

## **ARTICLE V: INSTRUCTIONAL SUPPORT**

### TABLE OF CONTENTS

#### Policy

- 6-5.1 SCHOOL GUIDANCE AND COUNSELING PROGRAMS
- 6-5.2 SCHOOL LIBRARY/MEDIA CENTER
- 6-5.3 COPYRIGHTED MATERIALS
- 6-5.4 HOMEWORK
- 6-5.5 TEXTBOOKS
- 6-5.6 INSTRUCTIONAL MATERIALS
- 6-5.7 COMPLAINTS REGARDING INSTRUCTIONAL MATERIALS AND  
LEARNING RESOURCES
- 6-5.8 FIELD TRIPS
- 6-5.9 EMPLOYMENT AND WORK-TRAINING CERTIFICATES

## **POLICY 6-5.1 SCHOOL COUNSELING PROGRAMS**

### **Definition of Service Domains**

Pursuant to the Standards of Quality, the following guidance and counseling services are available to all students in Poquoson City Public Schools:

1. Academic guidance and counseling that assist students and their parents in acquiring knowledge of the curricula choices available to students, including planning a program of studies, arranging and interpreting academic testing, and seeking post-secondary educational and career opportunities.
2. Career guidance and counseling that help students to acquire information and plan action about work, jobs, apprenticeships, and post-secondary educational and career opportunities.
3. Personal/social guidance and counseling that assist students in developing an understanding of themselves and the rights and needs of others, resolving conflict and defining individual goals that reflect their interests, abilities and aptitudes.
4. Employment counseling and placement services which furnish information relating to the employment opportunities available to students graduating from or leaving the public schools. Such information will be provided to secondary students and will include all types of employment opportunities, including, but not limited to, apprenticeships, the military, career education schools, and the teaching profession. In providing such services, the School Board will consult and cooperate with the Virginia Employment Commission, the Department of Labor and Industry, local business and labor organizations, and career schools.

### **Types of Service Delivery**

These services are provided through:

1. Classroom Guidance: a series of classroom lessons conducted by the school guidance counselor in the classroom for all students at each grade level.
2. Small Group Counseling: available to students experiencing specific and commonly shared concerns. Emphasis is on problem solving and the development of positive and effective personal skills.
3. Individual Counseling: direct assistance to individual students. Counseling of individual students is conducted to help them learn more efficiently and effectively with emphasis on identifying concerns early before they interfere with learning.

### **Procedures for Service Delivery**

The framework for the delivery of these services is as follows:

1. Written notification will be provided to parent(s)/guardian(s) at least annually about the academic, career and personal/social guidance and counseling services which are available to their children. The notification shall include the purpose and general description of the programs, information regarding ways parent(s)/guardian(s) may review materials to be used in guidance and counseling programs at their child's school and information about the procedure by which parent(s)/guardian(s) may limit their child's participation in such programs.
2. School counselors are prohibited from using counseling techniques which are beyond the scope of the professional certification or training of counselors, including hypnosis or other psychotherapeutic techniques that are normally employed in medical or clinical settings and focus on mental illness or psychopathology.

3. All information and records of personal/social counseling shall be kept confidential and separate from a student's cumulative educational record and shall not be disclosed to third parties without prior parental (guardian) consent or as otherwise provided by law. See Policy and Regulation 7-1.4 (Student Records).
4. Parent(s)/guardian(s) may elect in writing to have their child not participate in classroom guidance lessons, or any counseling activity to which they object.
5. Parental (guardian) permission is required in writing for any small group counseling or on-going, structured individual counseling in the personal/social domain following initial contacts.
6. Parental (guardian) permission is not required for short duration personal/social counseling which is needed to maintain order, discipline or a productive learning environment.
7. School officials may permit on-going, structured personal/social counseling for children whom they believe would benefit from such counseling, but whose parent(s)/guardian(s) fail to respond either affirmatively or negatively to reasonable requests for consent. Refusal of services must be in writing to the principal.
8. Each school counselor shall spend at least 80 percent of his/her staff time during normal school hours in the direct counseling of individual students or groups of students.

### **Psychological Services**

The services of the school psychologists are available to students who have been identified as in need of these services.

**LEGAL REFERENCE:** Code of Virginia, 1950, as amended, §§ 22.1-23.3, 22.1-209; 22.1-253.13:2, 22.1-209.1, 22.1-291.1, 22.1-299.1:1 Virginia Board of Education Regulations Regarding School Guidance and Counseling Programs in the Public Schools of Virginia, 8 VAC 20-620-10.

*Adopted: November 2002*

*Revised: August 2006, August 2019, September 2021*

**POLICY 6-5.2 SCHOOL LIBRARIES/MEDIA CENTERS**

The primary function of Poquoson City Public School libraries/media centers is to implement, enrich and support the educational program of the schools. The centers provide a wide range of materials at various levels of sophistication with a diversity of appeal and the presentation of different points of view.

To this end the Poquoson City School Board declares that the primary responsibilities of the libraries/media centers are:

1. to provide materials that will stimulate the acquisition of factual knowledge and the development of literary appreciation, aesthetic values and ethical standards;
2. to provide a source of information which, when consulted, may enable pupils to make informed judgments;
3. to provide materials containing a wide range of views on issues so that students may develop the practice of critical reading and thinking;
4. to provide materials representative of religious, ethnic and cultural groups and their contribution to the American heritage; and
5. to place principle above personal opinion and reason above prejudice in the selection of materials of the highest quality in order to assure a comprehensive collection appropriate for the users of the libraries/media centers.

**LEGAL REFERENCE:** Code of Virginia, 1950, as amended, §§ 22.1-70, 22.1-78; Virginia Board of Education Regulations Establishing Standards for Accrediting Schools, 8 VAC 20-131-190.

*Adopted: November 2002*

**POLICY 6-5.3 COPYRIGHTED MATERIALS**

Instructional and other staff of the Poquoson City Public Schools shall honor the requirements of the Copyright Act of 1976, 17 U.S.C. §§ 101, et seq. The division superintendent or his designee shall, from time to time, distribute information including, where appropriate, guidelines to assist school staff in resolving issues related to copyright law, particularly the fair use and educational use exceptions.

**LEGAL REFERENCE:** Code of Virginia, 1950, as amended, §§ 22-1.70, 22.1-78; 17 U.S.C. §§ 101, et seq.

*Adopted: November 2002*

## **POLICY 6-5.4 HOMEWORK**

### **Generally**

The Poquoson City School Board supports the assignment of homework to pupils when its use has the purpose of enriching and extending school experiences. Teachers are responsible for thoroughly explaining homework assignments before pupils are to be expected to perform the assigned task(s). Teachers are also responsible for evaluating homework assignments. Within this framework, careful consideration shall be given to the amount and timing of homework. In addition, quality assignments shall be the primary goal. The division superintendent or his/her designee may develop guidelines for the use of homework.

### **Parental Assistance with Instruction**

The School Board encourages parents to provide instructional assistance to their children in the home. The school division offers a voluntary training program to parents of children in kindergarten through third grade, to assist them in developing the skills necessary to provide effective instructional assistance to their children. Information regarding parent training on instructional assistance shall be available in the Poquoson Primary and Poquoson Elementary Schools.

**LEGAL REFERENCE:** Code of Virginia, 1950, as amended, §§ 22.1-70, 22.1-78, 22.1-253.13:7; Virginia Board of Education Regulations Establishing Standards for Accrediting Public Schools in Virginia, 8 VAC 20-131-10, et seq.

*Adopted: November 2002*

*Revised: July 2004*

## **POLICY 6-5.5 TEXTBOOKS**

### **Adoption**

All basal textbooks used in the Poquoson City Public Schools shall be adopted by the Poquoson City School Board in accordance with applicable Virginia law and regulations established by the Virginia Board of Education. All supplemental textbooks shall be approved by the division superintendent or his designee prior to use in the classroom.

The Virginia Department of Education adopts a multiple list of basal texts for a six-year period. At the end of a two-year period additional materials may be evaluated and added to the existing multiple basal list. Upon receiving the State's multiple list, the School Board shall establish a plan for its selections from the list. Textbook adoptions are staggered so that all texts will not be adopted in one year. Textbooks for elective courses not included in the state adoption cycle may be adopted in interim years by the school division.

### **Textbooks for Students**

Free textbooks shall be provided for students in Poquoson City Public Schools. All books shall be returned by each student who has been in attendance in the school division or payment shall be made for books missing or damaged.

**LEGAL REFERENCE:** Code of Virginia, 1950, as amended, §§ 22.1-238 through 22.1-243; Virginia Board of Education Regulations Governing Instructional Materials – Selection and Utilization by Local School Board, 8 VAC 20-170-10; and Regulations Governing Textbook Adoption Local Level, 8 VAC 20-230-10; and Regulations Governing Textbooks – Free or Rental Systems State Aid, 8 VAC 20-190-10.

*Adopted: November 2002*

## **POLICY 6-5.6 INSTRUCTIONAL MATERIALS**

The Poquoson City School Board shall review and approve guidelines and procedures for the selection, evaluation, approval, and use of instructional materials consistent with applicable Virginia law and regulations established by the Virginia Board of Education. The division superintendent or his designee shall periodically review guidelines and procedures and bring recommendations for changes to the School Board.

The procedures for selection and evaluation of instructional materials shall involve an evaluation committee which should include professional staff, citizens, and when appropriate, students, and should include a procedure for citizens to request reconsideration of instructional materials. These procedures shall offer a thorough and efficient approach which ensures that appropriate instructional materials are selected, and provide an opportunity for the professional staff and community to participate in and be informed of the selection and use of instructional materials.

See Superintendent's Regulation 6-5.6 A, B, and C.

**LEGAL REFERENCE:** *Code of Virginia, 1950, as amended, §§ 22.1-238 through 22.1-253; Virginia Board of Education Regulations Governing Instructional Materials – Selection and Utilization By Local School Boards, 8 VAC 20-170-10; and Regulations Governing Textbook Adoption-Local Level, 8 VAC 20-230-10.*

*Adopted: November 2002*

## **POLICY 6-5.7 COMPLAINTS REGARDING INSTRUCTIONAL MATERIALS AND LEARNING RESOURCES**

### **Complaints**

The selection of learning resources is governed by Poquoson School Board Policies 6-5.5 and 6-5.6. Despite the care taken in selecting suitable learning resources, and despite the qualifications and expertise of persons involved in that selection process, the School Board recognizes that occasional objections to materials will be made by the public. It is, therefore, the policy of the School Board to provide channels of communication and a fair procedure for citizens to follow in expressing and resolving concerns about learning resources, including instructional materials, used in teaching the curriculum.

Complaints about learning resources shall be presented in writing. The standards and procedure for review shall be consistently applied in recognition of the respective rights and responsibilities of all concerned. Materials shall be considered for their educational suitability and shall not be proscribed or removed because of partisan or doctrinal disapproval.

### **Challenged Materials**

Occasional objections to some materials may be voiced by the public despite the care taken in the selection process and despite the qualifications of persons selecting the materials.

If a complaint is made regarding learning resources to any Poquoson City Public Schools staff member, the procedures are as follows:

1. Listen to the complainant, explain selection procedures, be courteous, and make no commitments.
2. If a complainant's concerns cannot be assuaged, refer complainant to the principal who will provide him/her with the "Request for Reconsideration of Learning Resources Form."
3. Upon receipt of the completed "Request for Reconsideration of Learning Resources" form, the principal will inform the assistant superintendent for instruction of the complaint and will then appoint a committee composed of the principal, a school library media specialist, a faculty representative, two parent representatives, and others as appropriate.
4. Challenged materials will not be removed from the school, pending final decision; however, access to the materials may be denied to the child/children of the complainant, if the complainant submits a written request.
5. The Review Committee will:
  - a. read, view or listen to the challenged materials in their entirety, while considering the school division's criteria for selecting books and media;
  - b. consider published reviews and standard aids;
  - c. talk with persons who may be knowledgeable about the material in question and similar material;
  - d. base opinions on the materials as a whole, and not on passages taken out of context; and
  - e. meet to discuss the challenged materials and prepare a written summary of the recommendations on the disposition of the matter.
6. The principal will notify the complainant in writing of the committee's decision within 30 calendar days of receiving the "Request For Reconsideration of Learning Resources Form" and will forward copies of such notification and the committee's summary to the division superintendent or his designee. The committee's summary will be filed with the principal and the division superintendent or his designee.
7. The complainant may appeal the decision of the Review Committee by submitting a written request for re-evaluation to the division superintendent or his designee within 15 calendar days of receiving notification of the committee's decision.

8. The division superintendent or his designee will appoint a division review committee composed of a library media specialist, two parents, two building administrators, a teacher, and the division superintendent or his designee.
9. The division superintendent or his designee will appoint a division review committee composed of a library media specialist, two parents, two building administrators, a teacher, and the division superintendent or his designee.
10. The Division Review Committee will:
  - a. Read, view or listen to the challenged materials in accordance with the school division's policy and procedures for the selection and evaluation of instructional and resource materials.
  - b. Consider available published reviews and other standard selection aids.
  - c. Talk with persons who may be knowledgeable about the material in question and similar material.
  - d. Base opinions on the materials as a whole, and not on passages taken out of context.
  - e. Meet to discuss the challenged materials and prepare a written report of the recommendations on the disposition of the matter within 30 calendar days of receipt of the appeal.
11. The complainant may appeal in writing, within 15 calendar days following receipt of the Division Review Committee's decision, to the Poquoson City School Board through the office of the division superintendent. The division superintendent will submit the appeal to the Poquoson School Board within 30 calendar days for final determination of the issue. The School Board may seek assistance from outside organizations such as the American Association of School Administrators, the National School Boards Association, the American Library Association, The Association for Supervision and Curriculum Development, American Association of School Librarians, etc., in making its determination.
12. The complainant will be notified of the School Board's decision within 30 school days of the appeal to the division superintendent. The School Board's decision shall be final.

See Superintendent's Regulation 6-5.7.

**LEGAL REFERENCES:** Code of Virginia, 1950, as amended, §§ 22.1-253.13:7(C)(2); 8 VAC 20-170-10.

*Adopted: November 2002*

## **POLICY 6-5.8 FIELD TRIPS**

The Poquoson City School Board supports the use of field trips to extend the learning opportunities provided in the regular instructional program and to provide opportunities for competition for students in extracurricular programs. Trips shall be approved by the division superintendent or his designee. Principals are expected to consider the educational value of the trip, the availability of the learning opportunities and the distance, time and expense involved in the trip. Principals are also responsible for following all procedures for requesting approval of field trips. Only properly insured modes of transportation are to be used for school trips. Principals should insure that no student is denied participation on a field trip because of the expense of the trip.

**LEGAL REFERENCE:** Code of Virginia, 1950, as amended, §§ 22.1-70, 22.1-78, 22.1-176.

*Adopted: November 2002*

**POLICY 6-5.9 EMPLOYMENT AND WORK-TRAINING CERTIFICATES**

Employment certificates for qualified Poquoson City Public School students shall be issued only by the division superintendent or his designee in accordance with all applicable law. The division superintendent or his designee shall have the authority to administer the oath provided for granting such permits and to make any examination necessary for the issuance thereof. No fee shall be charged for issuing any such certificate, nor for administering any oath or rendering any services in respect thereto.

**LEGAL REFERENCE:** Code of Virginia, 1950, as amended, §§ 40.1-78, et seq.

*Adopted: November 2002*