations and the remedy sought;
2. A statement of facts as contended by each party;
3. A narrative describing attempts to resolve the grievance;
4. A list of the witnesses interviewed and the documents reviewed during the investigation;
5. A statement of facts as determined by the coordinator or designee with reference to the evidence to support each fact;
6. The coordinator or designee's conclusion as to whether the allegations are valid; and,

7. If the coordinator or designee does determine the allegations are valid, the report should include any corrective action determined by the coordinator or designee.

An extension of the thirty (30) school day time limit for submitting the written report may occur if necessary, as determined by the coordinator or designee. The complainant will be notified in writing of the extended time limit.

The complainant shall have an opportunity to make a written appeal to the school division's superintendent within ten (10) school days of receiving the coordinator's report. Following an appeal, the superintendent or the superintendent's designee will review the complainant's appeal along with the coordinator's report and then respond in writing to the complainant within thirty (30) school days of receiving the appeal. The superintendent or the superintendent's designee shall either confirm or disapprove the coordinator or designee's decision.

An extension of the thirty (30) school day time limit may occur if necessary, as determined by the superintendent or the superintendent's designee. The complainant will be notified in writing of the extended time limit.

Retaliation against a complainant or anyone who reports discrimination or participates in a grievance investigation is prohibited. If this occurs, the individual may file a complaint with the school division.

If assistance is needed, please contact the school division's Section 504 Coordinator:

#### Hayley Poland, Section 504 Coordinator

*Assistant Superintendent of Student Services*

Roanoke City Public Schools  
40 Douglass Avenue, NW • Roanoke, VA 24012

(540) 853-1306 • Fax: (540) 853-1023 • [hpoland@rcps.info](mailto:hpoland@rcps.info)

The full version of policies related to discrimination or harassment can be found in the School Board Policy Manual available in the School Libraries and on the division website at [www.rcps.info/schoolboard](http://www.rcps.info/schoolboard). Reference **Policies GB, GBA, JB, JBA, and**

**JFHA.** Complaint forms are found in the Policy Manual JFHA-F (students) and GBA-F (employees).

#### ADDITIONAL REFERENCES:

- Student Code of Conduct
- Reporting Harassment Procedures
- Division Employee Handbook

#### NOTICE UNDER THE AMERICANS WITH DISABILITIES ACT

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 ("ADA"), the City of Roanoke School Board (also referred to in this notice as "Roanoke City Public Schools") will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities.

**Employment:** The City of Roanoke School Board does not discriminate on the basis of disability in its hiring or employment practices and complies with all regulations promulgated by the U.S. Equal Employment Opportunity Commission under Title I of the ADA.

**Effective Communication:** The City of Roanoke School Board will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in all Roanoke City Public Schools' programs, services, and activities, including qualified sign language interpreters, documents in Braille, and other ways of making information and communications accessible to people who have speech, hearing, or vision impairments.

#### Modifications to Policies and Procedures:

The City of Roanoke School Board will make all reasonable modifications to policies and programs to ensure people with disabilities have an equal opportunity to enjoy all its programs, services, and activities. For example, individuals with service animals are welcome in all Roanoke City Public Schools' offices, even where pets are generally prohibited.

## SECTION 504 COMPLIANCE

A person who has a physical or mental impairment, which substantially limits one or more major life activities, has a record of such an impairment or is regarded as having such an impairment, has a right to equal access and/or accommodation to benefit from their education.

Anyone who requires an auxiliary aid or service for effective communication, or a modification of all policies or procedures to participate in a program, service, or activity of Roanoke City Public Schools should contact the division's Section 504 Coordinator, as listed below, as soon as possible but no later than 48 hours before the scheduled event.

### Hayley Poland, Section 504 Coordinator

*Assistant Superintendent of Student Services*

Roanoke City Public Schools  
40 Douglass Avenue, NW • Roanoke, VA 24012

(540) 853-1306 • Fax: (540) 853-1023 • [hpoland@rcps.info](mailto:hpoland@rcps.info)

The ADA does not require Roanoke City Public Schools to take any action that would fundamentally alter the nature of its programs or services, or impose an undue financial or administrative burden.

Complaints that a program, service, or activity of Roanoke City Public Schools is not accessible to persons with disabilities should be directed to:

### Hayley Poland

*(Contact Information Above)*

Roanoke City Public Schools will not place a surcharge on a particular individual with a disability or any group of individuals with disabilities to cover the cost of providing auxiliary aids/services or reasonable modifications of policy, such as retrieving items from locations that are open to the public but are not accessible to persons who use wheelchairs.

## ANNUAL ASBESTOS NOTIFICATION

In accordance with the Asbestos Hazards Emergency Response Act (AHERA), all Roanoke City Schools have been inspected by a firm using accredited inspectors identifying all known and assumed

asbestos-containing building materials. This inspection, required every three years, was performed in February 2021 to meet required compliance. Roanoke City Public Schools also performs required semi-annual reviews. The last review was conducted in June 2023. The findings of the inspection, re-inspections, surveillance reports, and laboratory analysis of samples are categorized in the district's Asbestos Operations and Management Plan. The Management Plan is available during normal school hours at the Administration Building on Campbell Avenue and at each school location.

In addition, Roanoke City Public Schools has an open-ended contract with an accredited asbestos monitoring contractor for asbestos monitoring to perform the required testing, and before and after abatement work. Roanoke City Schools provides annual training to all Facilities Maintenance and Operations staff as required by AHERA.

## DRUG-FREE WORKPLACE ACT

Roanoke City Public Schools is committed to providing a drug-free workplace for students and employees. Our school division communicates a clear anti-drug message through policies and procedures. Information is sent to all employees to explain our position regarding the Drug-Free Workplace Act of 1988.

In addition to criminal offenses, which may result in imprisonment and fines, the unlawful manufacture, distribution, dispensing or use of alcohol and illicit drugs – including anabolic steroids – is prohibited by employees engaged in School Board business in the community or at any time the employee is involved in any activity involving students. The School Board will not tolerate the handling or use of illegal drugs by its employees in any situation, whether in or out of the workplace.

The Drug-Free Workplace Act requires that employees notify the school division of any criminal drug statute conviction for a violation occurring in the workplace within five days of such conviction. Information about an employee's conviction should be provided to the Chief Human Resources

Officer at **(540) 853-2502**. This requirement and those set forth above constitute conditions of employment for school employees.

School Board policy GBNNB requires that employees notify the Superintendent in writing within 24 hours or the next business day if charged with an offense involving illegal or prescription drugs. The policy also requires notification if the employee has been charged with a felony or with a misdemeanor for certain crimes. Please check the policy for more specific information. Failure to notify the Superintendent in accordance with the policy may result in termination.

School division employees occupy a special position of trust and responsibility, which is affected by actions occurring at school locations as well as off school premises or off the job. Any employee who violates the prohibitions of this policy will be subject to disciplinary action.

## DANGERS OF DRUG ABUSE IN THE WORKPLACE

The many serious dangers of drug abuse are well documented and should be recognized by all employees:

- May cause accidents involving self or others when impaired by alcohol or

- other drugs or when suffering withdrawal symptoms
- Negatively affects health of abuser, damages pancreas and liver, increases heart rate and blood pressure
- May adversely affect kidneys, lungs, stomach, small intestines, and nervous system, depending upon type of drug used, frequency, and amount of drug use
- May contribute to violence or other behavioral problems
- Impairs judgment
- Reduces productivity

There are many resources available in the Roanoke Valley to assist persons who have drug dependency problems, including Child and Family Services Counseling and Crisis Service and the Blue Ridge Behavioral Healthcare Assessment Center. The Employee Health Clinic was opened to RCPS employees beginning in the 1995-1996 school year. The school division can also provide confidential referrals for employees who have personal problems, including problems related to drugs. For more information, please contact the Human Resources Office at **(540) 853-2502**.

