



# **Student Handbook & Code of Conduct**

## **2017-2018**

**July 2017**

The Staunton City School Board is committed to nondiscrimination with regard to sex, gender, race, color, national origin, disability, religion, ancestry, age, marital status, genetic information or any other characteristic protected by law. This commitment will prevail in all of its policies and practices concerning staff, students, educational programs and services, and individuals and entities with whom the Board does business.

## **Staunton City School Board Members\* 2017-2018**

**Robert Boyle**

**Amy Guffey Darby**

**Laura Kleiner**

**William Lobb**

**Ronald Ramsey**

**Angela Whitesell**

**\*Chair and Vice-Chair are named annually at the July reorganization meeting.**

# **Patron Code of Conduct Staunton City Schools Staunton, Virginia**

Parents, Citizens of Staunton, Visitors, and Other Patrons of the School Division:

Adults are considered essential to the academic success of the students who attend school in the Staunton City Schools. Because of their unique role in the lives of young people, all adults must conduct themselves at all times as an appropriate role model.

**As Patrons of the School Division, it is expected that all persons will:**

- Conduct themselves with appropriate language, self-control, and proper demeanor at all times, including athletic contests, performances, or any school program;
- Insure that all oral and written communication on the part of all adults, both patrons and school personnel, is respectful and appropriate;
- Be respectful of others and their opinions;
- Acknowledge that school transportation is a privilege and as such, each adult is to assist the schools by supporting safety at bus stops and on buses;
- Show an appreciation and understanding for the smooth and effective operation of the school, and do nothing that would impact negatively on that operation;
- Be responsive to school personnel in regard to conduct, as discretion of appropriate patron behavior will be vested in them; and
- Instill in your child the importance of appropriate conduct and an appreciation for the value of learning.

Following these expectations will insure a pleasant school experience for all students and patrons. It is hoped you will be a frequent patron at Staunton City School events.

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# Section 1 - General Information

## INTRODUCTION

Welcome to Staunton City Schools (SCS). We are delighted to have you and your children as a part of our school division. This handbook is designed to be an overview of activities, educational programs, and general policies of SCS; however, it is not inclusive of all rules and regulations that govern the operation of individual schools. The school division's policy manual, as approved by the School Board, is the official document that sets operating procedures. ♦ *The Staunton City Schools Policy and Administrative Regulations Manual* is available on the school division's website at [www.staunton.k12.va.us](http://www.staunton.k12.va.us). For those that do not have Internet access, copies of specific policies may be requested from the School Board Office. The public is encouraged to inspect, review and offer suggestions in regard to policies.

Each student is expected to acquire the knowledge, skills, and competencies that will enable him to function effectively in a career, as a family member, and as a citizen. Likewise, it is the intent of SCS to provide a safe and orderly teaching and learning environment where students can achieve their educational goals and realize their intellectual, physical, emotional, and social potential.

**For your reference, the back cover of this handbook is the academic calendar. The full academic calendar may be also accessed on the division website at [www.staunton.k12.va.us](http://www.staunton.k12.va.us).**

**Please note that the last page of this handbook is a form that requires your attention.** Please remove, sign and return this form to your child's school. This is required to ensure that all parents/guardians and students are aware of school regulations including the Student Code of Conduct and other required notices. Please take time to read and review the information in this handbook with your child to familiarize yourselves with the policies and practices of SCS. We appreciate your support and encourage you to work with us to maintain an environment that is necessary to promote learning.

♦ *Throughout this handbook, all required notices are designated by this ♦ symbol.*

## SCS BELIEF STATEMENT

Administrative Regulation ADA-AR

The Staunton City Schools believe...

- that respect and discipline are hallmarks of and standards for excellence.
  - \* Interpersonal respect and personal self-discipline are essential elements of an exceptional school division. This school division is committed to creating and maintaining an environment where all employees model respectful and disciplined behavior.
  - \* Expectations exist for all students, faculty and employees to exhibit behavior that demonstrates personal responsibility as well as respect for self, for others and for the community.
- that diversity of racial, ethnic, cultural, and religious backgrounds represents a strength of the community and the school division will be intentional and proactive to take advantage of this strength.
  - \* Vigorous efforts are to be pursued that promote a workforce within the school division that reflects the diversity of the student population.
  - \* The school division will be an active participant in community-wide efforts to promote diversity as an asset within the community.
- that all children should be ready to learn upon entry into the school division.
  - \* The school division will commit to both strategic and tactical policies that enhance readiness to learn (birth to age four as resources permit).
  - \* Support on-going commitments that emphasize K - grade 3 core academic skill development to ensure the best foundation possible for all future learning.
- that active community involvement in schools is critical to the success of our students.
  - \* Opportunities will be pursued that consider the needs of the larger community in formulating plans, policies, and programs.
  - \* The school division must continue its discussions with the city government to emphasize the importance of excellent schools in any future economic development of the city.
  - \* The school division must provide well trained and skilled graduates who are capable of filling high quality jobs within the community.

## ACCREDITATION OF SCHOOLS

The Virginia Department of Education is the accrediting body for all schools operated by the Staunton City School Board.

## ASBESTOS MANAGEMENT PLAN ♦

Information regarding asbestos inspections, response actions and post response action activities that are planned or are in progress is on file in a full asbestos report located in the main office of each school.

## ADMISSION

### Admission Requirements

from School Board Policy JEC

Certain records must be submitted to the Principal/Registrar in order for a student to be admitted to SCS. The following is a list of those items required to register a child:

- Proof of residence;
- Certified copy of the pupil's state birth certificate. A hospital certificate does not meet this requirement;
- Photo identification for parent, legal guardian (with court order), or foster parent (with documentation);
- Documentation of physical exam. Must be dated within the past 12 months if first time enrolling in a Virginia public kindergarten or elementary school. **(If not presented upon registration or received in the transfer file, the student will be excluded from school until received.); and**
- Record of required immunizations. **If immunizations are not up-to-date as prescribed by the Virginia Department of Health, the child will be excluded from school until requirements are met.**

### Attendance Areas

School Board Policy JC

School attendance areas for each school are established by the School Board. Students shall attend the school in the attendance area in which they reside and to which they are assigned, unless special permission is granted by the School Board. Changes in attendance areas shall be determined by the School Board, upon recommendation of the Superintendent, based on the need to provide for the orderly administration of the school, the competent instruction of the students, and the health, safety, best interests and general welfare of the students.

### Admission of Homeless Students ♦

School Board Policy JECA

The Staunton City School Board 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 interdivisional issues.

The Staunton City School Division will serve each homeless student according to the student's best interest and will:

- continue the student's education in the school of origin for the duration of homelessness if the student becomes homeless between academic years or during an academic year or for the remainder of the academic year, if the student becomes permanently housed during an academic year; or
- enroll the student in any public school that non-homeless students who live in the attendance area in which the student is actually living are eligible to attend.

### Enrollment of Homeless Students

The school selected in accordance with this policy shall immediately enroll the homeless student, even if the student is unable to produce records normally required for enrollment, such as previous academic records, birth records, medical records, proof of residency, or other documentation. The enrolling school shall immediately contact the school last attended by the student to obtain relevant academic and other records.

If the student needs to obtain immunizations, or immunization, birth, or medical records, the enrolling school shall immediately refer the parent or guardian of the student to the division's homeless liaison, who, along with the school counselor, shall assist in obtaining necessary immunizations, or birth, medical or immunization records. If the documentation regarding the comprehensive physical examination required by Policy JHCA - Physical Examinations of Students, cannot be furnished for a homeless child or youth, and the person seeking to enroll the student furnishes to the school division an affidavit stating that the documentation cannot be provided because of the homelessness of the child or youth and also indicating that, to the best of his or her knowledge, such student is in good health and free from any communicable or contagious disease, the school shall immediately refer the student to the local school division homeless liaison who shall, as soon as practicable, assist in obtaining the necessary physical examination by the county or city health department or other clinic or physician's office and shall immediately admit the student to school. The decision regarding placement shall be made regardless of whether the student lives with the homeless parents or has been temporarily placed elsewhere.

## Comparable Services

Each homeless student shall be provided services comparable to services offered to other students in the school attended by the homeless student including the following:

- transportation services;
- educational services for which the student meets the eligibility criteria, such as services provided under Title I, educational programs for children with disabilities, and educational programs for students with limited English proficiency/ELL;
- programs in vocational and technical education;
- programs for gifted and talented students; and
- school nutrition programs.

## ATTENDANCE

### ◆ Compulsory School Attendance

from *Code of Virginia* §22.1-254

Every parent, guardian, or other person having control or charge of any child who will have reached the fifth birthday on or before September 30 of any school year and who has not passed the eighteenth birthday on or before September 30 of any school year shall send such child to a public school or otherwise provide the child with an education in accordance with state law unless the child is exempt from the state's compulsory attendance requirement.

Further, in the case of any 5 year-old child, the requirements of this policy may be alternatively satisfied by sending the child to any public educational, pre-k program, including a private, denominational, or parochial educational pre-kindergarten program.

The requirements of this policy apply to any child in the custody of the Department of Juvenile Justice or the Department of Corrections who has not passed his/her 18<sup>th</sup> birthday; and any child whom the Superintendent has required to take a special program of prevention, intervention or remediation as provided in the *Code of Virginia* §§22.1-253.13.1C and 22.1-254.01.

The requirements of this policy do not apply to any person 16-18 years of age who is housed in an adult correctional facility when such a person is actively pursuing the achievement of a passing score on a high school equivalency examination approved by the Board of Education but is not enrolled in an individual student alternative education plan and any child who has obtained a high school diploma or its equivalent, a certificate of completion, or who has otherwise complied with compulsory school attendance requirements.

### Attendance Policy

Attendance on a daily basis is a mandatory requirement for all students. When a student accumulates more than 6 unexcused absences in an academic year, assigned school staff will enforce the *Code of Virginia* §22.1-254 by either

or both of the following: (1) filing a complaint with the Juvenile and Domestic Relations Court alleging the pupil is a child in need of supervision (CHINS), or (2) instituting proceedings against the Parent for contributing to the delinquency of a minor.

### Absences

Students are expected to be in school every day. Parents are expected to contact their child's school on the day of the child's absence to inform the school of that absence. Parents are encouraged to notify the school of pre-arranged appointments as soon as the dates of such appointments are known. When such notification is made, the parent need not contact the school on the first day of the absence. For any reason, a written note providing the dates of and reasons for the child's absence is required from the parent within 2 days of the child's return to school. The purpose of this note is to determine whether or not the student's absence is excused or unexcused. This note will be maintained until the end of the school year for documentation purposes.

### Excused Absences

In support of the mandatory attendance law, SCS defines excused absences. The following conditions provide the only acceptable reasons for a student's absence from school.

**Illness** - When a student is unable to attend school due to an illness, for no more than 5 days per school year, a note written by the parent or a physician documenting the illness will be accepted as evidence of the illness.

**College Visits** - Students in their junior or senior year may visit colleges/universities twice per semester with prior notification to the Principal. These visits will be recorded as excused absences. More than 2 visits during a semester requires prior Principal approval.

**Chronic/Extended Illness** - For students who are absent because of chronic illnesses, or because of a need for homebound services, the parent/guardian must complete a Chronic/Extended Illness Notification Form with the Principal at the beginning of the enrollment of the student in school or upon the onset of the student condition that affects regular attendance. School-based staff will meet with the parent/guardian to develop an appropriate plan. Documentation from a physician will be required. For students who are absent due to an illness more than 5 days in a month and/or who exhibit defined patterns of absences, the parent/guardian will be required to complete the Chronic/Extended Illness Notification Form. Documentation from a physician will be required.

**If the parent/guardian does not complete the form and does not provide documentation from a physician of a chronic or extended illness, the Principal will review the child's attendance for needed services and/or**

**applicable sanctions of the attendance law (*Code of Virginia* §22.1-258).**

**Prearranged Appointments** - For appointments with the court, social services or other state agencies, or appointments with health care providers, official documentation must be presented to the school.

**Family Death or Emergency** - For absences because of a death in the family or an emergency beyond the family's control, the parent/guardian must notify the school and provide documentation for the absence.

**Religious Observances** - Absences as a result of observances of religious holidays should be prearranged by the parent/guardian, who is responsible for notifying the child's school of the religious holiday(s) to be observed. If the parent/guardian is unable to prearrange the absence, a request for exemption must be filed upon the student's return.

**Exclusions/Suspensions** - For absences because of an exclusion or suspension, the parent/guardian will be notified of the exclusion/suspension and the date when the student will be expected to return to school. The student must return on the indicated date.

**Exceptional Circumstances** - The Principal may approve prearranged absences for situations in which an exemption from attendance appears to be in the best interests of the student and his/her family.

Prior to the student's absences, the parent must complete the Request for Exceptional Circumstance to Attendance form. The parent/guardian will document on this request the rationale for the absence, dates of absence and siblings attending SCS for whom the exception will also be requested. The Principal must provide a response in writing to the parent.

For those circumstances which cause the student to be absent and prior request for approval is not possible, the parent/guardian must complete the Request for Exceptional Circumstances upon the student's return to school.

No more than 5 days may be approved by the Principal for exceptional circumstances during a school year. For requests of more than 5 days, the request must be endorsed by the Principal and approved by the Superintendent/designee.

## **Parent Notification Procedures**

### **Excused and Unexcused Absences**

For all absences, the school will contact the parent/guardian on each day of the child's absence from school using the automated notification system.

In compliance with §22.1-258 of the *Code of Virginia*, City Schools has established procedures that school division personnel are required to follow when a student

fails to report to school and no indication has been received by school personnel that the student's parent/guardian is aware of and supports the student's absence.

### **Unexcused Absences**

**The following procedure will be implemented when notifying the parent/guardian of an unexcused absence:**

The law mandates that whenever any student fails to report to school and no indication has been received by school personnel that the parent is aware of the student's absence, a reasonable effort to notify the parent/guardian by telephone to obtain an explanation for the student's absence(s) will be made by school staff.

**Whenever a student fails to report to school for a total of 3 unexcused days**, a letter will be sent by the school explaining the consequences when a parent/guardian and student are in violation of the *Code of Virginia* §22.1-258.

**Whenever a student fails to report to school for a total of 5 unexcused days in a school year**, designated school staff shall make a reasonable effort to ensure that direct contact is made with the parent/guardian, whether in person or through telephone conversation to obtain an explanation for the absence and to outline the consequences of continued nonattendance.

**After the 5<sup>th</sup> unexcused absence, as defined above, designated school staff, the student and parent/guardian will jointly develop a plan to resolve the student's nonattendance.** The plan shall include documentation of the reasons for the student's nonattendance.

If the student is absent again (6<sup>th</sup> unexcused absence) after direct contact was made with the parent/guardian, designated school staff shall conference with the parent within 10 school days to resolve the issues related to the student's nonattendance. This conference must occur no later than 10 school days after the 6<sup>th</sup> unexcused absence.

**If the student is absent 7 unexcused days as defined above, assigned school staff is to be notified by the Principal/designee to enforce the provision of the *Code of Virginia* §22.1-258 by either or both of the following:**

- filing a complaint alleging the student is a child in need of supervision (CHINS Petition); or
- instituting proceedings against the parent/guardian.

If a student who is under 18 years of age has 10 or more unexcused absences from school on consecutive school days, the Principal may notify the juvenile and domestic relations courts; which may take action to suspend the student's driver license.



Schools will provide interventions and alternative education options for a student who fails to make academic progress as a result of attendance problems.

### **Excessive Excused Absences**

The Principal and/or designated attendance support staff will notify the Office of Student Services and/or make a referral to the school-based Student Support Team of excessive absences or a pattern of absences that appear to be having an effect on the academic performance of the child. Efforts will be made to identify reasons for excessive absenteeism or patterns of absenteeism.

### **Length of School Day**

**Preschool Program** *School Hours: 8:00 a.m. – 2:30 p.m.*

Students arriving after the classes are in the cafeteria for breakfast will be counted as tardy and must report to the office with a parent/guardian for a pass. Students leaving prior to dismissal will be counted as an early dismissal and must have a parent/guardian come into the school office to sign them out.

### **Elementary Schools**

*Bessie Weller School Hours: 8:05 a.m. – 3:00 p.m.*

*McSwain School Hours: 8:35 a.m. – 3:30 p.m.*

*Ware School Hours: 8:35 a.m. – 3:30 p.m.*

Students arriving after the morning bell rings will be counted as tardy and should be escorted to the office by a parent/guardian. Students leaving before the closing bell rings shall be counted as an early dismissal on the student's attendance record and requires a parent/guardian come into the school office to sign the student out.

Childcare programs before and after school are offered on a limited basis through the Staunton City Recreation and Parks Department (332-3945).

### **Shelburne Middle School**

*School Hours: 7:30 a.m. – 2:30 p.m.*

Students arriving after the tardy bell rings will be counted as tardy and must report to the office for a pass. Students leaving before the closing bell rings shall be counted as an early dismissal on the student's attendance record and requires a parent/guardian come into the school office to sign the student out.

### **Robert E. Lee High School**

*School Hours: 7:50 a.m. – 2:50 p.m.*

Students arriving after the tardy bell rings will be counted as tardy and must report to the attendance secretary to sign in and receive a tardy pass. Students leaving prior to the closing bell will be counted as an early dismissal and must report to the secretary with a signed note from their parent/guardian to sign out.

Students not participating in an approved and supervised after-school activity must leave school property promptly after the closing bell.

### **Student Absences/Excuses/Dismissals**

School Board Policy JED and Administrative Regulation JED-AR

Students shall attend school for a full day unless otherwise excused. Secondary students shall be scheduled for a full school day unless they are enrolled in a cooperative work-study program. All other exceptions to a full day schedule must be approved on an individual basis by the Superintendent or designee. Nothing in this policy shall be construed to limit in any way the authority of any Attendance Officer or the Superintendent to seek immediate compliance with the compulsory school attendance law.

### **Release of Students**

At preschool, elementary and middle school levels, students are not permitted to leave school prior to dismissal at the request or in the company of anyone other than a duly authorized school employee, a police officer, a court official or the parent or guardian who has custody of the child unless written permission is first received from the parent or guardian of the student.

If a student is to be dismissed early, the parent/guardian, or an adult approved in writing by the parent/guardian, must sign the child out from the office. Students may not be picked up directly from the classroom. Parents are required to supply the school with written notification when their child is left in someone else's care.

At the high school level, any student being dismissed early must be signed out at the office by the parent/guardian or provide a note signed by the parent/guardian authorizing the student's early release.

### **Making Up Time Missed**

When students are absent (this includes absences for suspensions or an expulsion), an opportunity to make up work will be provided. Make-up work is encouraged so that students will benefit from future instruction. In middle and high school, it is the student's responsibility to ask the teacher for make-up work. Work (including tests) missed due to an absence may be made up and credit given for such work. Upon the student's return to school, he/she must make up work within 5 school days. Additional time may be granted by the responsible teacher for extenuating circumstances. A student will not be penalized for a teacher's absence.

The Virginia Board of Education has established rules for granting credit to students for those classes leading to high school graduation. As indicated in School Board Policies IAB and IAF, regular attendance at school is required according to the *Code of Virginia* and is linked to mastering the course material and to hourly requirements for obtaining high school credit. The Principal of

secondary students working to earn high school course credit may deny credit based on excessive absences or mandate students with unexcused absences to make up applicable course hours (seat time).

### **Attendance Record**

For purposes of determining attendance, the student must be in attendance at least one-half of the school day to be counted as present for the school day.

**Pre-arranged absences for religious observance will not count against the attendance record.**

### **Tardies**

Tardiness to school or class is addressed as a discipline issue in the Code of Conduct section of this handbook. For students in grades 9-12, please see Lee High School's planner or website for additional information.

### **Extracurricular Activities/Athletics**

Any student wishing to participate in before- or after-school extracurricular activities or athletics must attend school for a minimum of one-half of the scheduled school day. However, if a student is dismissed from school early due to an illness, the student MAY NOT return to school to participate in after-school extracurricular activities or athletics.

## **CHILD ABUSE REPORTING**

School Board Policy GAE/JHG

SCS employees, in compliance with the *Code of Virginia*, Title 63.1, Chapter 12.1 Child Abuse and Neglect, shall report to the department of social services, incidents of suspected child abuse and/or neglect.

## **DISTRIBUTION OF MATERIALS**

Students **may not** distribute any non-school related materials, including social invitations, etc., during school hours. (see Length of School Day)

## **EQUAL EDUCATIONAL OPPORTUNITIES / NONDISCRIMINATION ♦**

School Board Policy JB

Equal educational opportunities shall be available for all students, without regard to sex, race, color, national origin, gender, ethnicity, religion, disability, ancestry, or marital or parental status. Educational programs shall be designed to meet the varying needs of all students. No student, on the basis of sex or gender, shall be denied equal access to programs, activities, services or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities. The School Board shall:

- provide facilities, programs and activities that are accessible, usable and available to qualified persons with disabilities;
- provide a free, appropriate education, including non-academic and extracurricular services to qualified persons with disabilities;
- not exclude qualified persons with disabilities, solely on the basis of their disabilities, from any preschool, daycare, adult education or career and technical education programs; and
- not discriminate against qualified persons with disabilities in the provision of health, welfare or social services.

### **Complaint Procedure**

#### **File Report**

Any student who believes he has been the victim of prohibited discrimination should report the alleged discrimination as soon as possible to one of the compliance officers designated in Policy JB or to any other school personnel.

#### **Retaliation**

Retaliation against students or school personnel who report discrimination or participate in the related proceedings is prohibited. The school division shall take appropriate action against any student or employee who retaliates against another student or employee who reports alleged discrimination or participates in related proceedings.

#### **Right to Alternative Complaint Procedure**

Nothing in this policy shall deny the right of any individual to pursue other avenues of recourse to address concerns relating to prohibited discrimination including initiating civil action, filing a complaint with outside agencies or seeking redress under state or federal law.

#### **False Charges**

Students or school personnel who knowingly make false charges of discrimination shall be subject to disciplinary action.

## **FACILITIES AND GROUNDS USAGE**

School Board Policy KG

School facilities and grounds may be utilized by citizens for purposes authorized by the School Board. Individuals and groups wishing to utilize grounds, fields, or facilities for group activities must apply for permission and agree to all terms and conditions of the Facilities Use Agreement. Interested individuals should contact the Principal.

## FEE SCHEDULE ♦

from School Board Policy JN

The School Board provides, free of charge, such textbooks and workbooks as are required for courses of instruction for each child attending public school. There will, however, be a charge for those books that are lost or damaged. Some secondary courses may charge a lab fee or a fee for enrollment in an elective course and any additional supplies required for that course.

### Fees for 2017-2018 School Year:

#### Robert E. Lee High School

##### **Art**

Drawing, Craft Design, Ceramics, Painting  
(Sketchbook) \$5

##### **Athletics**

Participation Fee (per sport) \$25

##### **Instrumental Music, Choral Music & Performing Arts**

Band Participation Fee \$15

Marching Band \$30

Guitar Rental \$10

(for Guitar I/II Classes if needed)

**Lee Gym Uniform** (optional) \$12

##### **Parking Permit**

Parking Fee \$35

##### **Dual Enrollment (DE)**

DE Technology D/D varies per BRCC

DE Architecture D/D varies per BRCC

DE Engineering D/D varies per BRCC

##### **BRCC Dual Enrollment (DE)**

DE Pre-Calc varies per BRCC

DE Calc varies per BRCC

DE English 111/112 varies per BRCC

##### **Miscellaneous**

Virtual Virginia Course varies

Virtual Virginia Course - early  
withdrawal fee \$75

PSAT Exam (required for 10th graders) \$16

Pre-SAT Class \$149

AP Exam (required for AP credit) \$92

##### **Transcripts**

After Graduation/Completion

If picked up \$3

If mailed \$4

#### Shelburne Middle School

##### **Art (Grades 6, 7 & 8)**

Sketchbook & supplies \$5

##### **Band**

**Uniform Fee** \$15

(for all 7<sup>th</sup> gr. and any 8<sup>th</sup> gr. band students who do not already have the uniform)

##### **Family & Consumer Science (Grades 7 & 8)**

Supply Fee \$10

##### **Physical Education (Grades 6, 7 & 8)**

Gym Lock Replacement \$5

(for lost or damaged)

##### Elementary Schools

Kindergarten Snack Fee \$27

##### Other Fees

Lost/damaged textbooks -- replacement cost

Lost/damaged library materials -- replacement cost

Field Trips -- at cost, varies per event

##### **School Lunch and Breakfast Prices**

Please see *Section 4 – Auxiliary Services* for a listing of the school lunch and breakfast prices for the school year.

##### **High School Seniors**

All fees, fines and outstanding negative meal account balances must be paid in order to be eligible to participate in graduation-related activities, including the graduation ceremony.

##### **Fee Waivers**

Select fees are reduced or waived for economically disadvantaged students and students whose families are undergoing economic hardships and are financially unable to pay them, including but not limited to, families receiving unemployment benefits or public assistance, including Temporary Assistance for Needy Families (TANF), Supplemental Nutrition Assistance Program (SNAP), Supplemental Security Income (SSI) or Medicaid; foster families caring for children in foster care; and families that are homeless. The parent/guardian should contact the Principal to make a request to be considered for a fee waiver. No waiver will be granted for athletic participation fees.

#### **INSURANCE: Student Accident & Dental Insurance**

SCS makes available student accident and dental accident insurance for purchase by parents/guardians. See the parent section of the division website or contact the school office for more information.

## **MOMENT OF SILENCE ♦**

School Board Policy IE

The Staunton City School Board recognizes that a moment of silence before each school day prepares students and staff for their respective work or school days. Therefore, each teacher shall observe a moment of silence at the beginning of the first class of each school day. The teacher responsible for each class shall make sure that each student: (1) remains seated and silent and (2) does not disrupt or distract other students during the moment of silence. The moment may be used for any lawful silent activity, including personal reflection, prayer, and meditation. Teachers shall not influence, in any way, students to pray or meditate or not to pray or meditate during the moment of silence. Students and employees are prohibited from praying aloud during the moment of silence.

## **PARENTAL INVOLVEMENT**

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

from *Code of Virginia* § 22.1-279.3

A. Each parent of a student enrolled in a public school has a duty to assist the school in enforcing the standards of student conduct and compulsory school attendance in order that education may be conducted in an atmosphere free of disruption and threat to persons or property, and supportive of individual rights.

B. The School Board shall provide opportunities for parental and community involvement in every school in the school division.

C. Within one calendar month of the opening of school, the School Board shall, simultaneously with any other materials customarily distributed at that time, send to the parents of each enrolled student (i) a notice of the requirements of this section; (ii) a copy of the School Board's Standards of Student Conduct; and (iii) a copy of the compulsory school attendance law. (This handbook satisfies these notification requirements.) These materials shall include a notice to the parents that by signing the statement of receipt, parents shall not be deemed to waive, but to expressly reserve, their rights protected by the constitutions or laws of the United States or the Commonwealth and that a parent shall have the right to express disagreement with a school's or school division's policies or decisions. Each parent of a student shall sign and return to the school in which the student is enrolled a statement acknowledging the receipt of the School Board's Standards of Student Conduct, the notice of the requirements of this section, and the compulsory school attendance law. Each school shall maintain records of such signed statements.

D. The Principal may request the student's parent or parents, if both parents have legal and physical custody of such student, to meet with the Principal or his/her

designee to review the School Board's Standards of Student Conduct and the parent's or parents' responsibility to participate with the school in disciplining the student and maintaining order, to ensure the student's compliance with compulsory school attendance law, and to discuss improvement of the child's behavior, school attendance, and educational progress.

E. In accordance with the due process procedures set forth in this article and the guidelines required by § 22.1-279.6, the Principal may notify the parents of any student who violates a School Board policy or the compulsory school attendance requirements when such violation could result in the student's suspension or the filing of a court petition, whether or not the school administration has imposed such disciplinary action or filed a petition. The notice shall state (i) the date and particulars of the violation; (ii) the obligation of the parent to take actions to assist the school in improving the student's behavior and ensuring compulsory school attendance compliance; (iii) that, if the student is suspended, the parent may be required to accompany the student to meet with school officials; and (iv) that a petition with the juvenile and domestic relations court may be filed under certain circumstances to declare the student a child in need of supervision.

F. No suspended student shall be admitted to the regular school program until such student and his/her parent have met with school officials to discuss improvement of the student's behavior, unless the Principal or his/her designee determines that readmission, without parent conference, is appropriate for the student.

G. Upon the failure of a parent to comply with the provisions of this section, the School Board may, by petition to the juvenile and domestic relations court, proceed against such parent for willful and unreasonable refusal to participate in efforts to improve the student's behavior or school attendance, as follows:

1. If the court finds that the parent has willfully and unreasonably failed to meet, pursuant to a request of the Principal as set forth in subsection D of this section, to review the School Board's Standards of Student Conduct and the parent's responsibility to assist the school in disciplining the student and maintaining order, and to discuss improvement of the child's behavior and educational progress, it may order the parent to so meet; or
2. If the court finds that a parent has willfully and unreasonably failed to accompany a suspended student to meet with school officials pursuant to subsection F, or upon the student's receiving a second suspension or being expelled, it may order the student or his/her parent, or both, to participate in such programs or such treatment, including, but not limited to, extended day programs, summer school, other educational programs and counseling, as the court deems appropriate to improve the student's behavior or school attendance.

The order may also require participation in a parenting, counseling or a mentoring program, as appropriate or that the student or his/her parent, or both, shall be subject to such conditions and limitations as the court deems appropriate for the supervision, care, and rehabilitation of the student or his/her parent. In addition, the court may order the parent to pay a civil penalty not to exceed \$500.

H. The civil penalties established pursuant to this section shall be enforceable in the juvenile and domestic relations court in which the student's school is located and shall be paid into a fund maintained by the appropriate local governing body to support programs or treatments designed to improve the behavior of students as described in subdivision G 2. Upon the failure to pay the civil penalties imposed by this section, the attorney for the appropriate county, city, or town shall enforce the collection of such civil penalties.

I. All references in this section to the juvenile and domestic relations court shall be also deemed to mean any successor in interest of such court.

### **Custodial and Non-Custodial Parents – Parental Rights and Responsibilities**

School Board Policy KP

When parents of a student are estranged, separated, or divorced, all personnel will respect the parental rights of both parents. Unless there is a court order to the contrary, both parents have the right to:

1. view the child's school records, in accordance with Policy JO–Student Records;
2. receive school progress reports, the school calendar, and notices of major school events;
3. visit the school in accordance with Policy KK–School Visitors, KN–Sex Offender Registry Notification, and KNA–Violent Sex Offenders on School Property;
4. participate in parent-teacher conferences; in the case of the noncustodial parent, after a timely request is made;
5. receive all notifications in accordance with the Individuals with Disabilities Education Act (IDEA); and
6. receive notice of the student's extended absence, as defined in and pursuant to Policy JED–Student Absences/Excuses/Dismissals, if both parents have joint physical custody.

### **Parent Responsibilities**

The custodial parent has the responsibility to:

1. keep the school office informed of his/her address of residence and how he may be contacted at all times;
2. on the SCS registration form, provide the current address and phone number of the noncustodial parent, unless such address is unknown and the parent signs a statement to that effect, or unless a court order restricts

the educational or contact rights of the noncustodial parent; and

3. provide a copy of any legal document which restricts the educational and/or contact rights of the noncustodial parent.

The noncustodial parent has the responsibility to keep the school office apprised of changes in his/her current phone number and address. Further, the noncustodial parent may make timely requests to participate in parent-teacher conferences. At the request of a noncustodial parent, such parent will be included as an emergency contact for the student's activities unless a court order has been issued to the contrary.

### **Parent-Teacher Conferences**

Specific dates are set aside in the school calendar each year for parent-teacher conferences. (See back page of this handbook for a calendar summary.) These conferences provide an opportunity for parents/guardians to meet with teachers and discuss the educational progress of their child. Should there be a desire to talk with your child's teacher outside of the pre-set conference schedule, please contact the school office and leave a message for the teacher requesting a conference.

### **PLEDGE OF ALLEGIANCE ♦**

School Board Policy IEA

The Pledge of Allegiance, as established in 4 U.S.C. § 4, shall be recited daily in each classroom of the Staunton City School Division. During the recitation of the Pledge, students shall stand and recite the Pledge while facing the flag with their right hands over their hearts or in an appropriate salute if in uniform. No student shall be compelled to recite the Pledge if he, his parent, or legal guardian objects on religious, philosophical, or other grounds to his participating in this exercise. Students who are exempt from reciting the Pledge shall quietly stand or sit at their desks while others recite the Pledge and shall make no display that disrupts or distracts those who are reciting the Pledge. Appropriate accommodations shall be made for students who are unable to comply with the procedures described herein due to disability.

### **SEX OFFENDER REGISTRY NOTIFICATION ♦**

School Board Policy KN

The Staunton City School Division recognizes the danger sex offenders pose to student safety. Therefore, to protect students while they travel to and from school, attend school or are at school-related activities, each school in the Staunton City School Division shall request electronic notification of the registration or reregistration of any sex offender in the same or contiguous zip codes as the school. Such requests and notifications shall be made

according to the procedure established by the Virginia Department of State Police.

### **Annual Notification**

At the beginning of each school year, the Staunton City School Division shall notify parents and employees of the Sex Offender Registry Notification policy. The School Board will also annually notify the parent of each student enrolled in the school division of the availability of information in the Sex Offender and Crimes Against Minors Registry and the location of the Internet website (<http://sex-offender.vsp.virginia.gov/sor/>). This handbook provides these notifications.

### **Dissemination of Sex Offender Registry Information**

The Staunton City School Division recognizes that it is the responsibility of local law enforcement to notify the community of potential public danger. Therefore, the division will not disseminate registry information to parents.

### **Use of Sex Offender Registry Information**

Registry information shall only be used for the purposes of the administration of law enforcement, screening current or prospective school division employees or volunteers and for the protection of school division students and employees. Registry information shall not be used to intimidate or harass others.

### **Parents of Students**

When the school division learns that a parent of an enrolled student is a registered sex offender, other than a violent sex offender, the parent will be notified in writing that he or she is barred from being present at school or at school functions without the express written approval of the student's Principal. Such approval must be obtained in advance of the proposed visit and will state the conditions under which the parent may be present. When a parent who is a registered sex offender is permitted at school or at school functions he or she will be monitored to ensure that he or she does not come into contact with any children other than his or her own children.

### **Violent Sex Offenders on School Property**

School Board Policy KNA

No adult who has been convicted of a sexually violent offense, as defined in Va. Code § 9.1-902, may enter or be present during school hours or during school-related or school-sponsored activities, at any school, on any school bus, or on any property, public or private, when such property is solely being used by an elementary or secondary school for a school-related or school-sponsored activity, unless:

- he/she is a lawfully registered and qualified voter, and is coming upon such property solely for purposes of casting his/her vote;

- he/she is a student enrolled at the school; or
- he/she has obtained a court order pursuant to VA Code §18.2-370.5.C allowing him/her to enter and be present upon such property, has obtained the permission of the School Board or its designee for entry within all or part of the scope of the lifted ban, and is in compliance with the School Board's terms and conditions and those of the order.

Persons who have been convicted of other sexual offenses may be permitted to be present at school in certain circumstances in accordance with Policy KN–Sex Offender Registry Notification.

## **VIDEO SURVEILLANCE**

School Board Policy EZ

Video surveillance is used to monitor security and student behavior in high traffic areas of all schools and on school buses. Video recordings may be used for disciplinary purposes. Law enforcement representatives may view video recordings pertaining to criminal investigations.

## **VOLUNTEERS**

School Board Policy IICB/IICC-AR

Volunteers can be an important part of the total school instructional program. Trained volunteers may assist with various functions such as classroom tutoring or mentoring, guest speakers, field trip chaperones, cafeteria assistants, newsletters, and copying or clerical assistance. Principals will maintain a volunteer program in each school and will make special efforts to recruit volunteers from numerous populations including senior citizens, college students, business persons, as well as parents and community leaders.

The need for volunteer services will be determined by the Principal with advice from staff. A faculty member or member of the PAT/PTA may be used as a liaison and serve as coordinator of the volunteer program. All volunteers will be screened (via formal or informal background check or interview) with the final decision regarding placement being made by the Principal. Volunteers are protected by the School Board's General Comprehensive Liability Insurance Policy.

Volunteers/chaperones are not permitted to work with students in an unsupervised school setting, unless formal criminal background checks have been completed prior to volunteer service.

### **PAT/PTA/Booster Organizations**

Each school has one or more parent-teacher groups or organizations consisting of parents and teachers working together to support the school. We encourage parent involvement and participation. Working together, we can meet the needs of each child and provide a positive education experience. For questions about membership in one or more of these organizations, or about the

projects and activities of the group, please contact your child's school office.

### **Fundraising Activities**

School Board Policy JL

Fundraising refers to the raising of non-appropriated funds by students, parents, or others for the educational benefit of students and their schools.

All fundraising activities conducted for the benefit of SCS must provide an educational benefit to students and must not interfere with the instructional program. All fundraising activities conducted by school-sponsored clubs or organizations must be approved in advance by the Principal. Students may participate in fundraising activities provided such activities are approved in writing and carefully monitored and regulated by the Principal or Principal's designee. Students will not be excused from class to participate in fundraising activities. No grade will be affected by a student's participation, or lack of participation, in a fundraising activity.

Fundraising activities during school hours may not promote any food items that do not adhere to the federal *Smart Snacks* program regulations implemented July 2014.

### **Door-to-Door Fundraising**

Elementary school students may not participate in door-to-door solicitation.

Fundraising activities to benefit secondary SCS schools which involve student fundraising on a door-to-door basis shall be approved by the building administration.

## **NOTES**

## Section 2 - Instruction

*SCS is committed to excellence in education, equality of educational opportunity, and the recognition of each student's individuality. Inasmuch as students differ in their rate of physical, mental, emotional and social growth and vary in their needs and abilities, learning opportunities shall be provided that are consistent with personal development and potential. Programs shall emphasize diagnostic and prescriptive instruction, allowing an individual approach to each student's learning style and educational needs.*

### ACCOUNTABILITY

#### School Division and School Report Cards ♦

Virginia provides information about state, division, and school data to parents and the public about the status and achievement of each school through the Virginia School Quality Profile. This profile is available online, including access via mobile devices, and provides information about student achievement, attendance, program completion, school safety, teacher quality, and other topics. To access the profile, visit the Virginia Department of Education (VDOE) website at: [http://www.doe.virginia.gov/statistics\\_reports/school\\_report\\_card/](http://www.doe.virginia.gov/statistics_reports/school_report_card/). This data is updated annually in the fall, with the release of new state and federal data. If you have questions regarding this data, please contact the Department of Assessment and/or Instruction at 332-3920.

#### Right to Review Teacher Qualifications ♦

Parents of students attending SCS have the right to know the professional qualifications of the classroom teachers who instruct their child. Specifically, parents have the right to 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:

- has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- is teaching under emergency or other provisional status; and
- is teaching in the field or discipline of the teacher's certification.

Parents may also request information regarding whether their child is provided services by paraprofessionals and, if so, their qualifications. To receive any of this information, please call the Chief Human Resources Officer at 540-332-3920.

### CHARACTER EDUCATION ♦

*Code of Virginia 22.1-208.01*

The purpose of the character education program is to instill in students civic virtues and personal character traits to improve the learning environment, promote student achievement, reduce disciplinary problems, and develop civic-minded students of high character. Basic character traits taught may include:

- trustworthiness - including honesty, integrity, reliability, and loyalty;
- respect - including the precepts of the Golden Rule, tolerance, and courtesy;
- responsibility - including hard work, economic self-reliance, accountability, diligence, perseverance, and self-control;
- fairness - including justice, consequences of bad behavior, principles of nondiscrimination, and freedom from prejudice;
- caring - including kindness, empathy, compassion, consideration, generosity, and charity; and
- citizenship - including patriotism, the Pledge of Allegiance, respect for the American flag, concern for the common good, respect for authority and the law, and community-mindedness.

Classroom instruction may be used to supplement the character education program; however, character education is interwoven into the school procedures and environment and structured to instruct primarily through example, illustration, and participation, in such a way as to complement the Standards of Learning.

The program shall also address the inappropriateness of bullying, as defined in the Student Code of Conduct Policy Guidelines adopted by the State Board of Education.

### COMPUTER & NETWORK USAGE

#### Acceptable Computer System Use ♦

School Board Policy IIBEA/GAB

The School Board provides a computer system, including the Internet, to promote educational excellence by facilitating resource sharing, innovation and communication. The term computer system includes, but is not limited to, hardware, software, data, communication lines and devices, terminals, printers, CD-ROM devices, tape or flash drives, servers, mainframe and personal computers, tablets, cellular phones, smart telephones, the Internet and other internal or external networks.

All use of the division's computer system must be (1) in support of education and/or research, or (2) for legitimate school business. Use of the computer system is a privilege, not a right. Any communication or material generated using the computer system, including



electronic mail, instant or text messages, tweets, or other files deleted from a user's account, may be monitored or read, and/or archived by school officials.

The Superintendent shall establish administrative procedures, for the School Board's approval, containing the appropriate uses, ethics and protocol for the computer system. The procedures shall include:

1. a prohibition against use by division employees and students of the division's computer equipment and communications services for sending, receiving, viewing or downloading illegal material via the Internet;
2. provisions, including the selection and operation of a technology protection measure for the division's computers having Internet access to filter or block Internet access through such computers, that seek to prevent access to
  - a. child pornography as set out in Va. Code §18.2-374.1:1 or as defined in 18 U.S.C. §2256;
  - b. obscenity as defined by Va. Code § 18.2-372 or 18 U.S.C. § 1460; and
  - c. material that the school division deems to be harmful to juveniles as defined in Va. Code § 18.2-390, material that is harmful to minors as defined in 47 U.S.C. §254(h)(7)(G), and material that is otherwise inappropriate for minors;
3. provisions establishing that the technology protection measure is enforced during any use of the division's computers;
4. provisions establishing that all usage of the computer system may be monitored;
5. provisions designed to educate students and employees about appropriate online behavior, including interacting with students and other individuals on social networking websites, and in chat rooms and cyberbullying awareness and response;
6. provisions designed to prevent unauthorized online access by all users, including "hacking" and other unlawful online activities;
7. provisions prohibiting the unauthorized disclosure, use, and dissemination of photographs and/or personal information of or regarding minors; and
8. provisions establishing that intended use of electronic communication by SCS staff or volunteers directly to students must be approved beforehand by a supervisor. This establishes that parents/guardians be notified in advance on the proposed use of this communication and be provided details and complete access to any and all communications at any time. This communication is proposed to be delivered to multiple recipients simultaneously to provide information relevant to school, athletic or extracurricular events. Secretive communication with an individual student will be reviewed and may be used as grounds for dismissal

from employment or revoking access to school property if a volunteer.

9. a component of Internet safety for students that is integrated in the division's instructional program.

Use of the school division's computer system shall be consistent with the educational or instructional mission or administrative function of the division as well as the varied instructional needs, learning styles, abilities and developmental levels of students. The division's computer system is not a public forum.

Each teacher, administrator, student and parent/guardian of each student shall sign an Acceptable Computer System Use Agreement before using the division's computer system. The failure of any student, teacher or administrator to follow the terms of the Agreement, this policy or accompanying regulation may result in loss of computer system privileges, disciplinary action, and/or appropriate legal action.

The School Board is not responsible for any information that may be lost, damaged or unavailable when using the computer system or for any information retrieved via the Internet. Furthermore, the School Board will not be responsible for any unauthorized charges or fees resulting from access to the computer system.

The School Board will review, and amend if necessary, and approve this policy every two years.

### **Acceptable Computer Use**

Administrative Regulation IIBEA-AR/GAB-AR

All use of the Staunton City School Division's computer system shall be consistent with the School Board's goal of promoting educational excellence by facilitating resource sharing, innovation and communication. The term computer system includes, but is not limited to, hardware, software, data, communication lines and devices, terminals, printers, CD-ROM devices, tape or flash drives, servers, mainframe and personal computers, tablets, cellular phones, smart phones, the Internet and any other internal or external network.

### **Computer System Use-Terms and Conditions:**

1. **Acceptable Use.** Access to the division's computer system shall be (1) for the purposes of education or research and be consistent with the educational objectives of the division or (2) for legitimate school business.
2. **Privilege.** The use of the division's computer system is a privilege, not a right.
3. **Unacceptable Use.** Each user is responsible for his/her actions on the computer system. Prohibited conduct includes but is not limited to:
  - using the network for any illegal or unauthorized activity, including violation of copyright or other

- contracts, or transmitting any material in violation of any federal, state or local law.
- sending, receiving, viewing or downloading illegal material via the computer system.
  - unauthorized downloading of software.
  - using the computer system for private financial or commercial purposes.
  - wastefully using resources, such as file space.
  - gaining unauthorized access to resources or entities.
  - posting material created by another without his or her consent.
  - submitting, posting, publishing or displaying any obscene, profane, threatening, illegal or other inappropriate material.
  - using the computer system while access privileges are suspended or revoked.
  - vandalizing the computer system, including destroying data by creating or spreading viruses or by other means.
  - intimidating, harassing, or coercing others.
  - threatening illegal or immoral acts.
4. **Network Etiquette.** Each user is expected to abide by generally accepted rules of etiquette, including the following:
- be polite.
  - users shall not forge, intercept or interfere with electronic mail messages.
  - use appropriate language. The use of obscene, lewd, profane, lascivious, threatening or disrespectful language is prohibited.
  - users shall not post personal information other than directory information as defined in Policy JO Student Records about themselves or others.
  - users shall respect the computer system's resource limits.
  - users shall not post chain letters or download large files.
  - users shall not use the computer system to disrupt others.
  - users shall not read, modify or delete data owned by others.
5. **Liability.** The School Board makes no warranties for the computer system it provides. The School Board shall not be responsible for any damages to the user from use of the computer system, including loss of data, non-delivery or missed delivery of information, or service interruptions. The school division denies any responsibility for the accuracy or quality of information obtained through the computer system. The user agrees to indemnify the School Board for any losses, costs or damages incurred by the School Board relating to or arising out of any violation of these procedures.
6. **Security.** Computer system security is a high priority for the school division. If any user identifies a security problem, the user shall notify the Building Principal or system administrator immediately. All users shall keep their passwords confidential and shall follow computer virus protection procedures.
7. **Vandalism.** Intentional destruction of or interface with any part of the computer system through creating or downloading computer viruses or by any other means is prohibited.
8. **Charges.** The school division assumes no responsibility for any unauthorized charges or fees as a result of using the computer system, including telephone or long-distance charges.
9. **Electronic Mail.** The school division's electronic mail systems is managed and controlled by the school division. The school division may provide electronic mail to aid students and staff in fulfilling their duties and as an education tool. Electronic mail is not private. Students' electronic mail will be monitored. The electronic mail of staff may be monitored and accessed by the school division. All electronic mail may be archived. Unauthorized access to an electronic mail account by any student or employee is prohibited. Users shall be held personally liable for the content of any electronic message they create or that is created under their account or password. Downloading any file attached to an electronic message is prohibited unless the user is certain of that message's authenticity and the nature of the file.
- Unacceptable Use of Electronic Mail System.** The use of the division's electronic mail system to distribute messages for announcement of, or for private, group, financial or commercial purposes or benefit is prohibited. It is not to be used as a public forum.
10. **Enforcement.** Software will be installed on the division's computers having Internet access to filter or block internet access through such computers to child pornography and obscenity. The online activities of users may also be monitored manually. Any violation of these regulations shall result in loss of computer system privileges and may also result in appropriate disciplinary action, as determined by School Board policy, or legal action.
11. **Storage and Content.** Students may have access to network storage of data for various classes. This storage space is intended for valid class data only. This data, if stored on division owned devices, shall be erased at the end of each school year. This storage space shall not house any non-class related materials, including but not limited to: downloaded gaming components, video files, music files, pictures, and other operating systems.

**Student Code of Ethics for Digital Resources**

1. Students accessing or using on-line tools including, but not limited to blogs, wikis, podcasts, Google Applications, etc., for student assignments will keep personal information out of their postings. Students will not post or give out photographs of themselves or others, their family name, password, user name, email address, home address, school name, city, country or other information that could help someone locate or contact them in person.
2. Students will only sign into their own account.
3. Students will use resources as directed by our teachers and will treat these tools as a classroom space. Speech that is inappropriate for class is not appropriate in these on-line areas. Students are expected to treat others and their ideas on-line with respect.
4. Assignments online are like any other assignment in school. Students, in the course of completing the assignment, will abide by policies and procedures in the Student Handbook, including those policies regarding plagiarism and acceptable use of technology.
5. Student blogs will serve as a forum for appropriate student expression. The district may restrict speech for valid educational reasons as outlined in School Board Policy.
6. Students will respect others and not use the Internet to harass, discriminate or threaten the safety of others. If students receive a comment on a blog or other tool used in school that makes them feel uncomfortable, they will report this to a teacher, and must not respond to the comment.
7. Students will be honest, fair and courageous in gathering, interpreting and expressing information for the benefit of others. Students will always identify sources and test the accuracy of information from all sources.
8. Students will treat information, sources, subjects, colleagues and information consumers as human beings deserving of respect. Gathering and expressing information should never cause harm or threaten to be harmful to any person or group of people.
9. Students who are allowed to utilize personal devices in schools must always connect to a school operated network for safety. The use of external Internet services from service providers on personal devices is prohibited.
10. Students will provide their parents with school account passwords to foster parental involvement.

Standard disciplinary sanctions apply to all electronic devices used – school-owned or personal. Failure to follow this Code of Ethics may result in academic sanctions, loss of privileges, or disciplinary action.

## **EXTRACURRICULAR ACTIVITIES**

### **Clubs / Activities**

School Board Policy IGDA

All school clubs and organizations are established to enhance the participant's educational experience. Some clubs and organizations may have prerequisites for membership. If students are interested in seeking membership to a club or organization, they will need to see the advisor at their school for more information.

### **VHSL Athletics & Activities**

SCS Athletics and Activities follow eligibility rules provided under the Virginia High School League (VHSL). In order to participate in any extracurricular activities covered under the VHSL rules and regulations, students are required to provide documentation of parental consent and a physical examination each school year. The physical exam must be done between May 1<sup>st</sup> of the previous school year and June 30<sup>th</sup> of the current school year. The physicals are kept on file in the office of the Lee High School Activities Director. Adequate insurance coverage for an athlete is the responsibility of the parent/guardian. Eligibility to participate in interscholastic athletics is a privilege earned by students who meet the standard set by the VHSL, the district and the school. There will be a \$25 fee assessed per activity/season.

## **FAMILY LIFE EDUCATION**

School Board Policy IGAH and Administrative Regulation IGAH-AR

The Staunton City School Board approves the inclusion of family life education (FLE) in the curriculum. Instruction shall be organized and maintained under the FLE Standards of Learning objectives developed by the Virginia Department of Education in grades 4-10.

### **Participation in Family Life Education**

If you do not want your child to participate in any part of, or in the entire program, you may contact the Principal of your child's school for an **opt-out** form. An opt-out form must be completed annually for non-participating students. Parents/guardians are requested to complete these forms as soon as possible in order that alternative instruction can be planned for your child. If you have any questions, please feel free to call the Principal of your child's school.

### **Right of Parental Review of Family Life Materials**

A parent or guardian may review the family life curricula, including all supplemental materials used in the program, by contacting the Principal of your child's school.

## FIELD TRIPS

Administrative Regulation EAD/IICA-AR

Throughout the school year, students may be provided relevant educational field experience opportunities that enhance the instructional program. The purpose of field trips is to provide supplemental educational experiences that cannot be obtained from classroom instructional methods. Written parental permission will be obtained before a student leaves school grounds.

All adults accompanying a school field trip will be considered as chaperones and must understand that while on school field trips they are subject to the same rules and regulations as adults employed by the school division, as well as any additional guidelines developed for that particular field trip. (Please see inside front cover for the Patron Code of Conduct.) **Unless otherwise approved by the Principal prior to the field trip, all students and chaperones going on the field trip must travel to and from the field trip location on the bus.**

## GIFTED EDUCATION PROGRAM

School Board Policy IGBB

SCS has developed a comprehensive plan for the education of gifted students that includes the components identified in Board of Education regulations. The plan for the education of gifted students is accessible through the division's website and printed copies of the plan are available to citizens who do not have online access. The school division has uniform procedures for screening, referring, identifying, and serving students in kindergarten through twelfth grade who are gifted in general intellectual academic aptitude. The school division will provide written notification to and seek written consent from parents and legal guardians to conduct any required assessment to determine a referred student's eligibility for the division's gifted education program, and to provide services for an identified gifted student in the division's gifted education program.

## GRADING

### Grading Periods

SCS observes a nine-week grading period. In determining students' grades for each nine weeks, teachers will develop a plan for student assessment that best fits the specific content and needs of the students. Report cards will be provided at the end of each nine-week grading period. (See calendar on back cover for report card dates.)

### Grading System

Administrative Regulation IAB-ARA

Letter grades, descriptive comment, and numerical equivalents are as follows:

### Grades 1 - Non-numerical; based on grade level standards

LETTER GRADES	DESCRIPTION
E	Excellent
S	Satisfactory
P	Progressing
N	Needs Improvement

### Grades 2 – 8

LETTER GRADES	NUMERICAL	DESCRIPTION
A	90-100	Outstanding
B	80-89	Above Average
C	70-79	Average
D	60-69	Needs Improvement
F	59 and below	Unsatisfactory

### Grades 9 – 12

LETTER GRADES	NUMERICAL SCALE	QUALITY POINTS	1.0 WEIGHTED	0.5 WEIGHTED
A+	98-100	4.33	5.33	4.83
A	93-97	4.00	5.0	4.50
A-	90-92	3.67	4.67	4.17
B+	87-89	3.33	4.33	3.83
B	83-86	3.00	4.0	3.50
B-	80-82	2.67	3.67	3.17
C+	77-79	2.33	3.33	2.83
C	73-76	2.00	3.0	2.50
C-	70-72	1.67	2.67	2.17
D+	67-69	1.33	2.33	1.83
D	63-66	1.00	2.0	1.50
D-	60-62	0.67	1.67	1.17
F	59 and below	0.00	0.00	0.00

Kindergarten students will be evaluated according to grade-level standards in reading and math.

### Homework

School Board Policy IKB

Homework provides an essential communication link between the school and the home. One measure of a program or course is the quality of the work done at home by the student. A strong home-school partnership, with many lasting benefits for the individual student and the student's family, can be greatly enhanced by a sound program of homework. In addition, homework should be an important tool in developing independent thought, self-direction, and self-discipline. It assists the student in developing good work habits and in the wise use of time.

Guidelines for homework include:

- Homework should be assigned after introduction and thorough explanation of the skills necessary to successfully complete the assignment.
- Homework should be assigned in such a manner that it will be clearly understood by all students.
- Homework should serve a valid purpose and be closely related to classroom activities.
- A student's access to resource materials should be considered when making assignments.
- Homework should be evaluated promptly and returned to the student. Appropriate rewards should be given to those students who successfully complete assigned work. Effort and competency should be recognized and rewarded.

- Teachers should seek to determine the cause if a student regularly fails to complete assigned work. Teachers should not avoid giving homework because they believe students will not do the work.
- Excessive homework, like the absence of homework, should be avoided.
- Homework should not be used for disciplinary purposes.
- Teachers and administrators should take appropriate steps to communicate with parents regarding the division's homework policy and to solicit their support.

### **Placement, Promotion & Retention ♦**

School Board Policy IAG

Placement and promotion shall be determined by academic progress based on the student learning the relevant grade level/subject matter before promotion to the next grade.

In kindergarten through 8<sup>th</sup> grade, Standards of Learning (SOLs) test results, shall be used as part of a set of multiple criteria for determining promotion or retention of students. SOLs shall not be the sole criterion upon which promotion and retention decisions are made. The Principal shall have the final responsibility for any placement decisions.

All students entering kindergarten will participate in a screening process. The purpose of this screening is to determine the skills the child already has upon entering kindergarten and to establish the proper placement in the school division's kindergarten program.

In 9<sup>th</sup> through 12<sup>th</sup> grade, Standards of Learning (SOLs) End-of-Course (EOC) test results shall not be the sole criterion upon which promotion and retention decisions are made. Placement is based upon the number of credits the student has earned. The Principal shall have the final responsibility for any placement decisions.

Intervention strategies will be developed and offered for all students Pre-K through 12 not achieving academic success and/or social behavior success. These strategies may include SOL remediation.

Retention is considered a strategy of last resort for students in grades K-8. The decision to retain a student shall be made with input from teachers and parents. In all cases, the Principal shall have final responsibility for retention decisions.

### **Remediation Recovery Program**

School Board Regulation IKG-AR

SCS is committed to helping all students master grade level standards in reading and mathematics and to meet all high school graduation requirements. Remediation is provided in reading and mathematics for all K-12 students and for all Standards of Learning verified credit courses in high school.

### **♦ Dual Enrollment, Advanced Placement Classes, and Special Programs**

Dual Enrollment, Advanced Placement and Special Programs are available at Robert E. Lee High School. See the *Secondary Program of Studies* for additional information.

### **GRADUATION REQUIREMENTS ♦**

School Board Policy IKF and Administrative Regulation IKF-AR

In order to graduate from SCS, a student must meet all applicable requirements set forth in the Standards of Accreditation and the Standards of Quality. The requirements for a student to earn a diploma are outlined in the *Secondary Program of Studies*.

### **Types of Diplomas and Certificates**

The Staunton City School Board will award diplomas and certificates in accordance with state laws and regulations.

### **Verified Credits ♦**

School Board Policy IAA

Rising eleventh and twelfth grade students and their parents will be notified of (1) the requirements for graduation pursuant to the standards for accreditation and (2) the requirements that have yet to be completed by the individual student

### **Virginia Standards of Learning Tests**

All students enrolled in the Virginia public schools are expected to take the applicable state tests, as described in the Standards of Accreditation. In grades 3-8, Standards of Learning (SOL) tests are used to determine the level of achievement toward end-of-year learning goals; information is also used by the school to provide appropriate support or enrichment for students. In grades 3-8, parents may refuse testing for their child by contacting the school Principal and submitting a written statement that is maintained in the student's file. The student's score report reflects a score of 0, and the test is coded as a parent refusal. Once students reach high school, passing Standards of Learning assessments is required for high school graduation and demonstrates proficiency with content. (Refer to the Secondary Program of Studies). For more information, please contact the Director of Assessment at 332-3920 and/or your school's Principal.

### **GUIDANCE & COUNSELING PROGRAMS ♦**

School Board Policy IJ

Each school provides the following guidance and counseling services to all students:

**Academic Guidance** assists students and their parents to acquire knowledge of the curricula choices available to students, to plan a program of studies, to arrange and interpret academic testing, and to seek post-secondary academic opportunities.

**Career Guidance** helps students to acquire information and plan action about work, jobs, apprenticeships, and post-secondary educational and career opportunities.

**Personal/Social Counseling** assists a student to develop an understanding of themselves, the rights and needs of others, how to resolve conflict and to define individual goals reflecting their interests, abilities and aptitudes. Information and records of personal/social counseling will be kept confidential and separate from a student's educational records and will not be disclosed to third parties without prior parental consent or as otherwise provided by law.

Parents may contact the guidance and counseling department to review materials used in the provision of services within that department. No student will be required to participate in any counseling program to which the student's parents object. Parents who wish to limit their child's participation in any counseling program should contact their child's school counselor.

## **LIBRARY / MEDIA CENTER PROGRAMS**

The Media Center programs provide students with access to information, computer technology, reading and research assistance and instruction that support the curricula of SCS. Instruction emphasizes learning to access print and non-print resources, literature appreciation, research skills and the use of educational computer software. The Media Center programs extend and enhance experiences and promote the development of lifelong readers and effective users of information.

## **LIMITED ENGLISH PROFICIENCY SERVICES / ENGLISH LANGUAGE LEARNERS ♦**

School Board Policy IGBF

The Staunton City School Board shall provide programs to improve the education of limited English proficient children by assisting the children to learn English and to meet Virginia's challenging academic content and student academic achievement standards.

## **SPECIAL EDUCATION SERVICES**

SCS provides special education and related services to eligible students. Special education teachers and related service personnel provide services for students who qualify under IDEA. For more information, contact your Principal.

## **STUDENT RECORDS ♦**

School Board Policy JO

Scholastic records are kept on each student who has enrolled in SCS. Records for current students are maintained at the building level in the Principal's office or

guidance office. Each Principal is responsible for maintenance of these records. In addition, some specialized records are maintained in the School Board Office. Records for withdrawn students are maintained at the school last attended for five (5) years after withdrawal, then sent to School Board office for archival.

## **Family Educational Rights and Privacy Act**

### **(FERPA) ♦**

#### **Notification of Rights for Elementary and Secondary Schools**

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 education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the Principal a written request that identifies the record(s) they wish to inspect. The School official 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 education records that the parent or eligible student believes are inaccurate, misleading or otherwise in violation of the student's privacy rights under FERPA. Parents should write the Principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the Principal decides not to amend the record as requested by the parent or eligible student, the Principal will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school 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 School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to

review an education record in order to fulfill his or her professional responsibility. Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. [NOTE: SCS shall forward student records to another school division upon request of that division.]

4. The right to opt out of releasing the student's name, address and phone number to military recruiters or institutions of higher education that request such information.
5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are: **Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW Washington, DC 20202-4605**

### **Notice for Directory Information ♦**

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that SCS with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, SCS may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow SCS to include this type of information from your child's education records in certain school publications. Examples include: A playbill showing your student's role in a drama production; the annual yearbook, honor roll or other recognition lists; graduation programs; and sports activity sheets, such as for wrestling, showing weight and height of team members. Directory information, which is information that is 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 local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings - unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.<sup>(1)</sup>

**If you do not want SCS to disclose directory information from your child's education records without your prior written consent, you must notify the school in writing within 15 days of receipt of this notice.**

### **SCS has designated the following information as directory information:**

- **Student's name**
- **Address**
- **Telephone listing**
- **Participation in officially recognized activities and sports**
- **Weight and height of members of athletic teams**
- **Degrees, honors, and awards received**
- **Dates of attendance**
- **Photograph**

#### **Footnotes:**

<sup>1</sup>These laws are: Section 9528 of the ESEA (20 U.S.C. 7908), as amended by the No Child Left Behind Act of 2001 (P.L. 107-110), the education bill, and 10 U.S.C. 503, as amended by section 544, the National Defense Authorization Act for Fiscal Year 2002 (P.L. 107-107), the legislation that provides funding for the Nation's armed forces.

### **Notice of Destruction of Records ♦**

The SCS records management department will perform annual records destruction campaigns in accordance with the records disposition and retention schedules published by the Library of Virginia. Beginning June 1 of each academic year, short-term scholastic records (i.e. special education records, gifted education records, cumulative health records, and certain VGLA and VAAP records, etc.) will be destroyed for students who exited SCS five years prior to the current academic year. Parents or students may need these records to obtain social security benefits or for other purposes. Requests for these records may be made by calling 332-3920 any time prior to June 15 of the fifth year after the student's withdrawal.

### **Publication Permission for Students**

As a way of sharing with the community about the many great things happening in SCS, the school division regularly releases students' names, photographs, videos, artwork, written work, verbal statements, class and team photos, and information about events and student successes. This information is included in media releases and may be published through school and/or local newspapers, local television stations, *The Student Advocate*, SCS website, SCS-TV Cable Channel 13 and SCS Facebook page(s). This information may also be used in school yearbooks or other publications. No monetary consideration is paid to students or their families for the use of the information.

**Publication permission is assumed to be granted for the use of this year's information during this school year and subsequent years unless the parent submits a separate request in writing to opt their student out of publication permission. If you do not want SCS to include your students' name, photo and other work in the division's media releases, you must notify the school in writing within 15 days of receipt of this notice.**

**Note that photos or videos taken by school staff at any**

event which is open to the public are NOT subject to the opt-out clause and will be published at the will of the school division.

## STUDENT SURVEYS & QUESTIONNAIRES ♦

School Board Policy KFB

To ensure parent involvement, SCS will conduct all surveys from outside agencies on an opt-in basis unless federal or state mandates require otherwise.

### Surveys Requesting Sexual Information

In any case in which a questionnaire or survey requesting sexual information of students is to be administered, the School Board shall notify the parent concerning the administration of such questionnaire or survey in writing at least 30 days prior to its administration. The notice will inform the parent of the nature and types of questions included in the questionnaire or survey, the purposes and age-appropriateness of the survey, and whether and how any findings or results will be disclosed. Parents shall have the right to review the questionnaire or survey and to exempt their child from participating in the survey. No questionnaire or survey requesting sexual information of a student shall be administered to any student in kindergarten through grade six and, unless required by federal or state law or regulation, school personnel administering any such questionnaire or survey shall not disclose personally identifiable information.

### Youth Health Risk Behavior Survey ♦

The School Board will notify parents of each student enrolled in a middle or high school selected for participation in the survey of student health risk behaviors pursuant to the *Code of Virginia* § 32.1-73.8, in writing and at least 30 days prior to administration of the survey, that their child may be randomly selected to participate in the survey unless the parent denies consent for the student's participation in writing prior to administration of the survey. The notice will inform the parent regarding the nature and types of questions included in the survey, the purposes and age-appropriateness of the survey, how information collected by the survey will be used, who will have access to such information, whether and how any findings or results will be disclosed, and the steps that will be taken to protect students' privacy. Parents have the right to review the survey prior to its administration.

### Additional Protections

A parent or emancipated student may, upon request, inspect any instructional material used as part of the educational curriculum of the student and any survey created by a third party before the survey is administered or distributed to a student. Any inspection shall be in accordance with Policy KBA. In addition, in the event of

the administration or distribution of a survey containing one or more of the subjects listed below and considered protected information, the privacy of students to whom the survey is administered will be protected by: (1) the guarantee that the procedures for the administration of any survey are such that the student maintains privacy and anonymity and the school ensures strict confidentiality, and (2) that no names, phone numbers or other identifiable information will be on any survey and that the results from any individual student or class will not be reported.

### Physical Examinations and Screenings

If the Staunton City School Division administers any physical examinations or screenings other than those required by Virginia law and surveys administered to a student in accordance with the Individuals with Disabilities Education Act, policies regarding those examinations or screenings will be developed and adopted in consultation with parents.

### Commercial Use of Information

Questionnaires and surveys shall not be administered to public school students during the regular school day or at school-sponsored events without written, informed parental consent when participation in such questionnaire or survey may subsequently result in the sale for commercial purposes of personal information regarding the individual student.

This subsection does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions, such as the following:

- college or other postsecondary education recruitment, or military recruitment;
- book clubs, magazines, and programs providing access to low-cost literary products;
- curriculum and instructional materials used by elementary schools and secondary schools;
- tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments;
- the sale by students of products or services to raise funds for school-related or education-related activities; and
- student recognition programs.

### Notification

The Board shall provide notice of this policy directly to parents of students annually at the beginning of the school



year (this handbook provides that notification) and within a reasonable period of time after any substantive change in the policy. The Board will also offer an opportunity for the parent (or emancipated student) to opt the student out of participation in:

- activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose);
- the administration of any survey containing one or more items listed in PPRa and considered protected information; or
- any nonemergency, invasive physical examination or screening that is required as a condition of attendance;
- administered by the school and scheduled by the school in advance; and
- not necessary to protect the immediate health and safety of the student, or of other students.

### **Notification of Specific Events**

The Board will directly notify the parent of a student, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the following activities are scheduled, or expected to be scheduled:

- activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose);
- the administration of any survey containing one or more items listed below and considered protected information;
  - any nonemergency, invasive physical examination or screening that is required as a condition of attendance;
  - administered by the school and scheduled by the school in advance; and
  - not necessary to protect the immediate health and safety of the student, or of other students.

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

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes and certain physical exams. These include the right to:

- **Consent** before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)-
  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. Sex 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; or
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 student, except for hearing, vision or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or sell or otherwise distribute 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; and
3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

SCS has developed policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure or use of personal information for marketing, sales or other distribution purposes. SCS will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. SCS will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. SCS will make this notification to parents at the beginning of the school year if SCS has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys.

Following is a list of the specific activities and surveys covered under this requirement:

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

Parents who believe their rights have been violated may file a complaint with: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-8520. For additional information or technical assistance, you may call (202) 260-3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339.

## **SUMMER SERVICES**

Summer services are offered to students as part of the school division's support programming. Any student who is working below grade level and/or does not pass the applicable Standards of Learning assessments in grades 3-12 will be strongly encouraged to attend summer programs or to participate in another form of remediation as chosen by the school division to be appropriate to the academic needs of the student. Parents are expected to work with the Principal to determine the appropriate remediation options for their child.

# Section 3 - Student Code of Conduct

SCS believes that respect and discipline are the hallmarks of and standards for excellence. Interpersonal respect and personal self-discipline are essential elements of an exceptional school division. SCS is committed to creating and maintaining an environment where all employees model respectful and disciplined behavior.

## STUDENT CODE OF CONDUCT ♦

### Student and Parent Rights & Responsibilities

Students are entitled to a learning environment free of unnecessary disruption. Any physical or verbal disturbance which interrupts or interferes with teaching and orderly conduct of school activities is prohibited.

#### Parental Responsibilities

Each parent has a duty to assist the school in enforcing the Code of Student Conduct and the attendance policies in order that education may be conducted in an atmosphere free of disruption and threat to persons or property, and supportive of individual rights. Any Principal may request that a student's parent(s) or legal guardian meet with the Principal or his/her designee to review the School Board's Code of Student Conduct and the parent(s) or legal guardians' responsibility to participate with the school in disciplining the student and maintaining order, and to discuss improvement in the child's behavior and educational progress. No suspended student shall be admitted to the regular school program until the student and his/her parent or legal guardian have met with school officials to discuss improvement of the student's behavior, unless the Principal or his/her designee determines that readmission without parent conference is appropriate for the student.

#### Student Rights

A student has all rights expressed and guaranteed by the *United States Constitution* and by federal, state and local laws. These rights do not permit a student to disrupt the educational process, to break school rules, to present a health or safety hazard, or to disregard directions of those in authority. Individual rights do not include infringing upon the rights of others in the school community.

To the extent permitted by applicable law, students have the right to:

1. a public education without regard to gender, race, religion, national origin, marital status or any reason not related to their individual capabilities;
2. accept and demonstrate the obligation of good citizenship to help prevent problems from happening and to help solve problems if they occur; and,
3. express themselves in speech, writing, or symbols, consistent with their constitutional rights and Staunton City School Board policies.

### Student Responsibilities

It is the primary responsibility of students to maintain a climate of mutual respect and trust in order that the dignity of the individual is protected and that the pursuit of opportunities for each student is realized. Students are responsible for:

1. attending school regularly;
2. being diligent in his/her studies; and,
3. conducting him/herself in such a way that the rights and privileges of others are not violated.

### Student Dress

Decisions regarding the appropriateness of clothing, footwear and accessories will be made by the building Principal in accordance with the dress code shown below. At any time during the school day, the purpose of the dress code is to present a positive image and provide an environment conducive to learning. All students are expected to dress appropriately for a K-12 educational environment. Any clothing that interferes with or disrupts the educational environment is unacceptable. Parents of students requiring accommodations for religious beliefs, disabilities or other good cause should contact the Principal. Clothing should fit, be neat and clean and conform to standards of safety, good taste and decency. Students in violation of the dress code will not be permitted to attend classes until the violation is corrected. Although a student with offensive clothing may have inadvertently been allowed to attend one or more classes, this does not mean that the student cannot be referred for a dress code violation later in the day. Additionally, disciplinary action will be taken against any student taking part in gang-related activities that are disruptive to the school environment, which include the display of any apparel, jewelry, accessory, tattoo or manner of grooming that, by virtue of its color, arrangement, trademark or any other attribute, denotes membership in a gang that advocates illegal or disruptive behavior.

- Hats, head covers, bandanas, sweatbands, sunglasses and extraneous headgear are not to be worn in the building. These items, including long coats, must be kept in students' lockers.
- Shirts/tops and all dresses may not expose the midriff, navel, back or any cleavage. Examples include low-cut necklines that show cleavage, tube tops, halter tops, backless blouses or blouses with only ties in the

back, clothing constructed with see-through materials and head coverings unless required for religious or medical purposes.

- Low-cut tank tops and spaghetti straps are not permitted, however, sleeveless shirts or tops that provide at least 2" / the width of three fingers of shoulder coverage are permitted. All undergarments must be covered at all times.
- Clothing with language or images that are vulgar, discriminatory or obscene, or clothing that promotes illegal or violent conduct, such as the unlawful use of weapons, drugs, alcohol, tobacco or drug paraphernalia or clothing that contains threats such as gang symbols is prohibited.
- Appropriate street footwear must be worn at all times in the school building. No bedroom footwear is allowed.
- Clothes must be worn in the way they were intended to be worn. Pants and shirts must be worn in such a way as to not reveal undergarments, or expose skin normally covered by undergarments. Undergarments may not be worn as outer clothing. Blankets may not be worn or draped over shoulders or laps in the hallways or in classrooms.
- The length of shorts, skirts, dresses, skorts, etc., must be no shorter than mid-thigh.
- Pajamas, fishnet shirts or tops and transparent clothing are not permitted.
- Items such as studded or pointed rings, bracelets or neckwear are considered dangerous and are not permitted. This includes wallet chains and other similar items worn as clothing accessories.
- Team uniforms must comply with the dress code. For example, warm-up pants must be worn under short skirts or over shorts that do not comply with the dress code.

## Conduct Code Violations and Consequences

### Definitions

For the purpose of this Code of Student Conduct and unless the context clearly indicates otherwise:

**Alternative education program** shall include any education program designed to offer instruction to students for whom the regular program of instruction may be inappropriate.

**Disruptive behavior** means a violation of School Board policies and/or regulations governing student conduct that is or is intended to be disruptive or any school activity, function or process of the school or is dangerous to the health or safety of students or others.

**In-School-Suspension** occurs when a student is removed from his/her regular classroom(s) by a building administrator for disciplinary purposes but remains under

the direct supervision of school personnel. In-school-suspension may be half the school day or a full day in length. Direct supervision means school personnel are physically in the same location as students under their supervision. In-school-suspension occurs in the focus room.

**Focus** is a room available in each school building for instances when a student is temporarily removed from his/her regular classroom(s) for minor discipline infractions (level 2) or to allow the student a short time away from the classroom in order to regain composure. A "temporary removal" shall not last more than 30 minutes or a class period, unless a longer period of time is assigned by an administrator. While assigned to the focus room, students remain under the direct supervision of school personnel. Direct supervision means school personnel are physically in the same location as students under their supervision.

**Short Term Suspension** is an out of school suspension of 10 school days or less. A student may be suspended for not more than 10 school days by a school administrator.

**Long Term Suspension** is an out of school suspension of more than 10 school days. The Superintendent or the Division Discipline Committee, as designee for the Superintendent, may suspend students for more than 10 school days due to violations of the Student Code of Conduct.

**Alternative to Suspension** may be assigned by building administration given specific circumstances involving student behavior. Examples include the assignment of in-school community service.

**Division Discipline Committee** serves as the Superintendent's designee in matters involving disciplinary infractions. Principals are responsible for making referrals to the Division Discipline Committee.

**Due Process** is the process of informing a student referred for disciplinary action of the evidence against him or her (notice), and giving the student the opportunity to explain his/her version of the facts. Parents and students will be informed of the appeal procedures (see below).

**Appeal Procedure** is the process outlined in this handbook for any parents/guardians who desire to appeal an out-of-school suspension imposed upon their student.

**Exclusion** occurs when a Virginia School Board denies school admission to a student who has been expelled or has been placed on a long-term suspension of more than thirty calendar days by another School Board or a private school, either in Virginia or another state, or for whom admission has been withdrawn by a private school in Virginia or another state.

**Expulsion** is any disciplinary action imposed by the School Board whereby a student is not permitted to attend school within the school division and is ineligible for readmission for 365 calendar days after the date of the expulsion. **The decision of the School Board is final.**

### **Consequences for Offenses**

Consequences apply to offenses occurring on any Staunton City School Board property, during any school-sponsored activity, on any SCS bus, designated school bus stop or from a bus stop to home.

Any student found in violation of the rules and regulations as listed in the table of offenses will be disciplined per the level of offense shown. The levels of consequences are defined as:

**Level 1** Conference with student and/or parent/guardian, and/or teacher/administrator

**Level 2** Intervention (disciplinary action as determined by administrator) or Alternative to Suspension (ATS)

**Level 3** Short-term suspension from 1 to 10 school days

**Level 4** Long-term suspension from 11-364 days, alternative education placement or expulsion

**Corrective actions may also include, in no particular order:**

- A. Counseling
- B. Admonition

- C. Reprimand
- D. Modification of student classroom assignment or schedule
- E. Student behavior contract
- F. Referral to student assistance services
- G. Removal from class
- H. Initiation of the Student Support Team process
- I. Referral to in-school intervention, mediation or community service programs
- J. Warning
- K. Confiscation of items in student possession that are in violation of this code of conduct, or the possession/use of the item causes disruption to the learning environment.
- L. Restitution
- M. Detention (before and/or after school)
- N. Loss of privilege to ride a school bus or hold a parking permit
- O. Poor School Standing -- Loss of privilege to participate for a specified number of calendar days in extracurricular activities including, but not limited to academic clubs, athletics, school dances, proms, graduation activities and ceremonies. This may include denial of access to Staunton City School Division's computer system. Placement in an alternative school or program is considered Poor School Standing.
- P. Court referral - CHINS
- Q. Referral to the Police Department
- R. Mediation
- S. Restorative Conferencing

## Student Code of Conduct -- Table of Offenses and Range of Consequences

GENERAL OFFENSES	Range of Consequences		
	Grade	Minimum	Maximum
<p><b>1. Dishonesty/Cheating</b> Students are expected to perform honestly on schoolwork and tests. The following actions are prohibited: cheating on a test or assigned work by giving, receiving, offering and/or soliciting information; plagiarizing by copying the language, structure, idea and/or thoughts of another; falsifying statements on any assigned schoolwork, tests or other school documents. In addition, students will be assigned to Poor School Standing (Shelburne and Lee) for a period of no more than 30 calendar days.</p>	K-5	1	3
	6-12	2	4
<p><b>2. Disruption/Disobedience/Disrespect/Insubordination</b> Students are entitled to a learning environment free of unnecessary disruption. Any physical and/or verbal disturbance, including chronic disruptions, which interrupts or interferes with teaching and the orderly conduct of school activities is prohibited. In addition, students will be assigned to Poor School Standing (Shelburne and Lee) for a period of no more than 30 calendar days.</p>	K-12	1	4
<p><b>3. Defiance of the Authority of School Personnel/Disrespect/Insubordination</b> Students shall comply with any oral or written instructions made by school personnel within the scope of their authority as provided by Board policies and regulations. In addition, students will be assigned to Poor School Standing (Shelburne and Lee) for a period of no more than 30 calendar days.</p>	K-12	1	4
<p><b>4. Communication Devices</b> Students may possess a cellular phone, smart phone, tablet or Personal Digital Assistant (PDA) on school property, including school buses, provided that the device remains off and out of sight during instructional time unless it is being used for instructional purposes at the direction of the student's teacher. At no time may any device be used with an unfiltered connection to the internet. If the student possesses such a device other than is permitted by policy, in addition to other disciplinary sanctions which may be imposed, the device may be confiscated from the student and returned only to the student's parent. The division is not responsible for devices brought to school or school activities.</p>	K-12	1	3
<p><b>5. Gambling</b> A student shall not bet money or other things of value, or knowingly play or participate in any game involving such a bet, on school property, on school buses or during any school-related activity.</p>	K-12	1	3
<p><b>Level 1      Conference (with student and/or parent)</b>  <b>Level 2      Intervention (disciplinary action as determined by administrator) or Alternative to Suspension (ATS)</b>  <b>Level 3      Short-term Suspension from 1 to 10 school days</b>  <b>Level 4      Long-term Suspension from 11 to 364 days, Alternative Educational Placement or Expulsion</b></p>			

GENERAL OFFENSES	Range of Consequences		
	Grade	Minimum	Maximum
<p><b>6. Gang-Related Activities</b> Gang-related activity is not tolerated. A gang is defined as any group of two or more persons whose purpose includes: commission of illegal acts, participation in activities that threaten the safety of persons or property, disruption of school activities, and/or creation of an atmosphere of fear and intimidation.</p> <p>Gang activity is defined as: wearing, using, distributing, displaying or selling of any clothing, jewelry, emblem, badge, symbol, sign or other thing that is evidence of membership or affiliation in any gang; committing any act or using any speech, either verbal or non-verbal (such as gestures or hand-shakes) showing membership or affiliation in a gang; using any speech or committing any act or omission in furtherance of the interests of a gang including soliciting, hazing and initiating others for membership in any gang; requesting any person to pay protection or otherwise intimidating or threatening any person; committing any other illegal act or other violation of school policy and inciting other students to act with physical violence; inappropriate congregating; bullying; harassment; intimidation; degradation; disgrace and/or related activities which are likely to cause bodily danger, physical harm or mental harm to students, employees or visitors.</p>	K-12	1	4
<p><b>7. Laser Pointers</b> Students shall not have in their possession laser pointers.</p>	K-12	1	3
<p><b>8. Profane, Obscene or Abusive Language or Conduct</b> Students shall not use vulgar, profane or obscene language or gestures or engage in conduct that is vulgar, profane, obscene or disrupts the teaching and learning environment.</p>	K-12	1	3
<p><b>9. Reports of Conviction or Adjudication of Delinquency Pursuant to § 16.1-305.1</b> Students convicted or adjudicated delinquent of an offense listed in the <i>Code of Virginia</i>, 1950 as amended, §16.1-305.1 may be suspended or expelled.</p>	K-12	1	4
<p><b>10. Tardiness</b> Students are expected to be in school or class on time unless they have a legitimate excuse. See Attendance Policy in this handbook.</p>	K-12	1	2
<p><b>11. Trespassing</b> Students shall not trespass on school property or use school facilities without proper authority or permission, or during a period of suspension or expulsion. Any incidents of trespassing will be reported to law enforcement.</p>	K-12	1	3
<p><b>Level 1</b>      <b>Conference (with student and/or parent)</b>  <b>Level 2</b>      <b>Intervention (disciplinary action as determined by administrator) or Alternative to Suspension (ATS)</b>  <b>Level 3</b>      <b>Short-term Suspension from 1 to 10 school days</b>  <b>Level 4</b>      <b>Long-term Suspension from 11 to 364 days, Alternative Educational Placement or Expulsion</b></p>			

GENERAL OFFENSES	Range of Consequences		
	Grade	Minimum	Maximum
<p><b>12. Truancy</b> Students are to be in their assigned classes and on the school grounds during the entire school day. Students must obtain permission from parent/legal guardian and the Principal/designee to leave the school grounds before the designated closing of the school day. See Attendance Policy in this handbook.</p>	K-12	1	2
<p><b>13. Vandalism</b> Students shall not willfully or maliciously damage or deface any school building or other property owned or under the control of the School Board. In addition, students shall not willfully or maliciously damage or deface property belonging to or under the control of any other person at school, on a school bus or at school-sponsored events. Restitution, as permitted by existing law, will be required of anyone committing acts of vandalism of school-owned property. In addition, students will be assigned to Poor School Standing (Shelburne and Lee) for a period of no less than 15 calendar days and no more than 30 calendar days.</p>	K-12	1	4
<p><b>14. Violations of Law/Criminal Charges</b> School officials may suspend a student from participation in extracurricular activities who has been charged with a misdemeanor or felony involving violence, assaults on other individuals, use or possession of a weapon(s), possession/use and/or distribution of alcohol and/or illegal drugs until disposition of the charges by the court. The Superintendent is notified by court authorities when students are charged with or convicted of certain offenses related to weapons, alcohol or drugs, or intentional injury outside of school. Disciplinary actions may be taken as a result of such offenses. The <i>Code of Virginia</i> § 22.1-29.3:1 A-D requires Principals to report violations of this offense to law enforcement. Students charged with any offense, wherever committed, that would be a felony if committed by an adult may be disciplined and/or required to participate in prevention/intervention activities.</p>	K-5  6-12	1  2	3  4
<p><b>15. Technology Acceptable Use Policy</b> Students shall abide by the SCS Technology Acceptable Use Policy (see Acceptable Computer System Use Agreement in this handbook).</p>	K-12	1	4
<p><b>16. Assault/Battery</b> A student shall not assault or commit battery upon another person on school property, on school buses or during school activities on or off school property. An assault is a threat of bodily injury. A battery is any bodily hurt, however slight, done in an angry, rude or vengeful manner. The <i>Code of Virginia</i> § 22.1-29.3:1 A-D requires Principals to report violations of this offense to law enforcement. In addition, students will be assigned to Poor School Standing (Shelburne and Lee) for a period of no less than 15 calendar days and no more than 30 calendar days.</p>	K-5  6-12	2  3	4  4
<p><b>Level 1</b> Conference (with student and/or parent)  <b>Level 2</b> Intervention (disciplinary action as determined by administrator) or Alternative to Suspension (ATS)  <b>Level 3</b> Short-term Suspension from 1 to 10 school days  <b>Level 4</b> Long-term Suspension from 11 to 364 days, Alternative Educational Placement or Expulsion</p>			



GENERAL OFFENSES	Range of Consequences		
	Grade	Minimum	Maximum
<b>17. Bullying</b> A student, either individually or as a part of a group, shall not harass or bully others either in person or by the use of any communication technology including computer systems, telephones, pagers or instant messaging systems. Prohibited conduct includes, but is not limited to, physical, verbal or written intimidation, taunting, name-calling and insults and any combination of prohibited activities. “Bullying” means any aggressive and unwanted behavior that is intended to harm, intimidate, or humiliate the victim; involves a real or perceived power imbalance between the aggressor or aggressors and victim; and is repeated over time or causes severe emotional trauma. “Bullying” includes cyberbullying. “Bullying” does not include ordinary teasing, horseplay, argument or peer conflict. The Principal will notify the parent of any student involved in an alleged incident of bullying of the status of any investigation within 5 school days of the allegation of bullying. In addition, students will be assigned to Poor School Standing (Shelburne and Lee) for a period of no less than 15 calendar days and no more than 90 calendar days.	K-5	2	4
	6-12	3	4
<b>18. Altercation/Confrontation</b> Any confrontation, tussle or verbal/physical aggression that does not result in an injury.	K-5	1	4
	6-12	2	3
<b>19. Fighting/Enabling or Instigating Fights (No or Minor Injury)</b> Any fight involving two or more individuals involving physical violence where there are no or minor injuries (e.g. scrapes, minor bruising). Engaging in a physical fight accompanied by blows, regardless of which participant is the aggressor, is defined as fighting. This includes luring others to a fight, instigating a fight, encouraging others to fight, and/or cheering on a fight. Exceptions may result when evidence clearly supports that a student is assaulted and then acted solely in self-defense after having made previous efforts to avoid such confrontations and/or reporting concerns to teaching or administrative staff. See page 36 of this handbook for a definition of self-defense. In addition, students will be assigned to Poor School Standing (Shelburne and Lee) for a period of no less than 30 calendar days and no more than 45 calendar days.	K-12	3	4
<b>20. Fighting/Enabling or Instigating Fights (Serious Injury)</b> Any fight involving two or more individuals in which one or more individual(s) sustains an injury requiring immediate, professional medical attention (e.g. bullet or stab wound, fractured bones, concussion, cut requiring stitching, profuse bleeding, etc.). This includes luring others to the fight, instigating the fight, encouraging others to fight and/or cheering on the fight. Exceptions may result when the evidence clearly supports that a student is assaulted and then acted solely in self-defense after having made previous efforts to avoid such confrontation and/or reporting concerns to teaching or administrative staff. See page 36 of this handbook for a definition of self-defense. The <i>Code of Virginia</i> §22.1-1-279.3:1 A-D requires Principals to report violations of this offense to law enforcement. In addition, students will be assigned to Poor School Standing (Shelburne and Lee) for a period of no less than 30 calendar days and no more than 90 calendar days.	K-5	2	4
	6-12	3	4
<b>Level 1</b> Conference (with student and/or parent) <b>Level 2</b> Intervention (disciplinary action as determined by administrator) or Alternative to Suspension (ATS) <b>Level 3</b> Short-term Suspension from 1 to 10 school days <b>Level 4</b> Long-term Suspension from 11 to 364 days, Alternative Educational Placement or Expulsion			

GENERAL OFFENSES	Range of Consequences		
	Grade	Minimum	Maximum
<p><b>21. Harassment</b> A student shall not harass, either verbally, physically, or in writing by any electronic means, another student or any school employee, volunteer, student teacher or any other person present in school facilities or at school functions. This includes messages sent by electronic means. See Policy JFHA/GBA Prohibition Against Harassment and Retaliation.</p>	K-5	1	3
	6-12	1	4
<p><b>22. Hazing</b> Students shall not engage in hazing. Hazing means to recklessly or intentionally endanger the health or safety of a student or students or to inflict bodily harm on a student or students in connection with or for the purpose of initiation, admission into or affiliation with or as a condition for continued membership in a club, organization, association, fraternity, sorority or student body regardless of whether the student or students so endangered or injured participated voluntarily in the relevant activity. The Principal of any school at which hazing caused bodily injury occurs shall report the hazing to the local Commonwealth Attorney. In addition, students will be assigned to Poor School Standing (Shelburne and Lee) for a period of no less than 30 days and no more than 90 calendar days.</p>	K-12	3	4
<p><b>23. Robbery/Extortion</b> No student may obtain or attempt to obtain anything of value from another by using a threat of any kind. Students will be assigned to Poor School Standing (Shelburne and Lee) for a period of no less than 30 days and no more than 45 days.</p>	K-12	3	4
<p><b>24. Sexual Assault/Battery</b> Any unwanted touching of a person's intimate areas or clothing covering such areas. The <i>Code of Virginia</i> § 22.1-279.3:1 A-D requires Principals to report violations of this offense to law enforcement. In addition, students will be assigned to Poor School Standing (Shelburne and Lee) for a period of no less than 90 calendar days.</p>	K-12	3	4
<p><b>25. Sexual Harassment</b> Sexual harassment shall be understood to be: unwelcome sexual advances; requests for sexual favors and/or other physical contact of a sexual nature in which the conduct substantially interferes with any person's performance or creates an intimidating, hostile, or offensive educational environment. This includes but is not limited to using any electronic or communication means to send obscene language and/or images. All complaints of sexual harassment by a student, whether the alleged perpetrator is another student or an adult, will be handled in accordance with the School Board's Procedures for Student Complaints about Sexual Harassment, JFHA. In addition, students will be assigned to Poor School Standing (Shelburne and Lee) for a period of no less than 30 calendar days and no more than 45 calendar days.</p>	K-12	3	4
<p><b>Level 1</b>      <b>Conference (with student and/or parent)</b>  <b>Level 2</b>      <b>Intervention (disciplinary action as determined by administrator) or Alternative to Suspension (ATS)</b>  <b>Level 3</b>      <b>Short-term Suspension from 1 to 10 school days</b>  <b>Level 4</b>      <b>Long-term Suspension from 11 to 364 days, Alternative Educational Placement or Expulsion</b></p>			

GENERAL OFFENSES	Range of Consequences		
	Grade	Minimum	Maximum
<b>26. Sexual Misconduct</b> Sexual misconduct may include lewd behavior or indecent exposure. In addition, students will be assigned to Poor School Standing (Shelburne and Lee) for a period of no less than 30 days and no less than 90 calendar days.	K-12	3	4
<b>27. Stalking</b> Students shall not engage in a pattern of behavior that places another person in fear of serious harm. The <i>Code of Virginia</i> 22.1-279.3:1 A-D requires Principals to report violations of this offense to law enforcement. In addition, students will be assigned to Poor School Standing (Shelburne and Lee) for a period of no less than 90 calendar days.	K-12	3	4
<b>28. Theft</b> A student shall not intentionally take or attempt to take the personal property of another person the personal property of another person by force, fear or other means. This includes the theft or attempted theft of another student’s medication. In addition, students will be assigned to Poor School Standing (Shelburne and Lee) for a period of no less than 15 days and no more than 30 days.	K-12	2	4
<b>29. Threats or Intimidation</b> Students shall not make any verbal, written or personal threat of bodily injury or use force directed toward another person. Students shall not use electronic technology or communication devices, such as the internet or cell phones, to intimidate or threaten for any reason.	K-5	1	4
	6-12	3	4
STUDENT TO STAFF OFFENSES	Range of Consequences		
	Grade	Minimum	Maximum
<b>30. Assault/Battery on School Personnel (No Weapons)</b> Offensive and intentional touching or striking of school personnel. The <i>Code of Virginia</i> § 22.1-279.3:1 A-D requires Principals to report violations of this offense to law enforcement. In addition, students will be assigned to Poor School Standing (Shelburne and Lee) for a period of no less than 90 calendar days.	K-12	3	4
<b>31. Assault/Battery of School Personnel (Weapon)</b> Physical abuse by a student on school personnel that involves firearm, knife, stun weapon, laser, and/or other devices constructed for the purpose of being used as a weapon. The <i>Code of Virginia</i> §22.1-279.3:1 A-D requires Principals to report violations of this offense to law enforcement. In addition, students will be assigned to Poor School Standing (Shelburne and Lee) for a period of no less than 90 calendar days.	K-12	4	4
<b>32. Threats Against School Personnel</b> Threats of force or injury to school personnel or their property are forbidden. The <i>Code of Virginia</i> § 22.1-279.3:1 A-D requires Principals to report violations of this offense to law enforcement. In addition, students will be assigned to Poor School Standing (Shelburne and Lee) for a period of no less than 30 calendar days and no more than 45 calendar days.	K-5	1	4
	6-12	3	4
<b>Level 1</b> <b>Conference (with student and/or parent)</b> <b>Level 2</b> <b>Intervention (disciplinary action as determined by administrator) or Alternative to Suspension (ATS)</b> <b>Level 3</b> <b>Short-term Suspension from 1 to 10 school days</b> <b>Level 4</b> <b>Long-term Suspension from 11 to 364 days, Alternative Educational Placement or Expulsion</b>			

OFFENSES INVOLVING ALCOHOL AND/OR DRUGS	Range of Consequences		
	Grade	Minimum	Maximum
<p><b>33. Smoking/Possession of Tobacco and Tobacco-Related Paraphernalia, Including Electronic Cigarettes</b></p> <p>The possession and/or use of tobacco by students on school premises (including school vehicles) during the school day or during after-school activities is prohibited. Possession of tobacco-related paraphernalia includes, but may not be limited to smokeless tobacco, lighters, rolling paper, etc. In addition, students will be assigned to Poor School Standing (Shelburne and Lee) for a period of no less than 5 calendar days and no more than 15 calendar days.</p>	K-12	2	3
<p><b>34. Use and/or Possession of Alcohol, Anabolic Steroids or Other Drugs Including Prescription and Over the Counter Drugs</b></p> <p>A student shall not possess, use or distribute any of the restricted substances listed below on school property, on school buses or during school activities, on or off school property. A student shall not attempt to possess, use, consume, procure or purchase any of the restricted substances listed below or what is represented by or to the student to be any of the restricted substances listed below. A student shall not be under the influence of any of the restricted substances listed below, regardless of whether the student's condition amounts to legal intoxication. Restricted substances include but are not limited to alcohol, and inhalant products, and other controlled substances defined in the Drug Control Act, Chapter 15.1 of Title 54 of the <i>Code of Virginia</i>, such as anabolic steroids, stimulants, depressants, hallucinogens, marijuana, imitation and look-alike drugs, drug paraphernalia and any prescription or non-prescription drug possessed in violation of School Board Policy. The first offense results in ten (10) days out-of-school suspension, participation in a drug awareness program involving the student and his/her parent(s), and assignment to Poor School Standing for a period of 90 calendar days. Failure to comply with the terms of the penalty, or any subsequent violation of the policy (regardless of the length of time between violations) shall result in a referral to the Division Discipline Committee and a recommendation of expulsion will be made to the School Board.</p> <p>In addition to any other consequences which may result, a student who is a member of a school athletic team will be ineligible for two school years to compete in interscholastic athletic competition if the Principal and the Superintendent determine that the student used anabolic steroids during the training period immediately preceding or during the sport season of the athletic team, unless such steroid was prescribed by a licensed physician for a medical condition.</p>	K-12	3 Short Term Suspension will be 10 days.	4
<p><b>Level 1      Conference (with student and/or parent)</b></p> <p><b>Level 2      Intervention (disciplinary action as determined by administrator) or Alternative to Suspension (ATS)</b></p> <p><b>Level 3      Short-term Suspension from 1 to 10 school days</b></p> <p><b>Level 4      Long-term Suspension from 11 to 364 days, Alternative Educational Placement or Expulsion</b></p>			

OFFENSES INVOLVING WEAPONS AND/OR EXPLOSIVES	Range of Consequences		
	Grade	Minimum	Maximum
<p><b>35. Bomb Threat and/or Use of Explosives</b> Students shall not make any threats or false threats to bomb school personnel or school property.</p> <p>Use of a destructive bomb or explosive on school property, including school vehicles or at school-sanctioned activities is prohibited. Students shall not engage in any illegal conduct involving firebombs, explosive or incendiary materials or devices or hoax explosive devices or chemical bombs as defined in the <i>Code of Virginia</i>.</p> <p>The <i>Code of Virginia</i> §22.1-279.3:1 A-D requires Principals to report violations of this offense to law enforcement. In addition, students will be assigned to Poor School Standing (Shelburne and Lee) for a period of no less than 90 calendar days.</p>	K-12	3	4
<p><b>36. Physical Assault/Battery (Weapon)</b> An actual offensive, forceful and violent and intentional touching or striking of a student against his or her will, intentionally causing bodily harm with the use of a firearm or other weapon is forbidden. The <i>Code of Virginia</i> §22.1-279.3:1 A-D requires Principals to report violations of this offense to law enforcement. In addition, students will be assigned to Poor School Standing (Shelburne and Lee) for a period of no less than 90 calendar days.</p>	K-12	3	4
<p><b>37. Possession or Use of Weapons or Other Dangerous Articles / Facsimiles +</b> Students shall not have in their possession any type of unauthorized firearm or other dangerous weapon or device. This regulation incorporates Policy JFCD - Weapons in School. The <i>Code of Virginia</i> §22.1-277.07 requires expulsion for not less than one year for certain students whom a school administrator or a School Board determines to have brought firearms to school, unless it is determined, based on the facts of the particular case, that special circumstances exist, and another form of discipline is appropriate. The <i>Code of Virginia</i> §22.1-279.3:1 A-D requires Principals to report violations of possession of unauthorized firearms to law enforcement with the exception of pneumatic guns as defined in subsection E of §15.2-915.4. In addition, students will be assigned to Poor School Standing (Shelburne and Lee) for a period of no less than 90 calendar days.</p>	K-5  6-12	1  3	3  4
<p><b>Level 1</b>      <b>Conference (with student and/or parent)</b>  <b>Level 2</b>      <b>Intervention (disciplinary action as determined by administrator) or Alternative to Suspension (ATS)</b>  <b>Level 3</b>      <b>Short-term Suspension from 1 to 10 school days</b>  <b>Level 4</b>      <b>Long-term Suspension from 11 to 364 days, Alternative Educational Placement or Expulsion</b></p>			

+ **If a school administrator, the Division Discipline Committee or the School Board determines that, based on the facts of a particular case, special circumstances exist and another form of discipline is more appropriate than expulsion, the procedures listed below will apply:**

**In grades K-5:** *Age and circumstances should play a part in this decision*

- a. Out-of-school suspension 1-10 days;
- b. A conference with the parent/guardian must be held;
- c. The student may be referred for appropriate prevention and intervention activities;
- d. A referral *may* be made to the Division Discipline Committee; and,
- e. For a second and subsequent violation, the student must be readmitted through the Division Discipline Committee.

**In grades 6-12:**

- a. Out-of-school suspension for a minimum of 1-10 days;
- b. Poor School Standing (middle/high school students) for at least 90 calendar days. (School Breaks do not count toward these days); and,
- c. Student and parents/guardians must meet with the Division Discipline Committee to determine the conditions under which the student may return to school.

## **Suspensions**

A student may be suspended for no more than 10 school days by a school administrator. The school administrator may suspend the student after giving the student oral or written notice of the charges against him, and an explanation of the facts as known to school personnel and an opportunity to present his/her version of what occurred. In the case of any student whose presence poses a continuing danger to persons or property, or whose presence is an ongoing threat of disruption, the student may be removed from school immediately and the notice, explanation of facts, and opportunity to present his/her version shall be given as soon as is practical thereafter.

A parent/guardian shall be notified of a student's suspension by a telephone call or regular mail. Notification may also be sent home with the student. Any notice to the parent or guardian of a student who is suspended for not more than 10 days shall be in writing and shall include the following information:

1. the length of the suspension;
2. information regarding the availability of community-based educational programs, alternative education programs or other educational options;
3. the student's right to return to regular school attendance upon the expiration of the suspension.

Upon return to school, a conference with the student and parent(s) or guardian(s) may be required. When a student is suspended from school, he is also suspended from participating in and attending any and all SCS functions, regardless of the location of the event, until he is reinstated. A suspended student is not to be on any SCS property for any reason during the period of suspension.

The costs of any community-based educational, alternative education, or intervention program that is not a part of the educational program offered by SCS that the student may attend during his/her suspension shall be the responsibility of the parent(s) or guardian of the student.

## **Sending Students Home**

Generally, short-term suspension will take effect on the day after the misconduct. Where the student's presence poses a continuing danger to persons or property or any ongoing threat of disruption, the Principal shall attempt to reach the student's parents and request that they come to the school for the student on the day of the offense. If they are unable to come to the school, the school may provide the student transportation home.

## **Responsibility for School Work**

Any student suspended within the short-term suspension period shall be given the opportunity to make up any work missed. Students may be given credit for extended assignments with a due date that occurs on the day of any suspension. Extended assignments include, but are not limited to, research papers, essays, book reports, projects, tests and semester exams. A student shall make up his/her work within 5 school days beginning with and including the first day back at school. It is the responsibility of the student to initiate the effort necessary for making up work missed.

## **Short-term Suspensions**

A student may be suspended for not more than 10 school days by either the School Principal/designee, or any Assistant Principal. The Principal, or Assistant Principal may suspend the student after giving the student oral or written notice of the charges against him, and, if he denies them, an explanation of the facts as known to school personnel and an opportunity to present his/her version of what occurred.

A parent/guardian shall be notified of a student's suspension by a telephone call or regular mail. Notification may also be sent home with the student. Upon return to school, a conference with the student and parent(s) or guardian(s) may be required. When a student is suspended from school, he is also suspended from participating in and attending any and all SCS functions until he is reinstated. A suspended student is not to be on

any SCS property for any reason during the period of suspension.

### **Appeal of Short Term Suspension**

Any parent wishing to appeal a short-term out-of-school suspension must notify the school administrator within 24 hours of notice of that suspension. The parent must then have a conference with the Principal. If the Principal determines that the decision stands, he will immediately notify the parent of their option to request a review by the Superintendent/designee (use the Request for Superintendent's Review of Suspension form). This form must be completed and signed by the parent in the presence of a building administrator by 3:00 p.m. on the first day following notification of the suspension. Failure to follow this timeline voids the opportunity for an appeal to be heard. The Principal's office will forward the completed appeal form to the Superintendent or designee for review. The decision of the Superintendent/designee will be rendered within 2 business days. Upon receipt of the appeal form, the Principal should delay imposing the suspension until the appeal review is completed. **The decision of the Superintendent/designee on short-term suspensions is final. Appeal of only a portion of the disciplinary consequence is not permissible.**

### **Long-Term Suspensions and Appeals**

The Superintendent or the Division Discipline Committee, as designee for the Superintendent, may suspend students for more than 10 school days due to violations of the Code of Student Conduct.

A long-term suspension is any disciplinary action whereby a student is not permitted to attend school for more than 10 days, but less than 365 calendar days. Once a Principal determines that a suspension of more than 10 days is warranted, the Principal will make a referral to the Division Discipline Committee to determine the length of the suspension beyond 10 days. The Division Discipline Committee may assign additional suspension days or return the student to school after the completion of the initial suspension. The Division Discipline Committee will notify the student and the student's parent/guardian verbally and in writing regarding their decision. This notice shall also include the following information:

1. the length of the suspension;
2. information regarding the availability of community-based educational programs, alternative education programs or intervention programs;
3. the student's right to return to school upon the expiration of the suspension.

The costs of any community-based educational, alternative education or intervention programs that is not part of the educational program of SCS that the student may attend during his/her suspension is the responsibility

of the parent/guardian of the student. The School Board may permit or require students suspended long-term to attend an alternative education program provided by the School Board for the term of the suspension. Before requiring a student to attend such a program, the Division Discipline Committee, as the Superintendent's designee, will provide written notice to the student and parent/guardian that includes the following information:

1. the student will be required to attend an alternative education program;
2. the student or parent/guardian may appeal that decision to the Superintendent in writing within 5 business days of the committee meeting date.
3. if the issue is not resolved in the appeal to the Superintendent, the parent may then appeal to the entire School Board. The appeal to the School Board must be made in writing within 5 business days of the appeal meeting with the Superintendent.
4. The School Board will make a decision on the appeal at their next regularly scheduled meeting or within 30 days. **The decision of the School Board is final.**

### **Expulsions**

The School Board, in a closed meeting, will hear recommendations from the Division Discipline Committee, as the Superintendent's designee, in reference to student expulsions. The student and parent/guardian will be invited to the closed meeting to speak in the student's defense. **The decision of the Board is final.**

If the recommendation for expulsion is upheld, the Superintendent shall notify the student and the student's parent/guardian in writing regarding the School Board's decision and the reasons therefore. The written notice shall also contain the following information:

1. The length of the expulsion;
2. Information concerning the availability of community-based educational programs, training programs and intervention programs;
3. The student's right to petition, in writing, to the School Board for readmission one calendar year from the date of the expulsion and the conditions, if any, under which readmission may be granted, if the School Board determines that the student is ineligible to return to regular school attendance or to attend an alternative education program or adult education program during the expulsion.

A student seeking readmission to school following an expulsion of 365 calendar days, must apply in writing to the School Board. The School Board will meet with the student and his/her parents/guardians to consider under what conditions, if any, that the expulsion may be lifted and the student granted re-entry into a school program.

The costs of any community-based educational, alternative education or intervention program that is not a part of the educational program offered SCS that the student may attend during his/her expulsion shall be borne by the parent or guardian of the student. The School Board may permit or require expelled students to attend an alternative education program provided by the School Board for the term of the expulsion or it may permit or require students returning from expulsion to transition through an alternative education program before attending regular classes. Before requiring a student to attend such a program, the School Board will provide written notice to the student and parent(s) or guardian indicating that attendance at the alternative program is required.

### **Provisions of Teacher Removal of a Student from Class**

Teachers shall have the initial authority to remove students from class for disruptive behavior as authorized by the *Code of Virginia* (§ 22.1-276.2). Disruptive behavior is defined as a violation of School Board regulations governing student conduct that interrupts or obstructs the learning environment. Prior to the removal of a student from class under this policy, the following criteria must be met:

1. the student's behavior is disruptive as defined above;
2. removal of the student from the class is necessary to restore a learning environment free from interruptions and obstructions caused by the student's behaviors;
3. teacher and/or administrative interventions have been attempted and failed to end the student's disruptive behavior; and
4. notice of the student's disruptive behavior and the opportunity to meet with the teacher and/or school administrators have been provided to the student's parents as described below.

When all of the above criteria have been satisfied, teacher removal of a student from class shall be deemed appropriate.

### **Requirements for Incident Reports**

No removal under this policy shall occur unless two prior written incident reports have been filed with school administrators. Upon removal, the teacher shall file a Student Discipline Referral Form with school administrators and any other documentation to support the removal including, but not limited to, the previous two incident reports.

### **Procedures for Written Notification of Students and Parents**

The teacher shall provide copies of any incident report and Student Discipline Referral Form to the student and his/her parent(s) or guardian and notify them of the opportunity to meet with the teacher and/or school

administrators to discuss the behavior and the possible consequences if the behavior continues. Such notice shall be provided within 24 hours of each incident. The teacher shall document, in writing, his/her attempts to request and encourage the parent/guardian to meet with school administrators and the teacher. Such notice and documentation shall be required for each incident report and student removal.

### **Guidelines for Alternative Assessment and Instruction of Removed Students**

The Principal shall determine the appropriate placement of the student. The Principal has several options regarding placement of a removed student including, but not limited to:

1. Assigning the student to another class;
2. Sending the student to the Focus Room or having the student remain in the Principal's office. If the Principal chooses either of these options, the removing teacher shall provide and evaluate appropriate work for the student;
3. Suspending the student. If the Principal chooses this option, alternative instruction and assignment, if any, shall be provided according to School Board policy.
4. Returning the student to class (see procedures below).

In the case of students with disabilities all options shall be provided in accordance with federal law.

### **Procedures for the Student's Return to Class**

The Principal shall determine, after consultation with the teacher, the duration of the student's removal from class. The Principal shall notify the teacher of the decision to return the student to class. The following procedure shall apply if the teacher disagrees with the Principal's decision to return a student to the class:

1. If the teacher disagrees with the Principal's decision to return a student to the class the teacher and Principal shall discuss the teacher's objection to returning the student to class and the Principal's reason for returning the student.
2. The teacher, after meeting with the Principal, may appeal the Principal's decision to the Superintendent or his/her designee within one school day. The incident reports and student discipline referral form must accompany the appeal. After discussion with the Principal and teacher or after receiving their written comments, the decision of the Superintendent or his/her designee shall be final. The decision shall be made within 48 hours of the teacher's appeal. During the appeal process, the student shall not be returned to class and the Principal will determine an appropriate placement for the student.

Once the decision has been made to return the student to class, the teacher and Principal shall develop a plan to



address future disruptive behavior, which may include a referral to the Student Support Team.

### **Other Provisions**

The Principal shall ensure that students removed from class under this policy continue to receive an education in accordance with School Board policies. Application of this policy to students with disabilities shall be consistent with federal and state law and regulations as well as School Board policies regarding students with disabilities. This policy does not limit or restrict the ability of School Board employees to apply other policies, regulations or laws for maintaining order in the classroom.

### **Alternative Education Placement for Off-Campus Criminal Behavior**

In accordance with the *Code of Virginia* §16.1-260(G), the Department of Juvenile Justice will notify the school division when a student has been charged with certain offenses related to the laws of the Commonwealth. In accordance with the *Code of Virginia* §22.1-277.2:1, a School Board may require any student who has been charged with an offense relating to the Commonwealth's laws on weapons, alcohol or drugs, or intentional injury to another person to attend an alternative program. Any such assignment shall be determined by the Division Discipline Committee and/or the Superintendent.

### **Search and Seizure**

School Board Policy JFG

To maintain order and discipline in schools and to protect the health, safety and welfare of students and school personnel, school authorities may search a student, student belongings, student lockers or student automobiles and may seize any illegal, unauthorized or contraband materials discovered in the search, consistent with applicable law. At times, and at the Principal's discretion and in accordance with School Board policy and all applicable law, metal detectors may be used to assist school staff in ensuring the safety of students, school staff and guests.

The student's individual right to privacy and freedom from unreasonable search and seizure is balanced by the school's responsibility to protect the health and safety of persons within the school community. Should illegal materials be found during a search, law enforcement officials will be notified.

### **Personal Searches**

A student's person and/or personal effects (e.g. purse, book bag, etc.) may be searched by a school official whenever the official has reasonable suspicion to believe that the student has violated or is about to violate the law or a school rule and that the search will yield evidence of the violation. In no event shall strip-searches of students be conducted.

### **Locker, Desk and Other Storage Facilities Searches**

Lockers, desks and other storage facilities are made available to students for temporary storage of their personal possessions. Lockers and other storage facilities remain under the joint control of students and school administration. Students are expected to assume full responsibility for the security of their desks, lockers and other storage facilities and are responsible for the content of their assigned locker at all times. Searches may be done at any time without notice, without student consent and without a search warrant for items which violate law, a school rule or which may be harmful to the school or its students.

### **Automobile Searches**

Students are permitted to park on school premises as a matter of privilege, not of right. The school retains the authority to conduct routine patrols of student parking lots and inspections of the exteriors of student automobiles on school property. The interiors of student vehicles may be inspected whenever a school official has reasonable suspicion to believe that the student has violated or is about to violate the law or a school rule and that the search will yield evidence of the violation, or that illegal or unauthorized materials or other evidence of illegal or otherwise prohibited activities are contained inside the automobile. Such patrols and inspections may be conducted without notice, without student consent and without a search warrant.

### **Student Belongings**

Students are discouraged from bringing valuable possessions to school. Neither the school nor the school division will assume responsibility for damage or loss. Parents or students returning to school to retrieve a forgotten item must do so within 1 hour after school has dismissed and seek the assistance of school personnel to retrieve the item.

### **Lost and Found**

Articles of clothing, books, etc. that are found should be turned into the main office.

### **Student Self-Defense**

When dealing with altercations between students, the Principal may consider assertions of self-defense as a factor when determining appropriate disciplinary action. The Principal will provide an opportunity for the student(s) to present their version of what occurred and review all relevant facts. The fact-seeking process may include interviews with school personnel, students and others as appropriate who may have witnessed the incident or have observed previous interactions with the students involved. In cases where self-defense is claimed,

there may be a “history” between the students that often takes the investigation beyond looking at the single incident to examining patterns of interaction, past threats, and bullying. The person claiming self-defense must:

1. be without fault in provoking or bringing on the fight or incident;
2. have reasonably feared, under the circumstances as they appeared to him/her, that he/she was in danger of harm;
3. have used no more force than was reasonably necessary to protect him/her from the threatened harm;
4. have immediately sought adult assistance.

Self-defense shall not be used in any incident involving possession or use of a weapon of any kind on any School Board property or at any school-sponsored activity.

### **Questioning of Students by Third Parties**

Principals will allow a Child Protective Services worker with proper identification to interview a student who is an alleged victim of abuse and/or neglect. A private setting shall be provided. Parental notification is the responsibility of the Department of Social Services and should not be done by school personnel.

Law enforcement officers may question students who are witness to a crime or victim of a crime during the school day, on school property, without the permission of parent(s) and/or guardian(s), provided that the law enforcement officer ascertains that the student is capable of consenting to, and the student does consent to, the interview. Student consent is not necessary when a law enforcement officer has a warrant for the arrest of that student. When a law enforcement officer makes contact with, or is contacted by, the Principal or his/her designee concerning the questioning of a student as a witness or victim, the following procedures shall be followed:

1. The Principal shall make an attempt to contact the parent or guardian of the student.
2. The student shall be called or escorted to the office by the Principal. Under dangerous circumstances, the Principal may ask law enforcement to accompany him/her to the classroom to escort the student to the office.
3. A private place shall be provided for the conference/interview. The parent, child, and/or law enforcement officer may request that a staff member be present as an observer while the student is being questioned.
4. If the law enforcement officer removes the student from school property, the Principal shall contact the parent or guardian of the student and the Superintendent’s Office immediately.

### **Conduct: Extracurricular/Co-curricular Activities**

Extracurricular activities are those activities that supplement the regular school curriculum, do not carry credit towards graduation, and are joined voluntarily by students. Extracurricular activities are generally developed according to the needs and interests of students and may take the form of special interest groups, honor societies, publications, athletic teams, and other extensions of classroom work. All extracurricular activities are designed to promote character-building qualities of participation and leadership. Co-curricular activities are activities directly related to classroom instruction, such as choral/band concerts/presentations.

All school rules and regulations are in effect during extracurricular and co-curricular activities, whether held on campus or away from school. Students are not permitted to participate in organizations and engage in related activities to the detriment of their classroom work. All student organizations and extracurricular and co-curricular activities are under the supervision of the Principal or his/her designee and are officially recognized and sanctioned by the Staunton City School Board.

The Staunton City School Board anticipates that students who represent the school division as participants in extracurricular or co-curricular activities will conduct themselves in a responsible and respectful manner at all times and specifically abstain from the use of alcohol, tobacco products and illegal drugs. Further, the School Board expects coaches, activity sponsors, and administrators to work in union to promote proper student behavior by clarifying these expectations and uniformly enforcing consequences for students who fail to meet them.

### **Guidelines for Student Participation in Extracurricular and Co-curricular Activities**

1. Students may not participate nor attend extracurricular activities if they are under suspension of the Code of Student Conduct. Students in elementary school have the opportunity to participate in a variety of after school activities. Students at Shelburne Middle School and Robert E. Lee High School have many opportunities to participate in a wide variety of extracurricular and co-curricular activities (athletics, drama, theater, Scholastic Bowl, graduation ceremonies, school dances, etc.) throughout their high school experience. When students are in Good School Standing status they have the privilege of attending, or participating in, the activities of their choice. Students earn and maintain this status through positive behavior, lack of attendance issues and good citizenship while at school, and while participating and/or attending extra-curricular activities and events.

Conversely, violations of the Code of Student Conduct can result in a student being assigned to Poor School Standing and therefore removed from participation in extracurricular-activities. When this happens, the student is ineligible to participate in, or attend, any and all extra-curricular activities for a specified length of time. Any student behavior that is non-compliant with school rules and School Board policy may result in a form of discipline as outlined in this handbook and/or SCS Policies. Persistent non-compliance, poor attendance, disruption, tardiness or other behaviors may result in a student having his/her privileges revoked or suspended. Our goal is that students continuously demonstrate positive behavior.

2. The Principal, Activities Director and/or Coach/Sponsor shall have the discretion to determine if a student will be permitted to participate in the next scrimmage/game/activity following the completion of a suspension. Students on suspension for the use and/or possession of alcohol and/or illegal drugs are not allowed to participate nor attend extracurricular activities for a period of 90 calendar days from the time of the infraction. The Activities Director will establish school division rules governing student participation in athletics and activities, which will be distributed and discussed with participants prior to the beginning of the activity. Students are expected to comply with school division and VHSL rules and may forfeit their eligibility through noncompliance.
3. Students must attend scheduled classes for at least one-half of the school day or attend an approved school activity on the day of competition/activity to be eligible to participate in extracurricular activities on that day. The Principal or his/her designee may make exceptions to this standard for students with extenuating and/or usual circumstances.
4. Students assigned to In-School-Suspension (ISS) lose the right to participate in co-curricular and/or extracurricular activities until the end of the school day of their last assigned ISS day. The disciplinary action will be reported to the coach/sponsor.

Students in grades 8-12 participating in interscholastic competition in any and all activities governed by VHSL rules shall meet the eligibility requirements of VHSL.

## Issues Related to Student Conduct

### ◆ Laws Regarding Prosecution of Juveniles as Adults School Board Policy JFCL

The following information has been developed by the Office of the Attorney General regarding the prosecution of juveniles as adults:

§22.1-279.4 of the *Code of Virginia* states:

School Boards shall provide information developed by the office of the Attorney General to students regarding laws governing the prosecution of juveniles as adults for the commission of certain crimes. Methods of providing such information may include, but not be limited to, public announcements in the schools, written notification to parents, publications in the student conduct manual, and inclusion in those materials distributed to parents pursuant to §22.1-279.3. The following information in question and answer format provides the notice required by this section of the *Code of Virginia*.

#### **Who is a juvenile?**

§16.1-228 of the *Code of Virginia* defines a juvenile as a “person less than 18 years of age.” §16.1-269.1 of the *Code of Virginia* permits juveniles, 14 years of age or older at the time of an alleged offense, to be prosecuted as adults for specific crimes under certain circumstances. This process is called a “Transfer to the Appropriate Circuit Court for Trial as an Adult.”

#### **How is the age of the juvenile calculated?**

§Section 16.1-241 of the *Code of Virginia* provides that for the purpose of transferring a juvenile to circuit court for trial as an adult, the child must have been aged 14 or older at the time of the offense.

#### **Under what circumstances does the law permit the transfer of juveniles for trial as adults?**

The *Code of Virginia* permits the transfer of juveniles for trial as adults under 3 specific circumstances. Following is a description of each circumstance and the procedure that is followed in order to determine whether the student is transferred to circuit court.

##### **Circumstance #1**

A transfer can occur when a juvenile, who is aged 14 or older at the time of the offense, is charged with a crime which would be a felony if committed by an adult (§ 16.1-269.1 A., *Code of Virginia*). Offenses are either felonies or misdemeanors. Those offenses that are punishable by confinement in a state correctional facility or death are felonies; all other offenses are misdemeanors. Felonies are classified for the purpose of punishment and sentencing into six classes. The authorized punishments for conviction of a felony are as follows:

Class 1 felony - death if the person convicted was 18 years of age or older at the time of the offense and is not determined to be intellectually disabled and a fine of not more than \$100,000. If the person was under 18 years of age at the time of the offense or is determined to be intellectually disabled, the punishment shall be

imprisonment for life or imprisonment for life and a fine of not more than \$100,000.

Class 2 felony - imprisonment for life or for any term not less than 20 years or imprisonment for life or for any term not less than 0 years and a fine of not more than \$100,000.

Class 3 felony - a term of imprisonment of not less than 5 years or more than 20 years or a term of imprisonment of not less than 5 years nor more than 20 years and a fine of not more than \$100,000.

Class 4 felony - a term of imprisonment of not less than 2 years nor more than 10 years or term of imprisonment of not less than 2 years nor more than 10 years and a fine of not more than \$100,000.

Class 5 felony - a term of imprisonment of not less than 1 year nor more than 10 years, or in the discretion of the jury or the court trying the case without a jury, confinement in jail for not more than 12 months and a fine of not more than \$2,500, either or both.

Class 6 felony - a term of imprisonment of not less than 1 year nor more than 5 years, or in the discretion of the jury or the court trying the case without a jury, confinement in jail for not more than 12 months and a fine of not more than \$2,500, either or both. (§§ 18.2-9 and 18.2-10 of the *Code of Virginia*).

In this circumstance, the Commonwealth's Attorney's office makes a formal request to the judge for the juvenile court for the juvenile to be transferred to circuit court. The juvenile court holds a transfer hearing and may retain jurisdiction or transfer the juvenile to the appropriate circuit court for criminal proceedings. Any transfer to the circuit court is subject to the following conditions: (1) notice; (2) probable cause to believe that the juvenile committed the alleged delinquent act or lesser included delinquent act; (3) the juvenile is competent to stand trial; and, (4) the juvenile is not a proper person to remain within the jurisdiction of the juvenile court is based upon, but not limited to, the following factors:

- The juvenile's age;
- The seriousness and number of alleged offenses;
- Whether the juvenile can be retained in the juvenile justice system long enough for effective treatment and rehabilitation;
- The appropriateness and availability of the services and dispositional alternatives in both the criminal justice and juvenile justice systems needed by the juvenile;
- The record and previous history of the juvenile in the jurisdiction where the alleged crime occurred or in other jurisdictions;
- Whether the juvenile has escaped from a juvenile correctional entity in the past;

- The extent, if any, of the juvenile's degree of intellectual disability or mental illness;
- The juvenile's school record and education;
- The juvenile's mental and emotional maturity;
- The juvenile's physical condition and maturity.

### **Circumstance #2**

A transfer can occur when a juvenile 14 years of age or older is charged with an offense which would be a felony if committed by an adult (§ 16.1-269.1 C of the *Code of Virginia*). In this circumstance, transfer is requested at the discretion of the Commonwealth's Attorney. If the Commonwealth's Attorney wishes to transfer the juvenile for trial as an adult, the juvenile court holds a preliminary hearing to determine whether there is probable cause to believe the juvenile committed the alleged delinquent act. Upon a finding of probable cause, the juvenile is transferred for prosecution as an adult. (§ 16.1-269.1 C of the *Code of Virginia*)

### **Circumstance #3**

A transfer occurs when a juvenile 14 years of age or older at the time of the alleged offense is charged with capital murder, first or second degree murder, lynching or aggravated malicious wounding. (§16.1-269.1 B of the *Code of Virginia*). Transfer under this circumstance is automatic. Whenever a juvenile 14 years or older is charged with capital murder, first or second degree murder, lynching or aggravated malicious wounding, he or she must be tried as an adult. The juvenile court holds a preliminary hearing to determine whether there is probable cause to believe the juvenile committed the alleged delinquent act. Upon a finding of probable cause, the juvenile is transferred for prosecution as an adult. (§ 16.1-269.1 B of the *Code of Virginia*)

### **If a juvenile is transferred for prosecution as an adult on one offense, what happens if he or she has also been charged with other offenses?**

If any one charge is transferred, all other charges or delinquency arising out of the same act will be transferred. (§ 16.1-269.1 B *Code of Virginia*)

### **Does the transfer impact subsequent alleged criminal offenses?**

Yes. Once a juvenile is convicted of a crime as an adult in circuit court, all subsequent alleged criminal offenses of whatever nature, will be treated as adult offenses and no transfer hearing will be required. (§ 16.1-269.6 *Code of Virginia*)

### **What happens when an adult is sentenced for a crime he or she committed as a juvenile?**

When the juvenile court sentences an adult who has committed, before attaining the age of 18, an offense which would be a crime if committed by an adult, the court may impose a penalty up to a maximum of 12

months in jail and/or a fine up to \$2,500. (§ 161-284 of the *Code of Virginia*)

### **What can happen if a juvenile is tried as an adult?**

There are significant differences between a juvenile being tried as a juvenile and a juvenile being tried in the circuit court as an adult. In the juvenile system, a juvenile is given added protections because of his or her youth. First, records pertaining to the charge and adjudication of delinquency are confidential and may not be available to the public unless the crime was a felony. Second, if the adjudication is for a misdemeanor, the juvenile court record is expunged when the juvenile reaches the age of majority and is considered an adult. Third, a juvenile who is adjudicated delinquent remains in the juvenile system where a judge has discretion in the determination of the punishment or consequences to be imposed. In the juvenile system, the emphasis is on treatment and education.

In contrast, if a juvenile is prosecuted as an adult the issues and information related to the charge and the conviction of a crime are part of the public record. Because of the information becomes an adult criminal record, it is not expunged when the juvenile reaches the age of 18. Additionally, the judge does not have the same discretion in sentencing. The judge in circuit court must impose at least the mandatory minimum sentence that is prescribed in sentencing guidelines. The circuit court does have the discretionary power to commit the juvenile to the juvenile system even if prosecuted as an adult.

## **SEXUAL HARASSMENT**

School Board Policy JFHA

The Staunton City School Board is committed to maintaining a learning/working environment free from sexual harassment and harassment based on race, national origin, disability or religion. Therefore, the School Board prohibits sexual harassment and harassment based on race, national origin, disability or religion of any student or school personnel at school or any school-sponsored activity.

It is a violation of this policy for any student or school personnel to harass a student or school personnel sexually, or based on race, national origin, disability or religion. Further, it shall be a violation of this policy for any school personnel to tolerate sexual harassment or harassment based on a student's or employee's race, national origin, disability or religion 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 means: 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 sexual harassment and harassment based on race, national origin, disability or religion;
2. promptly take appropriate action to stop any harassment;
3. take appropriate action against any students or school personnel who violate this policy and take any other action reasonably calculated to end and prevent further harassment of school personnel or students.

## **Definitions**

### **Sexual Harassment**

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:

1. submission to that conduct or communication is made of term of condition, either explicitly or implicitly, of obtaining or retaining employment or education; or
2. 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
3. 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 behalf from the educational program or work environment).

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

1. unwelcome sexual physical contact;
2. unwelcome ongoing or repeated sexual flirtation, propositions or remarks;
3. sexual slurs, leering, epithets, threats, verbal abuse, derogatory comments or sexually degrading descriptions;
4. graphic comments about an individual's body;
5. sexual jokes, notes, stories, drawings, gestures or pictures;
6. spreading sexual rumors;
7. touching an individual's body or clothes in a sexual way;
8. displaying sexual objects, pictures, cartoons or posters; and
9. impeding or blocking movement in a sexually intimidating manner;

## **Harassment Based on Race, National Origin, Disability, Age, Veteran or Military Status, Sexual Orientation, Gender Expression or Identity or Religion**

Harassment based on race, national origin, disability, age, veteran or military status, sexual orientation, gender expression or identity, or religion consists of physical or verbal conduct relating to an individual's race, national origin, disability, age, veteran or military status, sexual orientation, gender expression or identity or religion when the conduct:

1. creates an intimidating, hostile or offensive working or educational environment;
2. substantially or unreasonably interferes with an education;
3. 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 educational program.

Examples of conduct which may constitute harassment based on race, national origin, disability, age, veteran or military status, sexual orientation, gender expression or identity, or religion if it meets the immediately preceding definition include:

1. graffiti containing racially offensive language;
2. name calling, jokes or rumors;
3. physical acts of aggression against a person or his/her property because of that person's race, national origin, disability, age, veteran or military status, sexual orientation, gender expression or identity, or religion;
4. hostile acts which are based on another's race, national origin, disability, age, veteran or military status, sexual orientation, gender expression or identity, or religion; and,
5. written or graphic material which is posted or circulated and which intimidates or threatens individuals based on their race, national origin, disability, age, veteran or military status, sexual orientation, gender expression or identity, or religion.

## **Complaint Procedure for Sexual and/or Other Harassment**

### **Formal Procedure**

#### **A. File Report**

Any student who believes he or she has been the victim of prohibited discrimination should report the alleged discrimination as soon as possible to one of the compliance officers designated in the policy or to any other school personnel. The alleged discrimination should be reported as soon as possible, and the report generally should be made within 15 school days of the occurrence. Further, any student who has knowledge of conduct should make a report to one of the compliance officers designated in the policy or to any school personnel. Any

employee who has knowledge of conduct which may be constitutionally prohibited discrimination shall immediately report such conduct to one of the compliance officers designated in the policy.

The reporting party should use the form, Report of Discrimination, JB-F, to make complaints of discrimination. This form is available on the school division website, [www.staunton.k12.va.us](http://www.staunton.k12.va.us). However, oral reports and other written reports shall also be accepted. The complaint should be filed with either the Principal or one of the compliance officers designated in the policy. The Principal shall immediately forward any report of alleged prohibited discrimination to the compliance officer. Any complaint that involves the compliance officer shall be reported to the Superintendent.

The complaint and identity of the complainant and of the person or persons allegedly responsible for the discrimination will not be disclosed except as required by law or policy, as necessary to fully investigate the complaint or as authorized by the complainant. A complainant who wishes to remain anonymous will be advised that such confidentiality may limit the school division's ability to fully respond to the complaint.

#### **B. Investigation**

Upon receipt of a report of alleged prohibited discrimination, the compliance officer shall immediately authorize or undertake an investigation. The investigation may be conducted by school personnel or by a third party designated by the school division. The investigation shall be completed as soon as practicable, which should generally 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 discrimination and the person or persons allegedly responsible for the discrimination. Upon receiving the complaint, the compliance officer shall determine whether interim measures should be taken pending the outcome of the investigation. If the compliance officer determines that more than 14 school days will be required to investigate the complaint, the complainant and the person or persons allegedly responsible for the discrimination will be notified of the reason for the extended investigation and of the date by which the investigation will be concluded.

The investigation may consist of personal interviews with the complainant, the person or persons allegedly responsible for the discrimination, and any others who may have knowledge of the alleged discrimination or the circumstances giving rise to the complaint. The investigation will consider witnesses and evidence from both the complainant and the person or persons responsible for the alleged discrimination. The

investigation may also include the inspection of any 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.

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 by 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 discrimination conducted under this policy or by an appropriate state or federal agency.

#### C. Action by Superintendent

Within 5 school days of receiving the compliance officer's report, the Superintendent, or designee shall issue a decision regarding (1) whether this policy was violated and (2) what action, if any, should be taken. This decision must be provided in writing to the complainant. If the Superintendent or designee determines that prohibited discrimination occurred, the Staunton City School Division shall take prompt, appropriate action to address and remedy the violation as well as prevent any recurrence. Such action may include discipline up to including expulsion or discharge.

#### D. Appeal

If the Superintendent or designee determines that no prohibited discrimination occurred, the student who was allegedly subjected to discrimination may appeal this finding to the School Board within 5 school days of receiving the decision. Notice of appeal must be filed with the Superintendent who shall forward the record to the School Board. The School Board shall make a decision within 30 calendar days of receiving the record. The School Board may ask for oral or written argument from the aggrieved party and the Superintendent and any other individual the School Board deems relevant. Written notice of the School Board's decision will be given to both the complainant and the person or persons responsible for the alleged discrimination.

If the Superintendent or designee determines that prohibited discrimination occurred and discipline is imposed, the disciplined person may appeal the disciplinary sanction in the same manner as any other such sanction would be appealed.

#### E. Compliance Officer and Alternative Compliance Officer

### **Complaints Involving Students**

The Staunton City School Board has designated the Executive Director of Student Services/504 Coordinator as the compliance officer responsible for identifying, preventing and remedying prohibited discrimination involving students.

Staunton City School Board Office  
116 W. Beverley St., Staunton, VA 24401  
540-332-3920

[studentservices@staunton.k12.va.us](mailto:studentservices@staunton.k12.va.us)

Complaints of discrimination may also be made to the alternate compliance officer (Chief Human Resources Officer)

Staunton City School Board Office  
116 W. Beverley St., Staunton, VA 24401  
540-332-3920

[humanresources@staunton.k12.va.us](mailto:humanresources@staunton.k12.va.us)

The compliance officer shall

1. receive reports or complaints of discrimination;
2. conduct or oversee the investigation of alleged discrimination;
3. assess the training needs of the school division in connection with this policy;
4. arrange necessary training to achieve compliance with this policy; and
5. ensure that any discrimination investigation is conducted by the impartial investigator who is trained in the requirements of equal education opportunity and has the authority to protect the alleged victim and others during the investigation.

### **Retaliation**

Retaliation against students or school personnel or report discrimination or participate in the related proceedings is prohibited. The school division shall take appropriate action against any student or employee who retaliates against another student or employee who reports alleged discrimination or participated in related proceedings. The compliance officer will inform persons who make complaints, who are the subject of complaints, and who participates in investigations of how to report any subsequent problems.

### **Right to Alternative Complaint Procedure**

Nothing in this policy shall deny the right of any individual to pursue other avenues of recourse to address concerns related to prohibited discrimination including initiation of civil action, filing a complaint with outside agencies or seeking regress under state or federal law.

### **Prevention and Notice of Policy**

Training to prevent discrimination should be included in employee and student orientations as well as employee in-service training.

This policy shall be displayed on the division website and included in the student handbooks provided to parents of all students within 30 calendar days of the start of school. All students and their parents/guardians shall be notified annually of the names and contact information of the compliance officers.

**False Charges**

Students or school personnel who knowingly make false charges of discrimination shall be subject to disciplinary action.



## Section 4- Auxiliary Services

### BREAKFAST & LUNCH PROGRAMS

All SCS schools participate in the National School Lunch and Breakfast Program. Monthly menus are available from each school and are published on the school division website. Applications for free or reduced meals are distributed to every student at the beginning of the school year. Applications may be filed at any time during the school year and are available in the school offices. In compliance with local and federal regulations, no competitive foods will be sold until the end of the final lunch period.

#### School Meal Prices

SCHOOL MEAL PRICES	BREAKFAST	LUNCH
Pre-K Student	1.30	2.50
Elementary Student	1.30	2.50
Middle/High Student	1.60	2.85
Reduced - All Levels	.30	.40
Extra Milk	.50	.50
Adult	1.90	3.75

#### Meal Accounts

All students are provided with a meal account. It is the expectation that meal purchases are paid for at the time of the purchase or through advance payment to the meal account. Advanced payments to the meal account may be made by sending payments to the school cafeteria for credit to the meal account or online through the web-based payment system – *myschoolbucks.com*.

#### My School Bucks

Your child's school accepts prepayments for school meals through the *myschoolbucks.com* online payment service. *myschoolbucks.com* offers a secure transaction gateway that accepts VISA® or MasterCard® as a means of adding money to your child's meal account.

There is no fee to use the *myschoolbucks.com* service to setup an account and view your child's meal purchases, balances, or to setup automated email notices when your child's meal account falls below a dollar amount you specify.

There is a fee if you are using *myschoolbucks.com* service to make an online payment. You will be charged a \$2.50 processing fee per transaction. For example, if you deposit \$50 into your child's meal account, you will be charged \$52.50. If using the service to pay for meals, the service automatically deposits the money into the student's meal account at school. Payments to the meal accounts may also be made at the school

#### Insufficient Funds / Negative Balances

When the meal account does not have enough funds to cover the meal fee, on a very limited basis the meal may be charged, thus creating a negative balance. A meal charge is considered a short-term loan allowing a student to eat when the student has forgotten or lost the meal money for that day.

Parents will be notified weekly through an automated phone system when their student's account is in a negative status or registering a low balance, and at other times deemed necessary. Parents are expected to pay meal charges in a timely manner. All non-paid accounts will be turned over to the City Treasurer's office for collection.

If a hardship has occurred, parents should immediately submit a new household application for free/reduced price meals. Please note that parents are expected to pay all charges which were accrued to a student's account prior to being **approved** for free or reduced price meals.

#### Positive Balance – Graduating Seniors

Notices will be sent to parents of graduating seniors who have a positive balance, advising them how to request a refund of the remaining funds. Any balances remaining on accounts of graduating seniors after June 30 will be transferred into a hardship fund to be used on a case by case basis by the Director of School Nutrition to offset meal charges.

#### Alternative Lunch

Students at all levels will be offered an alternative lunch that meets all Federal/USDA meal pattern requirements if the student's meal account charges reach or exceed **\$25.00**. Students with *any* meal charges will not be allowed to charge a la carte (extra) food items or breakfast meals.

#### Parents Visiting During Lunch

The nutrition staff of SCS encourages parents to join their child for lunch in the school cafeteria and to model healthy eating habits by purchasing a school lunch rather than carrying in fast foods. Following federal food service guidelines, the cafeterias are providing healthy well-balanced meals which contain a colorful variety of fruit and vegetable options.

## HEALTH & SAFETY INFORMATION

SCS shall comply with the *Code of Virginia* requirements in matters relating to health, physical examinations, and inoculations. Interpretation of regulations shall be from the State Health Department.

### Student Wellness Policy ♦

The division's student wellness policy may be found on the school division's website at [www.staunton.k12.va.us](http://www.staunton.k12.va.us).

### Clinic Services

Each school has a clinic in or near the main office area. Clinic staff will be available during school hours.

### Notification of Health Screenings ♦

Health Screenings for students in SCS are an important component of the School Health Services program. All screenings are performed during the month of September under the guidance of health professionals and results are confidential. Parents and guardians are notified in writing of all abnormal findings and referred to their health care provider for additional follow-up.

### Height, Weight, Vision and Hearing Screenings

Height and weight measurements are recommended for a complete health-screening program. These measurements provide a simple yet effective method of identifying significant childhood health problems such as poor growth patterns (underweight and overweight), nutritional deficiencies, eating disorders, and other conditions. It also provides an opportunity to increase the awareness of students, parents, and school staff about the relationship between good health practices such as healthy nutrition, healthy physical activity, and healthy growth and development.

Vision and hearing screenings are provided to kindergarten, third, seventh, and tenth grade students as mandated by the *Code of Virginia*. Vision screenings may be conducted by a qualified, non-profit vision health organization that uses a digital photo screening method pursuant to a comprehensive vision program or other methods that comply with Virginia Department of Education requirements. In addition, within 60 days of initial enrollment, all new students are required to receive vision and hearing screenings, and all new kindergarten through third grade students are also required to receive speech and motor screens.

### Scoliosis Information ♦

*Code of Virginia* § 22.1-273

#### What is scoliosis?

Scoliosis is an abnormal curvature of the spine or backbone. While the normal spine has gentle natural curves that round the shoulders and make the lower back

curve inward, scoliosis involves a deformity of the spinal column and rib cage. To varying degrees, the spine curves from side-to-side, and some of the spinal bones (vertebrae) may rotate slightly, making the hips or shoulders appear uneven. This curving of the spine cannot be corrected by practicing good posture. People of all ages can have scoliosis, but initial signs unusually appear during the ages of 10 to 14 when a growth spurt can occur. The cause of scoliosis, in the majority of cases, is unknown. This condition may run in families and is seen more often in girls than boys. A large number of young people have minor curves that will not progress. Early screening and treatment may prevent scoliosis from progressing to a stage where it interferes with mobility or activities.

#### What should parents look for?

Scoliosis can go unnoticed in a child because it is rarely painful in the developmental years. Early detection is important to make sure the curve does not progress. A doctor should examine your child if any of these signs are present:

- A tilted head that does not line up over the hips
- Uneven shoulders or a protruding shoulder blade
- Uneven waist
- One hip that is higher than the other causing an uneven hem or shirt line
- Leaning more to one side than another

#### How is scoliosis treated?

The type of treatment used depends on how severe the curve is and the cause, if known. Spinal curvature is measured by degrees. Most curves remain small and only need to be watched by a doctor for any signs of progression. If a curve does progress, a physician may use an orthopedic brace to prevent it from getting worse. Children who require treatment with orthopedic braces can continue to participate in the full range of physical and social activities. If a scoliosis curve is severe when it is first seen, or if treatment with a brace does not control the curve, surgery may be necessary. In these cases surgery has been found to be highly effective.

### Student Illness

If a student becomes ill and needs to go home, school personnel will notify the parent/guardian or person designated as an emergency contact.

### Communicable Diseases

Administrative Regulation JHCC-AR

The Superintendent/designee has authorized the Principal or School Health Professional to make decisions regarding the exclusion or readmittance of staff and/or students due to infection of communicable diseases or parasitic infestations.

## Eating Disorders Awareness Information ♦

*Code of Virginia § 22.1-273.2*

Eating disorders are serious health problems that usually start in childhood or adolescence and affect both girls and boys. With early diagnosis, eating disorders are treatable with a combination of nutritional, medical, and therapeutic supports. Recognizing the importance of early identification of at-risk students, the 2013 Virginia General Assembly passed a law requiring each School Board to provide parent educational information regarding eating disorders on an annual basis to students in the fifth through twelfth grades. This information is also available on the division website.

It is important to note that eating disorders are not diagnosed based on weight changes as much as behaviors, attitudes, and mindset. Symptoms may vary between males and females and in different age groups. Often, a young person with an eating disorder may not be aware that he/she has a problem or keeps the issues secret. Parents/guardians and family members are in a unique position to notice symptoms or behaviors that cause concern. Noting behaviors common to people with eating disorders may lead to early referral to the primary care provider. It is important for eating disorders to be treated by someone who specializes in this type of care.

Detailed information can be found on the school division website at [www.staunton.k12.va.us](http://www.staunton.k12.va.us), (see the Student Services page). After reviewing the information, if you think your child may be showing signs of a possible eating disorder, please contact your primary health care provider, school nurse, or one of the resources provided on the division website.

## Emergency Care Information

Parents/guardians are **required** to provide emergency care information annually. Information may be updated via Parent Portal at any time. Complete and updated information must be received by the end of the first week of school. If a student has severe reactions to insect stings or bites, food allergies, or medical conditions, indicate that information to the school in writing. If additional information is needed, specific forms will be sent home. It is the parent/guardian's responsibility to inform the school of necessary medical information and to provide the necessary medications. This provides vital information in case of an emergency. Please contact the school immediately when information changes.

## Medication Guidelines ♦

Administrative Regulation JHCD-AR

### Administering Medicines to Students

School personnel shall give pupils no medication except as provided in these guidelines. Parents/guardians are advised to give medications at home and on a schedule

other than school hours if possible. Students will be given medication at school when the medicine is prescribed or ordered by a physician, physician's assistant, or nurse practitioner when a parent/guardian completes a Medication Permission Form and if the medication must be given during school hours to maintain sufficient health to participate in the school program. All references in these regulations pertaining to physician's orders also apply to orders from a physician assistant, nurse practitioner or other healthcare professional licensed to prescribe medications in the State of Virginia.

## Prescription Medication For All Grade Levels

### Physician's Order

Any student under medical care and using prescribed medication during school hours is required to present to the Principal/designee a physician's, physician's assistant's, or nurse practitioner's order for each medication stating the following:

- The name of the medication prescribed for the student;
- The time to be administered;
- The dosage of the medication;
- Duration of treatment;
- The diagnosis or reason the medication is needed unless the reason should remain confidential;
- If a serious reaction might occur if the medication is not administered; and
- When a student might experience a serious reaction while receiving this medication.

Medication Permission Forms are required and are available for this purpose in each local doctor's office, at the Staunton/Augusta Health Department, at the Waynesboro/Augusta Health Department, at the Emergency Department of Augusta Health and at each school office. Physician's orders will be accepted on forms other than the Medication Permission Form if they are clearly written on the doctor's prescription pad or stationery. However, a Medication Permission Form will then be completed appropriately by the school clinic staff at the beginning of each school year and whenever there is a change in the order/dosage.

The physician, physician's assistant, or nurse practitioner may order a non-prescription medication to be administered during the school day if he feels that it is absolutely necessary. It is strongly recommended that a Medication Permission Form be completed by the physician, physician's assistant, or nurse practitioner, however, the prescription label on the bottle may be accepted as the physician's order for medications taken for 10 days or less. Narcotics **WILL NOT** be given at school.

## **Parent/Guardian Consent and Responsibilities**

Administration of medication at school also requires the written signature of the parent/guardian on the Medication Permission Form prior to the administration of any medication. It is the parent/guardian's responsibility to refill/renew medications in a timely manner and to also keep a check on the expiration date of any medication. For the safety and protection of students, all medication must be brought to school by the parent/guardian or adult designee in the original container which is appropriately labeled by the pharmacist. Medication **MAY NOT** be transported on the school bus due to the potential danger of improper use and handling. Medication in plastic bags or other non-original containers will not be accepted. Parents/guardians will cut tablets as needed for appropriate dosing. When medication is brought to school, the amount of medication in the container should be noted (e.g., the number of capsules or the volume of liquid).

## **Storage of Medications**

All medications will be secured in a locked cabinet. Only a two-week or less supply of medication should be brought to school unless medication is taken on a daily basis throughout the school year. Unused medication should be picked up by parents/guardians within two weeks of the last day of school or last date given. After this time, the Principal/designee will destroy the medication.

## **Prescription Medication Administration**

### **Supervised Administration**

For safety purposes, medicines should be handled by a minimal number of school personnel. Appropriately trained health professionals should always supervise administration of parenteral medications given on a scheduled basis. An exception has been made in cases of potential emergencies, such as an epinephrine injection to stop a life-threatening allergic reaction or glucagon for diabetes. Appropriately trained staff members will give these injections using prepared kits provided by the parent/guardian and with the appropriate parent/guardian consent and physician order form. Only the person/persons who have received the appropriate training in medication administration will administer medications. Anyone administering medication must complete a Medication Administration Orientation and receive a complete Medication Administration Skill Checklist signed by the person providing the training. The clinic staff has the right to question, verify, or refuse to administer medication or treatment orders received in the school setting if they are in violation of standard safe practice.

The designated school employee will give the medication to the student to be self-administered unless the student is physically unable to administer the medication himself. It is the student's responsibility to remember to take his/her medication. However, if severe consequences might occur without a dosage, then every attempt will be made to assure the timely administration of the medication. All medication errors are to be reported to the Principal, the parents/guardians, and the school nurse, and documented appropriately and consistently.

### **Self-Administration**

Students may be allowed to carry and administer their own medication under the following circumstances:

- The medication is for a chronic disease such as asthma, cystic fibrosis, diabetes mellitus and/or severe allergy requiring epinephrine.
- The medication does not require either refrigeration or security as determined by the school.
- Both the physician and the parent/guardian have authorized the student to self-administer the medication.
- The student has demonstrated to the school nurse/designee the capability for self-administration and for responsible behavior based on standards established by the school system and appropriate health personnel.
- The medication is not to be shared with other students and shall be restricted from them.
- The ability to self-administer medications is to be considered a privilege. Immediate confiscation of the medication and loss of privileges will occur if medication policies are abused or ignored.
- Students who are accustomed to self-administering medical testing procedures before taking medications (such as measurement of blood glucose for a student with diabetes or peak flow measurements for a student with asthma) will be allowed this responsibility in the school setting after appropriate authorization and instructions from the family and the physician.
- Appropriate team members (teachers, Principals, support staff) will be notified of all self-testing or self-administration of medications and will be appropriately prepared for working with the individual student.

### **Non-Prescription Medications**

As a matter of routine, non-prescription (over-the-counter), homeopathic, and herbal medications will not be administered during school hours. Homeopathic and herbal medications will not be administered by school

personnel at any time, but parents/guardians may come to their child's school and administer it themselves.

**Any medication found in the student's possession, unless specifically outlined in the student's health plan, violates the SCS drug policy and will result in disciplinary action.**

### **Middle and High School Students**

Non-prescription medications are strongly discouraged within the schools. However, if the parent/guardian deems it necessary for a student to have a non-prescription medication during the school day, the students may bring a **one-day** dose in the original container with written permission dated for administration that day only. The medication and note must be brought to the clinic or office upon arrival to school.

If a parent/guardian/student wants school personnel to keep the non-prescription medication at school to administer on a PRN (as needed) or regular basis, then the procedure for prescription medications will be followed, as outlined above.

### **Food Supplements**

In support of the National Federation of State High School Associations, it is the policy of SCS that school personnel and workers should never supply, recommend, or permit the use of any drug, medication, or food supplement solely for performance-enhancing purposes.

### **Medication on School-Sponsored Field Trips**

Medication prescribed or ordered as above, will be taken on field trips to be administered by the teacher. The teacher administering the medication will be responsible for signing the Field Trip Log indicating he/she picked up the medication and is responsible for administration. The teacher will "log in" returned medications that remain in the clinic (inhalers, epipen).

The appropriate teacher will notify the person who administers the medication of the date of the field trip at least three (3) days in advance so that arrangements can be made to meet the student's need for medication. If the field trip involves an overnight stay, written parental permission is required for administration of medication on that trip.

### **Special Medication Situations**

Deviations to these regulations may be necessary depending on individual circumstances. Only a School Board Office administrator or Principal in consultation with the school nurse may authorize these deviations.

### **Emergency Medical Situations**

As per the Division-wide School Safety Plan, in case of severe emergencies school personnel will call 911 for

emergency assistance and then call the parent/guardian of the student.

## **Emergency Anaphylaxis Response**

Administrative Regulation JHCD-ARA

### **Severe Allergic Reaction**

SCS will provide at least two (2) doses of auto-injectable epinephrine (hereinafter called 'unassigned or stock epinephrine') in each school, to be administered by a school nurse or employee of the School Board who is authorized and trained in the administration of epinephrine to any student believed to be having an anaphylactic reaction on school premises, during the academic day. The *Code of Virginia* (§8.01-225) provides civil protection for employees of a School Board who are appropriately trained to administer epinephrine.

### **Limitations**

Parents of students with known life threatening allergies and/or anaphylaxis should provide the school with written instructions from the students' health care provider for handling anaphylaxis and all necessary medications for implementing the student specific order on an annual basis. This regulation regarding emergency anaphylaxis response is not intended to replace student-specific orders or parent-provided individual medications. This regulation **does not** extend to activities off school grounds (including transportation to and from school, field trips, etc.) or outside of the academic day (sporting events, extra-curricular activities, etc.).

## **SCHOOL SAFETY DRILLS ♦**

SCS will regularly conduct a variety of school safety drills. There is no access to the building during a fire drill or emergency procedure. In the event of an emergency, the administrators will direct teachers and students to follow certain procedures as outlined by district policy and state law. A fire evacuation map and a crisis management plan are located near the door in every classroom. Teachers will discuss procedures for evacuation in the event of a fire or emergency during the first week of school, and students will practice these procedures in accordance with state law. Since it is imperative for all staff to be educated on emergency procedures, telephones may not be answered during these drills. We appreciate your understanding should there be a delay in response to your calls.

## **EMERGENCY CLOSINGS & SCHOOL DELAYS**

For those students who will have a different transportation arrangement on days when the school must close early due to inclement weather or other emergency situations,

parents MUST inform the school in writing of this arrangement as soon as possible after the school year begins, but not later than September 15 of each school year.

### **Automated Notification System**

Inclement weather or other emergency situations may require notifying parents/guardians of delayed opening, alternate emergency bus routes, early dismissal or closing of school. SCS uses an automated calling system to make these notifications to parents/guardians and other caregivers. This system relies on parents providing the school office with correct phone numbers at all times. Should your contact information change, please update through Parent Portal or notify the school office immediately. This is essential for your child's safety.

### **Other Means of Notification**

This information will be posted on the division website ([www.staunton.k12.va.us](http://www.staunton.k12.va.us)) and on SCS-TV – Cable Channel 13 and on the SCS Facebook page. Local radio and TV stations will also broadcast information regarding delayed school openings or school closings. **Please avoid calling the school offices for such opening or closing information as phones lines need to be available for emergency calls.**

We encourage transportation of children on school buses for safety reasons.

## **SCHOOL VISITORS**

### **Visiting Schools**

School Board Policy KK

Visitors are welcome in the schools as long as their presence is not disruptive. All schools are equipped with secure entrances. Visitors are to report to the main entrance and follow the posted instructions. **Visitors will be asked to provide a reason for entering the building, photo identification, and to obtain a visitor's pass by signing in on the computer using our visitor management software.**

The school division expects mutual respect, civility, and orderly conduct from all individuals on school property and at school events. Unauthorized persons, including suspended and expelled students, will be requested to leave school grounds by the building administrator.

Anyone, including students, who enters a school at nighttime without the consent of an authorized person except to attend an approved meeting or service or who enters or remains on any school property, including school buses, in violation of (i) any direction to vacate the property by an authorized individual or (ii) any posted

notice which contains such information, posted at a place where it reasonably may be seen, may be prosecuted.

Parents are encouraged to visit the schools on scheduled days for conferences with teachers, assemblies, PTA/PAT meetings, volunteer service, and other school programs. Noncustodial parents shall not be denied, solely on the basis of their noncustodial status, the opportunity to participate in any of the student's school or day care activities in which such participation is supported or encouraged by the policies of the School Board.

### **Visitor Parking / Fire Lanes**

All schools have designated student pick up/drop off areas as well as parking lots in which visitors may park when visiting the school or attending school functions. Visitors should be careful to obey all applicable laws while on school property, including but not limited to:

- stopping for buses displaying red flashing lights as this indicates the bus is loading and unloading children;
- obeying traffic signs (speed limits, stop signs, yield signs, etc.); and
- keeping fire lanes open. (Fire lanes are clearly marked at all school locations and must be kept open and accessible to fire and emergency vehicles should the need arise. Personal vehicles may not park in the designated fire lanes at any time, regardless of whether or not school is in session. Per state and local fire prevention codes, any vehicle parked or sitting in a fire lane will be ticketed by the proper authorities and the vehicle owner will be responsible for any assessed fines.)

### **Public Conduct on School Property and at School/Athletic Events**

(from School Board Policy KGB, Policy KK, Administrative Regulation KK-AR, Policy GBEB)

School visitors and spectators at school and athletic events are reminded of the following rules and regulations in reference to being present on school property. **Note that these rules also apply to all properties/athletic fields when those areas are in use by the school division for a school-sponsored activity or event, regardless of who owns the property.**

### **Disruption**

A disruption is considered to be any action that the school Principal or administrator deems to be inappropriate. Any person who willfully interrupts or disturbs the operation of any school or school event may be ejected and/or prosecuted.

### **No-Trespass Order**

The building Principal may, with the concurrence of the Superintendent, issue a no-trespass order against any citizen or student who is deemed to have created a disruption while on school property or at a school-

sponsored event, or who is in violation of Policy KK. The no-trespass order will be delivered by law enforcement and is in force until such time as the Principal deems appropriate to lift that order.

### **Alcoholic Beverages/Controlled Substances**

No one may possess or consume any alcoholic beverage or controlled substance in or on school property (including school vehicles), or on that portion of any property open to the public and then exclusively used for school-sponsored functions or extracurricular activities while such functions or activities are taking place.

### **Tobacco Products**

In accordance with Policy KGC smoking and the use of electronic cigarettes is not permitted in schools or on school property (including school vehicles), or on that portion of any property open to the public and then exclusively used for school-sponsored functions or extracurricular activities while such functions or activities are taking place.

### **Vandalism**

Any person who willfully and maliciously damages, destroys or defaces any school district building, or damages or removes any school property from a school building, will be required to compensate the school division and may be prosecuted.

### **Weapons**

No one may possess or use any firearm or any weapon, as defined in Policy JFCD on school property (including school vehicles), on that portion of any property open to the public and then exclusively used for school-sponsored functions or extracurricular activities while such functions or activities are taking place; or on any school bus, without authorization of the Division Superintendent or designee.

### **Patron Code of Conduct**

Administrative Regulation KGB-AR

The Staunton City School Board has approved the Patron Code of Conduct. Please see the inside front cover of this handbook for a list of expectations for all SCS visitors and patrons.

### **Accommodations**

Parents/guardians or other family members who are disabled and require reasonable accommodations while attending school activities should notify the Principal at least five (5) school days before the activity to explain what accommodations are requested.

### **Service Animals**

School Board Policy KKA

An individual with a disability is permitted to be accompanied by his/her service animal on school property when required by law, subject to the conditions outlined in School Board Policy KKA.

### **Dogs on School Property**

No dogs, with the exception of service animals as noted in Policy KKA, shall be permitted on any SCS property during school hours or during school events.

## **STUDENT TRANSPORTATION SERVICES**

School Board Administrative Regulation EEA-AR

All vehicles in the school division's fleet (i.e. school buses, vans, cars, etc.) are considered school property, and as such, all rules and regulations regarding conduct and behavior on school property also apply to all school division vehicles.

### **Walkers**

Students living within one-half mile from the school are required to arrive promptly at school and to use routes that do not represent a hazardous situation for them. Student walkers are prohibited from abusing rights of homeowners, apartment dwellers and businesses on their way to or from school. Just as with motor vehicle drivers, walkers are not permitted to loiter in parking lots upon arrival at school or departure from school.

### **Bicycles**

SCS permits but does not advocate the riding of bicycles to school by students. The riding of bicycles is only permitted if parents have provided written permission to the school.

### **Driving and Parking**

Only students with parking decals are allowed to drive to school and park on campus during regular school hours. Parking decals will be sold on a first- come, first-served basis. Students without parking permits who park on school grounds are subject to disciplinary action. Vehicles parked illegally are subject to fines and/or towing at the owner's expense. Students who pay the fee and submit required documentation will be issued a parking decal.

Parking privileges may be revoked for improper parking, unsafe driving behaviors or for other actions deemed inappropriate. In addition, students may forfeit parking privileges for inappropriate school conduct. Students are not permitted to go to the parking lot during the school day

without first obtaining permission from a school administrator.

When students choose to use private transportation, they accept the responsibility of being to school on time. Parking on campus is a privilege for students in good school standing. Students are expected to follow all school rules (see Student Code of Conduct) as well as the driving/parking guidelines/regulations. Any violation may result in the suspension or loss of parking privileges. All vehicles parked on school property are subject to search by school authorities and/or law enforcement personnel.

### **Private Transportation**

Students who are brought to school by private means of transportation should arrive no earlier than 20 minutes before the start of the school day and picked up at the appropriate dismissal time. School staff cannot be responsible for the supervision of students who arrive earlier or who remain after dismissal time.

Private vehicles on School Board property are subject to be searched if there is cause to suspect any violation of School Board Policy. (See Code of Conduct section of this handbook for more information.)

### **Trespassing on School Buses**

Individuals may not enter a school bus without the specific permission of the Superintendent and/or his/her designee. **Any person boarding any bus without this specific authorization will be treated as trespassing and all appropriate legal sanctions will apply.**

### **Bus Assignment**

Parents should be aware that establishment and provision of transportation services may take up to 2 school days after registration of a new student, or at any time when there is a change in address related to the transportation of the student.

Due to specific limitations on many bus routes, students must ride only the specific bus to which they are assigned. Written requests to ride another bus must be received by the school office in advance. Failure to follow this requirement could result in loss of bus riding privileges.

### **Alternate Emergency Bus Routes**

Inclement weather may necessitate the activation of alternate bus routes.

### **School Bus Safety and Discipline ♦**

8 VAC 20-70-110

The bus driver has the responsibility for the safety of all students assigned to his/her bus. The driver can perform

this responsibility only with the cooperation and courtesy of all students. It is the aim to ensure that the health, safety, welfare, and educational opportunity of each transported student is thoroughly protected. Students should keep their possessions with them at all times. SCS is not responsible for any items lost or stolen while a student is being transported on a bus, whether traveling to and from school or on a field trip.

Each Principal is responsible for carrying out a school bus safety program and has jurisdiction over the conduct of students while they are being transported. Students must be made aware of the following school bus safety procedures:

### **Meeting the bus**

- Parents of kindergarten-aged children, or a designee, are required to accompany those children to and from the bus stop. Kindergarten students who are not met at the bus stop will be returned to the school for parent/guardian to pick up.
- Students should be at their bus stop prior to the arrival of the bus.
- Students should take the safest route to their assigned bus stop.
- Students should wait in a safe place off the main road or street.
- Students should wear bright clothes if there is snow, rain, or fog.
- Students should stand back from the road or street and give the bus driver room to stop.
- Students should not trespass on private property or litter.
- Students should not play in the roadway or street.
- Students should not sit on the curb.
- Students should not run in a bus loading/unloading area.

### **Boarding the School Bus**

- If students must cross the highway to board their bus, they should cross at least ten feet in front of the bus, never behind it.
- When entering the bus, students must enter in an orderly fashion and in accordance with instructions from the bus driver.
- Younger students should be allowed to enter the bus first.
- Students should go directly to a seat and remain seated while the bus is in motion.

### **School Bus Standards of Conduct**

Students shall not behave in a disruptive manner or otherwise violate the Standards of Student Conduct and the following additional student conduct expectations while waiting for a school bus, while on a school bus or after being discharged from the school bus.



- Students should show respect for the bus driver.
- Students are to remain seated until the bus reaches its destination and comes to a complete stop.
- Students are to speak in a normal voice and refrain from using unacceptable language.
- The bus aisle is to be kept clear of feet, arms, and other objects.
- Books, coats, and all other objects should be held on the student's lap.
- Students are to be silent at railroad crossings so the bus driver can hear railroad warning signals.
- Students should not tamper with the bus or any of its equipment, including emergency equipment.
- Students should not extend arms, legs, or heads out of the bus, or throw objects outside the bus windows.
- Except in an emergency, students should not talk to the bus driver while the bus is in motion.
- No glass containers are to be brought on the bus.
- Paper or other litter should not be thrown on the bus floor.
- Students should not chew gum, eat, or drink on the bus.
- No pets or animals are allowed on the bus.

#### **Leaving the bus**

- Students must remain seated until the bus comes to a full stop.
- Students are to leave the bus in an orderly manner. The students in the front seats will depart first.
- Students must not loiter around the bus.

- Students must leave the bus at their regular stop. If students must cross a highway, they are to do so only at the front of the bus and at a distance of at least ten feet in front of the bus. They must not cross until the bus driver has signaled that it is safe to do so.

#### **Penalties**

Riding a school bus is a **privilege**. Bus drivers are instructed to report to the Principal any infraction of the regulations for riding. Should a student be reported to the Principal, the Principal will be responsible for the disciplinary action, including loss of the privilege of bus transportation.

Some behaviors may necessitate an immediate bus suspension, out of school suspension, referral to the Division Discipline Committee and/or filing of criminal charges.

#### **Permission to Ride Different Bus**

Students who need to ride a bus other than their regular one need to provide a note from a parent that identifies the bus number they need to ride and the date they need to ride it. Notes must be brought to the main office that morning; one of the office staff will sign off on the note, and the student will need to give the note to the bus driver when boarding the bus. **Students will only be granted access to a different bus with written permission from the parent.**

## **NOTES**

## Section 5- Form to be Returned to School

The following page contains areas that require your attention. Please read, sign and return the form to your child's school. This form also requires the student's signature.

# STUDENT HANDBOOK ACKNOWLEDGEMENT FORM

\*\*\* TO BE RETURNED TO THE SCHOOL \*\*\*

Student Name \_\_\_\_\_ 2017-2018 School Year

School \_\_\_\_\_ Grade \_\_\_\_\_

## My signature below indicates that:

➤ I have reviewed and discussed with my child the contents of the *2017-2018 Student Handbook & Code of Conduct* provided to me by SCS, including the following:

- The Student Code of Conduct;
- The Notice of Requirements of Parent Involvement (Va. Code 22.1-279.3);
- The Compulsory School Attendance Law (Va. Code 22.1-254), the Attendance Policy and enforcement procedures and policies adopted by the School Board (Policy JED);
- The Right to Review Teacher Qualifications; and
- The Family Educational Rights and Privacy Act (FERPA)

## ➤ Acceptable Computer System Use Agreement (including Student Code of Ethics with Digital Resources)

I have reviewed and discussed with my child the contents of the **Acceptable Computer System Use Procedures** found in the *2017-2018 Student Handbook & Code of Conduct*. I understand that some materials on the Internet may be objectionable, but I accept responsibility for guidance of Internet use and setting and conveying standards for my child to follow when selecting, sharing, or exploring information and media online using SCS computer resources. I understand that SCS will provide Internet safety education for my child. I understand that individuals and families may be held liable for violations of SCS computer and Internet use procedures.

## ➤ Publication Permission for Enrolled Students

I have reviewed **Publication Permission for Students** found in *Section 2-Academics* of the *2017-2018 Student Handbook & Code of Conduct*. I understand that, as a way of sharing with the community about the many great things happening in SCS, the school division regularly releases students' names, photographs, videos, artwork, written work, verbal statements, class and team photos, and information about events and student successes, that this information is included in media releases through school and/or local newspapers, local television stations, *The Student Advocate*, SCS website, SCS-TV Cable Channel 13 and SCS Facebook page(s), that this information may also be used in school yearbooks or other publications, and that no monetary consideration is paid to students or their families.

**I also understand that Publication Permission is assumed to be granted for the use of this year's information during this school year and subsequent years and that I have the opportunity to submit a separate request in writing to opt my student out of Publication Permission within 15 days of receipt of this notice. I also understand that photos or videos taken by school staff at any event which is open to the public are NOT subject to the opt-out clause and will be published at the will of the school division.**

**By my signature below, I confirm receipt of the above information, and expressly reserve my rights protected by the constitutions or laws of the United States or the Commonwealth. I also understand that as the parent, I have the right to express disagreement with a school's or school division's policies or decisions. Va. Code § 22.1-279.3.C.**

Student Name \_\_\_\_\_

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

Parent/Guardian Name \_\_\_\_\_

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

**PLEASE SIGN AND RETURN THIS PAGE TO YOUR CHILD'S SCHOOL**









Dr. Garrett Smith, Superintendent  
116 West Beverley Street  
Staunton, VA 24401  
(540) 332-3920 Fax (540) 332-3924  
www.staunton.k12.va.us

## 2017-2018 School & Program Location Listing

### **Robert E. Lee High School**

Mr. T. Nathan Collins, Principal  
1200 N. Coalter Street  
Staunton, VA 24401  
(540) 332-3926  
Fax (540) 332-3994  
School Hours: 7:50 a.m. – 2:50 p.m.  
Office Hours: 7:00 a.m. – 4:00 p.m.

### **Shelburne Middle School**

Mrs. Jennifer Morris, Principal  
300 Grubert Avenue  
Staunton, VA 24401  
(540) 332-3930  
Fax (540) 332-3933  
School Hours: 7:30 a.m. – 2:30 p.m.  
Office Hours: 6:30 a.m. – 3:30 p.m.

### **Bessie Weller Elementary School**

Mr. Donald Rhodes, Principal  
600 Greenville Avenue  
Staunton, VA 24401  
(540) 332-3940  
Fax (540) 332-3959  
School Hours: 8:05 a.m. – 3:00 p.m.  
Office Hours: 7:30 a.m. – 4:30 p.m.

### **T. C. McSwain Elementary School**

Ms. Kim Crocker, Principal  
1101 N. Coalter Street  
Staunton, VA 24401  
(540) 332-3936  
Fax (540) 332-3955  
School Hours: 8:35 a.m. – 3:30 p.m.  
Office Hours: 7:30 a.m. – 4:30 p.m.

### **A. R. Ware Elementary School**

Dr. Sharon Barker, Principal  
330 Grubert Avenue  
Staunton, VA 24401  
(540) 332-3938  
Fax (540) 332-3957  
School Hours: 8:35 a.m. – 3:30 p.m.  
Office Hours: 7:30 a.m. – 4:30 p.m.

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### **Dixon Educational Center**

Dr. Jelisa Coltrane Wolfe, Executive Director  
1751 Shutterlee Mill Road  
Staunton, VA 24401  
(540) 332-3934  
Fax (540) 332-3973  
Office hours 7:30 a.m. – 4:00 p.m.

#### ➤ **Office of Student Services**

#### ➤ **Preschool Program**

School Hours: 8:00 a.m. – 2:30 p.m.

#### ➤ **Genesis Alternative Education Program**

Mr. Robert Craft, Program Director  
School Hours: 9:00 a.m. – 2:00 p.m.

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### **Transportation Department**

(540) 332-3722

Office hours 6:30 a.m. – 4:30 p.m.

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### **School Board Office**

(540) 332-3920

Office hours 7:30 a.m. – 4:00 p.m.

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### **Need Assistance?**

**Ms. Cynthia Burnett, Assistant Human Resources Director** (Employment Matters, Benefits, Policies)

**Mr. Richard Fletcher, Instructional Supervisor** (Secondary Instruction, Virtual/Blended Learning, PowerSchool, State Reporting, School Counselors)

**Mrs. Stephanie Haskins, Director of Assessment & School Improvement** (Elementary Instruction, School Improvement, Assessment, Title I, II & III Programs)

**Mr. Tom Lundquist, Director of Technology** (Division-wide Technology Matters)

**Mrs. Linda Mahler, Instructional Supervisor** (Elementary Instruction, Gifted Education, Family Life Education, Home Schooling, Special Permissions)

**Mr. Earl McCray, Director of Operations** (Building Maintenance, Transportation Services, School Safety, Building Rentals)

**Dr. Michael Ormsmith, Instructional Supervisor** (Secondary Instruction, Career & Technical Education, Summer School, Website and Social Media, Community Partnerships and Grants)

**Mr. Jonathan Venn, Chief Human Resources Officer** (Employment Matters, Teacher Qualifications, Licensure, School Division Calendar)

**Dr. Jelisa Coltrane Wolfe, Executive Director of Student Services** (Special Education, 504 Plans, Discipline, Preschool, Alternative Programs, Homebound Services, Homeless Services, Attendance Services, School Safety, School Counselors)



116 West Beverley Street  
Staunton, VA 24401

Phone: 540-332-3920  
Fax: 540-332-3924

	First Day of School		Graduation
	Last Day of School		Progress Reports Out
	Work Day		Report Cards Out
	Holiday		End of Nine Weeks
	Pre-Service Week		Early Dismissal
	Staff Development		Parent Conferences

## Academic Calendar: 2017-18

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

  

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

  

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

### New Teacher Orientation TBD

First Day for Teachers:  
August 1, 2017

Convocation  
TBD

School Opens:  
August 8, 2017 (PK-12)

First Term Ends:  
December 19, 2017

Second Term Start:  
January 3, 2018

Last Day of School  
May 23, 2018

Graduation  
May 19, 2018

### Total Teaching Days: (182) (90 - 1st Semester 92 - 2nd Semester)

\*Pre-Service Work Week, Work Days,  
PLC Directed Work Time &  
Staff Development Days

- Pre-Service Week: August 1-7
- Workdays: 1 Flex Day (July 1-31),  
October 9, January 2, March 9,  
May 24 & 25
- Professional Development: September 22
- PLC Directed Work Time:  
On 2-Hour Early Dismissal  
(For Students Only)  
September 1  
October 6  
November 3  
December 1  
February 2  
March 2  
April 6

Report Cards Distributed  
October 17  
January 9  
March 20  
End of Year

### Inclement Weather Make-Up Days

First- No Make Up  
Second- No Make Up  
Third- No Make Up  
Fourth- No Make Up

Note: Make-up days will be determined based on maximizing instructional time. Options may include February 19, March 9, Spring Break, April 2, May 24 & 25 and/or adding time to a school day.

### Parent Conferences & Early Dismissal

Parent Conferences: September 21  
PK-12 Conferences: 2pm to 7pm

Parent Conferences: February 15  
PK-12 Conferences: 2pm to 6pm

2-Hour Early Dismissal (All Schools)  
(For Students Only)  
September 1 & 21, October 6, November 3,  
December 1 & 19, February 2 & 15,  
March 2, April 6, May 23

### No School for Students:

September 4, 22

October 9

November 22-24

December 20-29

January 1, 2, 15

February 19

March 9, 26-30

April 2