

SUPERINTENDENT'S REGULATION 5-8.5 (F)**RESPONSIBILITIES FOR STUDENTS**

In order to provide for the general welfare of students under his/her supervision, each principal shall:

1. have overall responsibility for the supervision of students during the school day, while being transported to and from school, and during any activity or function sponsored by the school and attended by students;
2. secure written permission from parents before students participate in school trips (such written statements shall be kept on file for a reasonable length of time);
3. hold fire drills in accordance with School Board Policy and regulations and applicable law;
4. keep an accurate record of all non-resident students and report same on a form provided to the division superintendent;
5. make every effort to contact the parents at once in cases of accident or serious illness of a student. If necessary, call the rescue squad to transport the student to his/her hospital, his/her family physician, or call the student's family physician to the school, as the individual case may require;
6. make a careful daily check to discuss causes of student absences and to notify parents promptly when students are absent without sufficient excuse, consistent with Virginia's Compulsory Attendance laws and School Board policies and regulations;
7. require a written excuse from parents of students who return to school following an absence (verbal explanation by a parent of a student's absence to the principal may be deemed sufficient in some cases);
8. administer student discipline consistent with the Student Code of Conduct. The principal, when the case warrants such action, may suspend a student from attendance, consistent with applicable law and School Board policies and regulations, immediately notifying the student's parents by letter and sending a copy to the division superintendent. Should the principal deem permanent expulsion is necessary, such recommendation shall be made to the School Board through the division superintendent;
9. be responsible for the assignments of students to classes. Each high school principal shall see that each student is assigned a counselor to assist him in selection of his/her subjects and to see that each high school student has on file an approved five-year program, approved by the student, his/her parent or guardian, and his/her counselor;
10. hold the number of entertainments, parties, and school-day socials in which students participate to a minimum. The principal should schedule such activities on weekends or immediately preceding a holiday (activities designed to prepare students for the Virginia State Assessment program shall always take precedence over other activities);
11. assign an adequate number of school personnel to perform supervisory duties during all school sponsored activities;
12. approve all announcements and see that they are made at appropriate times by authorized persons;
13. ensure that during the five (5) school days prior to examination, all extra in-school activities are suspended; and
14. refrain from sending any student on assignments or errands for the school unless under the supervision of responsible school authorities.