GOVERNING BOARD POLICY MANUAL

Section 400 – Student Support Services

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Revised/Approved: September 9, 2021

GOVERNING BOARD POLICY MANUAL

Section 400 – Student Support Services

STUDENT SUPPORT SERVICES - 401

Rights and Responsibilities

The Governing Board recognizes that students have rights which must be both respected and protected. These rights shall be recognized without regard to race, religion, sex, economic status, handicapping condition or intellectual ability. The Executive Director is responsible for developing and distributing information on the rights and responsibilities of students.

The Governing Board expects a high standard of student conduct in an effort to insure that education is provided in an atmosphere conducive to learning, free of disruption and threat to person or property, and supportive of individual rights. The Board recognizes its responsibility to insure that instructional mandates are carried out through learning experiences for students while providing mutual protections for student and staff rights. To achieve these goals, it is the policy of the Board that the Executive Director with the concurrence of the Board develop and maintain uniform written regulations stating the system's standards for student conduct with applicable disciplinary procedures. The standards are to be consistent with the current laws and reflective of the rights and responsibilities of students. The standards as set forth in *Regulation 401.1, Standards for Student Conduct*, are to be provided to each student, parent/guardian, teacher, and staff person who works directly with students.

Legal Ref.: Code of Virginia, §§ 22.1253. 13:7 and 22.1278.

STUDENT SUPPORT SERVICES - 402

Attendance

The Governing Board holds the position that school attendance is directly related to academic achievement and the development of good habits which are important in the world of work. Optimum student attendance is a cooperative effort and the Governing Board expects parents and students to take an active role in accepting the responsibility for good attendance.

Each parent/guardian having charge of a child within the compulsory attendance age shall be responsible for such child's regular and punctual attendance at school as required under provisions of the law.

Each parent or legal guardian having charge of a child enrolled in Appomattox Regional Governor's School shall make every effort each day his or her child is absent all or part of any school day to contact and inform the school of the absence. Schools will make every reasonable effort to contact a parent or legal guardian of each absent student every day and a log will be kept of contact attempts.

Students who are absent must bring a valid note stating the reason for absence upon returning to school.

Students shall attend school for a full day unless otherwise excused. All other exceptions to a full day schedule must be approved on an individual basis by the Executive Director or designee.

The Executive Director shall not release a student during the school day to any person not authorized by the student's parent or legal guardian to assume responsibility for the student. Students shall be released only on request and authorization of parent or guardian. The Executive Director will provide procedures for release of students who are not residing with or under the supervision of a parent or legal guardian. The burden of proof on the authority of the person to receive the student is on the requesting party. A formal check-out system shall be maintained in the school.

The Executive Director shall provide a copy of the attendance policy and regulations to the parent or legal guardian of each student within the first calendar month of each school year.

Regulations for Implementing the Attendance Policy, consistent with current laws, are set forth in Regulation 402.1.

Legal Ref.: Code of Virginia, §§ 22.1-254 and 22.1-258.

STUDENT SUPPORT SERVICES - 403

Residency

Residency is determined and verified by the student's host school division.

Questions regarding residency of a student shall be resolved by the school system which holds the paid seat in question.

School Enrollment

Student enrollment at ARGS will be determined through the "Allocation of Student Seats" Plan.

- 1. <u>PURPOSE:</u> This policy outlines the allocation of student seats to Appomattox Regional Governor's School by participating school divisions.
- 2. <u>POLICY:</u> The number of student seats allocated to a participating school division of the Appomattox Regional Governor's School will be determined by the Executive Director and the Regional Superintendents' Steering Committee in November during budget preparations for the following fiscal year.

3. PROCEDURE:

- a. Each participating school division will be required to commit to a minimum number of student seats by November 1st for the following year.
- b. During April adjustments to increase the minimum number of students seats allocated to a school division will be made in coordination with the Executive Director and the Regional Superintendents' Steering Committee. School divisions interested in acquiring seats are required to notify the Executive Director by April 1st. Allocation will be determined according to test score ranking based on programmatic needs within the enrollment cap.
- c. On May 1st the number of students seats allocated to participating school divisions will be locked. The number will not be less than the minimum number designated on November 1st. School divisions well be required to pay the tuition for all seats, filled or unfilled.
- d. Tuition invoices for the new fiscal year will be mailed to participating school divisions no later than May 15th.
- e. Tuition payment for the allocated student seats are payable by July 15th of the new fiscal year.
- f. Any Governing Board wishing to reduce the number of students participating or to withdraw from the Appomattox Regional Governor's School must notify the Regional Board on or before November 1st of the preceding year. Should a school board reduce the number of students participating or withdraw during the academic year, no tuition will be refundable.

g. The total number of seats will be recommended by the Executive Director and approved by the Governing Board. Each Superintendent will be polled to determine exact number of new seats his/her division wants. After collecting requests from Superintendents, the Executive Director will fill the available seats by contacting the Superintendents one at a time. The process will begin by moving from the smallest district, as determined by actual paid seats, to the district with the greatest number of students currently enrolled at ARGS.

STUDENT SUPPORT SERVICES - 405

Pupils Past 20th Birthday

ARGS students who have passed their twentieth birthday may be given special permission to attend Appomattox Regional Governor's School by the Executive Director. Unless granted an exemption by the Governing Board, the host school division will pay tuition expenses.

Legal Ref.: Code of Virginia, § 22.15.

STUDENT SUPPORT SERVICES - 407

Extracurricular Activities

The Governing Board authorizes and encourages extra class activities as a fundamental and integral part of the educational program. Extracurricular activities shall be under the direct supervision of the Executive Director and shall supplement the regular classroom program. Such activities must contribute to the fulfillment of the purposes of the school. They must be evaluated periodically and be so organized and administered as to minimize interruptions of the classroom program. Students shall not be permitted to engage in these activities to the point that they interfere with regular class work.

ARGS shall be a member of the Virginia High School League and shall conduct all interscholastic activities under its rules and regulations and under such other rules and regulations as may be adopted by the Board.

Secret societies have no place in the list of extracurricular programs recognized and promoted at ARGS. Any and all activities connected with secret societies, i.e., fraternities and sororities are prohibited.

The Executive Director shall be responsible for submitting a list of all extracurricular activities to the Governing Board for approval at least once per year as required by the State Board of Education.

Fund Raising

Fund raising shall be permitted by students provided such activities are approved in writing and carefully monitored and regulated by the Executive Director. The school may not conduct any sales campaign, project, or other process which requires, encourages, or otherwise promotes the utilization of students in solicitation.

The Executive Director shall develop and maintain a list of all fundraising activities.

No fund-raising activity shall be initiated until the activity has been approved by the Executive Director (or designee).

STUDENT SUPPORT SERVICES - 409

Materials Sent Home with Students

The Governing Board shall permit written materials to be sent home with students when such materials are prepared and/or sponsored by the school. Requests for exception to this policy shall be directed to the Executive Director or designee. Board employees shall not send home with students materials advocating commercial interests or political interests.

Education Records

An accurate and complete individual permanent education record shall be maintained for each student. All data maintained on an individual student shall be considered the student's official education record. Such record shall hereinafter be called "education record."

The Executive Director or designee shall also be responsible for ensuring that disposition of such records complies with requirements of Code of Virginia Section 42.1-82, Manual For Public Records Management in the Commonwealth of Virginia, and Appomattox Regional Governor's School records manager.

Legal Ref.: Code of Virginia, § 22.1287, et seq.

Code of Virginia, §§ 22.1-289, 22.103.2, and 42.1-82

STUDENT SUPPORT SERVICES - 411

Non-discrimination

No student in the Appomattox Regional Governor's School shall, on the basis of race, age, sex, religion, national origin, marital status, or disability be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity. It is the expressed intent of the Governing Board that every policy, practice, and procedure shall conform to all requirements of federal and state law.

In pledging its determination to eliminate all forms of discrimination detrimental to good human relations, the Governing Board directs every member of the school community to ensure:

- Equal rights and equitable treatment for all students;
- Equal opportunity for all students to participate in the total program of the schools, with certain exceptions;
- A curriculum which fosters good human relations by engendering respect for the abilities and accomplishments of females, person with disabilities, and minority groups within our culture; and
- In-service education and training for all staff members for the purposes of eliminating discriminatory behavior and prejudiced attitudes and increasing their ability to work effectively with both males and females, person with disabilities, and people from diverse social and cultural backgrounds.

Legal Ref.: Titles VI and IX of the 1972 Educational Amendments to Civil Rights Act.

Treatment of Transgender Students

Consistent with federal and Virginia law and the Model Policies for Treatment of Transgender Students published by the Virginia Department of Education, the purpose of this Policy is to foster an educational environment that is safe, welcoming, and free from discrimination and harassment for all students, regardless of the student's gender identity or expression.

Definitions

Gender: A set of social, psychological, and emotional traits that classify an individual as typically masculine or feminine, although the social construct of gender may be more diverse across a continuum rather than as a binary system.

Gender Expression: The manner in which a person represents or expresses their gender identity or role to others, often through appearance, clothing, hairstyles, behavior, activities, voice, or mannerisms. Gender expression may change over time and from day-to-day and is not necessarily related to the person's gender identity.

Gender Identity: A person's internal sense of their own identity as a boy/man, girl/woman, another gender, no gender, or outside the male/female binary. Gender identity is an innate part of a person's identity and can be the same or different from society's expectations with the sex they were assigned at birth.

Gender Nonconforming: A person who does not conform to gender stereotypes. Their gender expression differs from society's expectations associated with the sex assigned at birth. Being gender nonconforming is distinct from being transgender, though some transgender people may consider themselves to be gender nonconforming.

Gender Transition: The process of shifting toward living according to their gender identity, rather than the sex assigned at birth. Transitions can be at different levels, including social transition, such as new names, pronouns, appearance, and clothing. Some people may undergo medical transitions, such as hormone therapy or surgery.

Transgender: A self-identifying term that describes a person whose gender identity is different from their sex assigned at birth. A **transgender girl** is a girl who was presumed to be male when she was born, and a **transgender boy** is a boy who was presumed to be female when he was born. There is a wide range of gender identities in addition to transgender male and transgender female, such as nonbinary.

Bullying, Harassment and Discrimination

Appomattox Regional Governor's School prohibits any and all discrimination, harassment, and bullying based on an individual's actual or perceived race, color, national original, religion, sex, sexual orientation, gender identity, disability, or any other characteristic protected by law. In alignment with Policies 504 and 506, Equal Educational

Opportunities/Nondiscrimination/Harassment and Policy 505, Title IX Policy, any incident or complaint of discrimination, harassment, or bullying shall be given prompt attention, including investigating the incident and taking appropriate corrective action, by the school administrator. Complaints alleging discrimination, harassment, or bullying based on a student's actual or perceived transgender status shall be handled in the same manner as other discrimination or harassment complaints.

Confirmation of Asserted Gender Identity

There is no bright-line rule that students must meet to confirm an asserted gender identity, as students may differ in how they present themselves, including differences in factors like their comfort level with being known as transgender, their transition status, their age, and their gender expression.

As a general matter, however, gender identity may be demonstrated by a consistent and uniform assertion of the student's gender identity or a consistent and uniform showing that the student's gender identity is sincerely held as part of their core identity and belief. Gender identity may not be asserted for any improper purpose or in a way that violates School Board policies or the Student Code of Conduct. School personnel may question a student's asserted gender identity only when there is a credible basis for believing that the student's gender identity is being asserted for some improper purpose.

Student Privacy/Confidentiality

Information about a student's transgender status, legal name, or gender assigned at birth shall be treated in accordance with applicable laws and policies governing the confidentiality of student records, including but not limited to the Family Educational Rights and Privacy Act ("FERPA") and Va. Code § 22.1-287 et seq. In addition, school personnel shall treat information relating to a student's transgender status as being particularly sensitive, shall not disclose it to other students and parents without consent, and shall only disclose to other school personnel with a legitimate educational interest.

Student Identification

Upon a showing of consistent and uniform assertion of the student's gender identity or that the student's gender identity is sincerely held as part of their core identity, the school division shall allow the student to assert a name and gender pronouns that reflect their gender identity without any other substantiating evidence. School staff shall, at the request of a student or parent, address the student using the asserted name and pronoun that correspond to their gender identity.

If the student was previously known at school by a different name or pronouns, the building administrator shall direct school staff to use the student's chosen name and pronouns. Consistent with the guidelines set forth below in the "Questions and Communications with Parents" section, if any questions arise, school staff may privately ask the student or, in the case of students in Pre-K or elementary grades, the parents, how the student wants to be addressed in class and in the school's communications.

School Records

The school division is required to maintain a record that includes a student's legal name and sex assigned at birth and may be required to use or report the legal name and sex assigned at birth in some situations. In situations where school staff is required to use or to report a transgender student's legal name or sex assigned at birth, such as for purposes of standardized testing, school staff and administrators should adopt practices to avoid the inadvertent disclosure of such information. Upon the request of a student or parent, school staff shall use the asserted name and gender on other school records or documents. The school division shall change a student's name and gender designation upon verification or submission of a legal document such as a birth certificate, state- or federal-issued identifications, passport, or court order. Records of former students may also be re-issued with the submission of legal documents substantiating the amended name and gender.

Dress Code

Dress and grooming codes shall be written relating to the attire or articles of attire without limits on gender expectations. Students have a right to dress in a manner consistent with their gender identity or gender expression. School staff shall administer and enforce dress and grooming codes consistently across the student body, regardless of actual or perceived gender identity or gender expression. Requirements for attire for school-related programs, activities, and events shall be gender neutral.

Access to Activities

The school division will eliminate or reduce the practice of segregating students by gender to the extent possible.

For any school program, event, or activity, including extra-curricular activities that are segregated by gender, upon a showing of consistent and uniform assertion of the student's gender identity or that the student's gender identity is sincerely held as part of their core identity, the school division will allow students to participate in a manner consistent with their gender identity. Athletic participation regulated by the Virginia High School League (VHSL) or another organization such as the Virginia Scholastic Rowing Association (VASRA), as well as middle school athletics, shall follow policies and rules outlined by those organizations.

Access to Facilities

All students are entitled to have access to restrooms, locker rooms, and changing facilities that are sanitary, safe, and adequate. School personnel should work with each student, on a case-by-case basis, to accommodate the student's needs, including providing a single-stall restroom option that is made available to any student who desires more privacy (regardless of transgender status). Upon request, school personnel should add a privacy partition or curtain to existing facilities, providing use of a nearby private restroom or office, or a separate changing schedule. Any options offered shall be non-stigmatizing and minimize lost instructional time.

Upon a showing of consistent and uniform assertion of the student's gender identity or that the student's gender identity is sincerely held as part of their core identity, the student shall be permitted to use the restroom, locker room, or changing facility consistent with the student's asserted gender identity.

If a student expresses discomfort with a transgender student's use of the same sex-segregated restroom, locker room, or changing facility, upon request, school administrators and counseling staff may address the discomfort and foster an understanding of gender identity, to create a school culture that respects and values all students. Moreover, the objecting student should be given the option to use an alternative option that is made available to any student who desires more privacy.

Overnight Field Trips

In situations where students are separated by gender for overnight accommodations, school personnel must assign any such accommodations consistent with the student's asserted gender identity, provided that the student has consistently and uniformly asserted the student's gender identity or that it is sincerely held as part of the student's core identity. Any student who is uncomfortable sharing a common sleeping area, shower, bathroom, or other sex-segregated facilities, shall, upon the student's request, be provided with a designated safe and non-stigmatizing alternative.

Professional Development and Training

All school staff shall be trained on topics relating to LGBTQ+ students, including safety and support measures. Division mental health professionals and administrators will receive training annually.

Questions and Communications with Parents

If any questions arise, such as the use of preferred names or pronouns or the use of facilities, school personnel may privately ask how the student would prefer to resolve such a question. While there is generally no legal requirement that school personnel obtain the consent of minors to speak with parents about the student's private matters, school personnel may wish to speak with the student first to ascertain any concerns the student may have with such communications.

Approved: September 9, 2021

Blood Borne Contagious or Infectious Diseases

The attendance at school of students who suffer from blood borne diseases which are infectious or contagious, such as AIDS and Hepatitis B, and which may be transmitted by the exchange of body secretions, shall be determined by the Executive Director on a case-by-case basis. The Executive Director shall obtain the advice of the Public Health Executive Director to assist him/her in making his/her determination. The student may be excluded from school pending the Executive Director's decision if the student's health status interferes significantly with his/her performance or becomes determined by the general population of the school. The Executive Director shall adopt regulations setting forth the procedures to be followed to implement this policy.

STUDENT SUPPORT SERVICES - 413

Administration of Medication to Students

A. Transportation of Medications

A student is not permitted to transport medication to and from school.

B. Administration of Non-prescription Medications

Designated school personnel, under the supervision of the Executive Director and in consultation with a school nurse or school nurse supervisor, will administer non-prescription medication to a student only with the written permission of the parent or guardian. Alternative medications such as vitamins, minerals, herbs, or dietary supplements will not be administered by school personnel unless prescribed by a physician, physician's assistant or nurse practitioner. Permission by a parent or guardian to administer a non-prescription medication shall specify the name of the medication, the required dosage, and the time the medication is to be given. The medication, in its original unopened container, shall be brought to the clinic by the parent or guardian along with the written permission. For school personnel to administer a non-prescription medication to a student for more than twice a day, more than three consecutive days, or more than three times monthly, will require the written authorization of the student's physician, physician's assistant, or nurse practitioner. Designated school personnel shall administer non-prescription medication in accordance with Regulation 413.1(of CCPS) Procedures for

Administration of Medicine. Should the clinic staff become concerned regarding a child's medical condition on a particular day, the school administration may refuse to administer the non-prescription medication until the child has been seen by a medical professional. The parent or guardian will be notified of the concern and the school's perceived need for medical review. The parent or guardian shall pick up unused medication, or school personnel will discard it.

C. Administration of Prescription Medications

Designated school personnel, under the supervision of the Executive Director and in consultation with a school nurse or school nurse supervisor assigned by a local City/County Health Department, will administer prescription medication to a student only with a written order from the student's physician, physician's assistant, or nurse practitioner that specifies the name of the medication, the required dosage, and the time the medication is to be given. The prescription label on the container will be accepted as the physician, physician's assistant or nurse practitioner order for those medications to be taken. The medication, in its original unopened container, shall be brought to the clinic by the parent or guardian. Written permission from the parent or guardian to administer the medication to the student must be given at that time. Designated school personnel shall administer prescription medication in accordance with Regulation 413.1 Procedures for Administration of Medicine. The parent or guardian shall pick up unused medication, or school personnel will discard it.

D. Self-Administration of Asthma Medication

A student with a diagnosis of asthma is permitted to possess and self-administer inhaled asthma medication in accordance with this policy during the school day, at school-sponsored activities, or while on the school bus or other school property. The following conditions must be met:

- 1. Written permission from the parent that the student may self-administer inhaled asthma medication must be on file with the school.
- 2. Written notice from the student's physician, physician's assistant or nurse practitioner must be on file with the school. The notice must indicate the student's name, state the diagnosis of asthma, approve the self-administration of inhaled asthma medications that have been prescribed for the student, specify the name and dosage of the medications, the frequency with which the medications are to be administered, and the circumstances that warrant use. The physician, physician's assistant, or nurse practitioner shall attest to the student's demonstrated ability to self-administer the medication safely and effectively.
- 3. An individualized health care plan must be prepared, including emergency procedures, for any life-threatening conditions. Parents must disclose any relevant information regarding the health condition of the student to school

- personnel. Permission for a student to possess and self-administer asthma medications is effective for one school year and must be renewed annually.
- 4. A student's right to possess and self-administer inhaled asthma medication may be limited or revoked by the Executive Director only after consultation with the parent or guardian.

E. Administration of Insulin and Glucagon to Students with Diabetes

Only a trained employee shall administer insulin and glucagon to a student diagnosed as having diabetes, consistent with Code of Virginia, Section 22.1-274. Prescriber authorization and parental consent shall be obtained for any employee who is not a registered nurse, nurse practitioner, physician or physician assistant to assist with the administration of insulin or glucagon. When a registered nurse, nurse practitioner, physician or physician's assistant is present in the school, no other employee, regardless of training, shall administer or assist in the administration of insulin or glucagon.

Legal Reference: Code of Virginia Section 22.1-274
Regulation 401.1 Standards for Student Conduct
Virginia School Health Guidelines published by the Virginia Department of Health in collaboration with the Virginia Department of Education

STUDENT SUPPORT SERVICES - 414

Corporal Punishment

Appomattox Regional Governor's School prohibits corporal punishment by a teacher, administrator or other person employed by the Governing Board in accordance with Code of Virginia §22.1-279.1 which follows:

Code of Virginia §22.1-279.1. Corporal Punishment Prohibited. - No teacher, principal or other person employed by a school board or employed in a school operated by the Commonwealth shall subject a student to corporal punishment. This prohibition of corporal punishment shall not be deemed to prevent (i) the use of incidental, minor or reasonable physical contact or other actions designed to maintain order and control; (ii) the use of reasonable and necessary force to quell a disturbance or remove a student from the scene of a disturbance which threatens physical injury to persons or damage to property; (iii) the use of reasonable and necessary force to prevent a student from inflicting physical harm on himself; (iv) the use of reasonable and necessary force for self-defense or the defense of

others; or (v) the use of reasonable and necessary force to obtain possession of weapons or other dangerous objects or controlled substances or paraphernalia which are upon the person of the student or within his control.

In determining whether a person was acting within the exceptions provided in this section, due deference shall be given to reasonable judgments at the time of the event which were made by a teacher, Executive Director or other person employed by a school board or employed in a school operated by the Commonwealth.

For the purposes of this section, "corporal punishment" means the infliction of, or causing the infliction of, physical pain on a student as a means of discipline. This definition shall not include physical pain or discomfort caused by participation in practice or competition in an interscholastic sport, or participation in physical education or an extracurricular activity. (1989, c. 287).

STUDENT SUPPORT SERVICES - 415

Endorsement of Commercial Products by Students

Students shall not indicate endorsement by their school in the commercial promotion of any product, process or service except with the written permission of the Executive Director.

STUDENT SUPPORT SERVICES - 416

Drug Free Schools

The unlawful manufacture, distribution, dispensation, possession, use, or being under the influence of alcohol, anabolic steroids, or any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or other controlled substance as defined in the Drug Control Act of Chapter 15.1 of Title 54 of the Code of Virginia and as defined in schedules I through V of 21 U.S.C. 812, imitation controlled substances or drug paraphernalia while on school property or while engaged in or attending any school sponsored or school approved activity or event, shall result in suspension and/or expulsion from school. "Drug paraphernalia" shall mean those items described in Section 18.2265.1 of the Code of Virginia and "imitation controlled substance" shall mean a pill, capsule, tablet or other item which is not a controlled substance, an alcoholic beverage, anabolic steroid, or marijuana, but which by overall dosage unit appearance, including color, shape, size, marking or package, or by representations made, is intended to lead or would lead a reasonable person to believe that such a pill, capsule, tablet or other item is a controlled substance, an alcoholic beverage, anabolic steroid, or marijuana.

All students must comply with this standard of conduct. Any student who violates this standard shall be suspended and/or expelled and may be referred for prosecution in accordance with regulations in Standards for Student Conduct (*Regulation 401.1*).

STUDENT SUPPORT SERVICES - 417

Nondiscrimination on the Basis of Disability

No otherwise qualified disabled person shall, solely by reason of disability, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity which receives benefits from federal financial assistance. For purposes of this policy, a qualified disabled person shall be one who satisfies the definition set forth in the Rehabilitation Act of 1973 and its implementing regulations.

The 504 coordinator will be responsible for the implementation of this policy.

The Executive Director shall adopt regulations to effect this policy.

STUDENT SUPPORT SERVICES - 418

Pursuant to the *Standards of Quality*, the Appomattox Regional Governor's School shall make reasonably accessible with available resources guidance and counseling services to all students. These services will reflect the *Regulations Regarding School Guidance and Counseling Programs in the Public Schools of Virginia*.

The Appomattox Regional Governor's School affirms that parents are a child's first teachers. They have the right to direct the care, education and development of their children. Therefore, provision shall be made for procedures by which parents can elect to have their child not participate (opt out) in classroom guidance. Further, provision shall be made for procedures requiring affirmative parental consent (opt in) after student's initial contacts for participation in small group or on-going, structured, individual social/personal counseling. Parental permission is not required for individual counseling when needed to maintain order, discipline and a productive learning environment. When parents fail to respond either affirmatively or negatively to reasonable requests for consent, the school officials may permit personal/social counseling for children whom they believe would benefit.